Enrolling in Boston College’s Health Insurance

NEW MEMBERS....

➢ Log on to: www.harvardpilgrim.org
➢ Click on “Member Login” in upper right hand corner of page
➢ On the left hand side of the page, scroll down to find Does your employer offer Harvard Pilgrim online enrollment? Click on the “Enroll in Harvard Pilgrim” link.
➢ Follow the steps listed below

Enter the Employer ID number provided by the Benefits Administrator.

Employer ID # * 1000021800

Step 1: Enter BC Employer ID # 1000021800

Step 2: a) Enter the “Effective Date” (the date your health insurance will begin)
   Note: If you choose an effective date of the 16th of the month or later, you will not have to pay the employee contribution for that month
   b) “Select a reason” - Select an option from the drop down box: New Hire, Open Enrollment
   c) Click on “Next”

Step 3: Select Plan Options:
   From the “Plan Category” drop down box, choose either:
   1) Boston College/EdHealth/HMOAct
   2) Boston College/EdHealth/PPOAct

   From the “Plan Option” drop down box, choose:
   1) There is only one option provided: HMO for HMO plan & PPO for PPO plan

Step 4: Enter Member Information and click “Next”
   Enter Dependent Information, if enrolling in the Family plan (IMPORTANT: Include SS#)*

Step 5: If enrolling in the “Boston College HMO Active” plan, select a Primary Care Physician (PCP) for each member being enrolled in the plan

Step 6: Review and Submit Enrollment

REMEMBER, if enrolling your spouse in a family plan, you must provide a copy of your marriage certificate or latest jointly-filed federal tax return (all financial information should be crossed out/whited out) to the Benefits Office before your enrollment can be approved. *SS#’s are required under the Affordable Care Act.