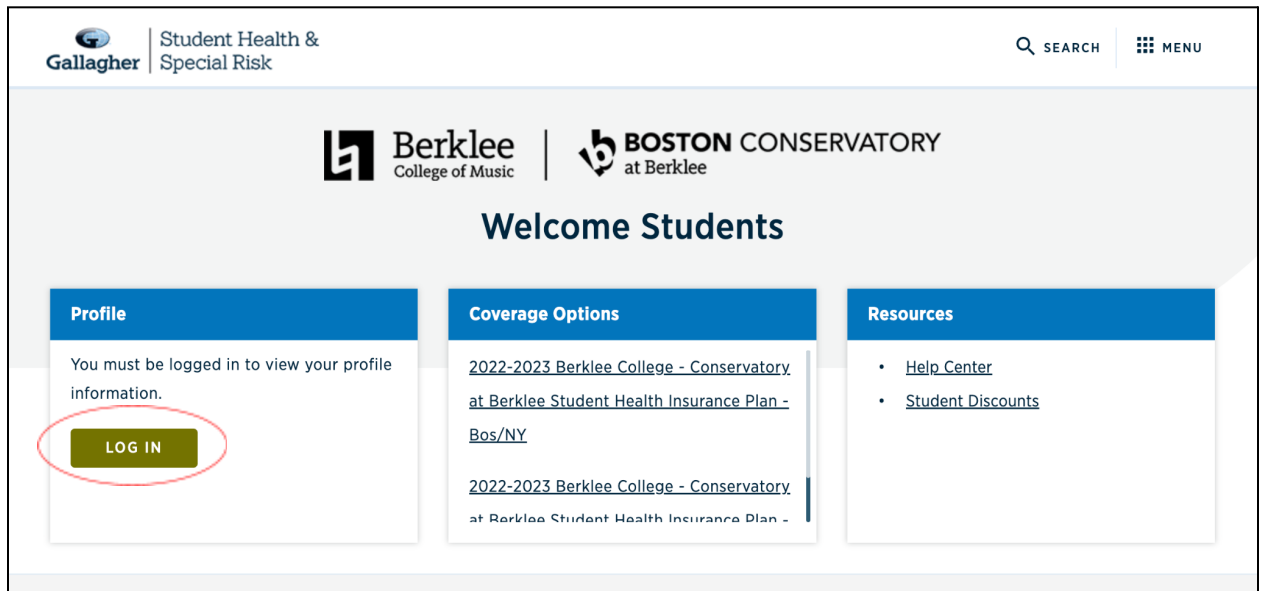


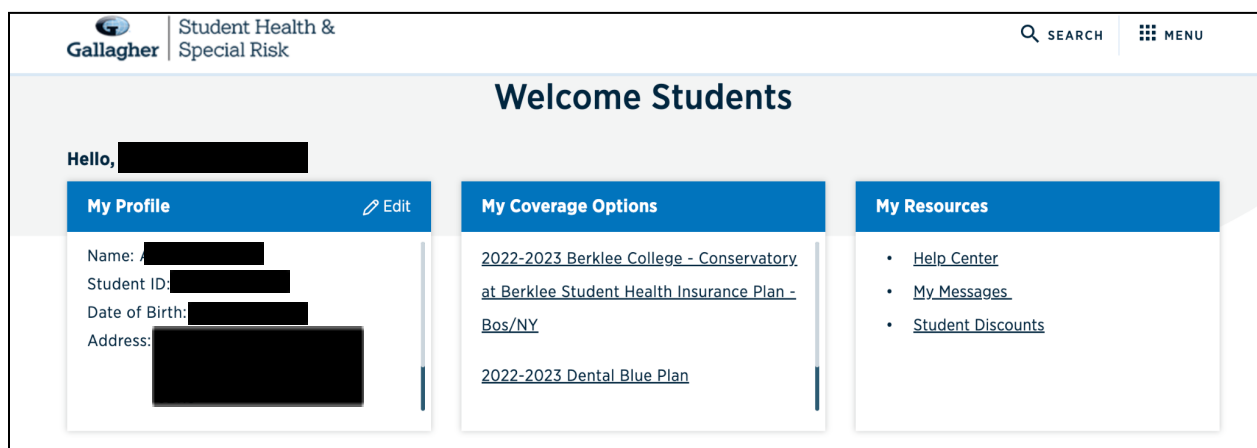


## How to Get Your Student Health Insurance ID Card

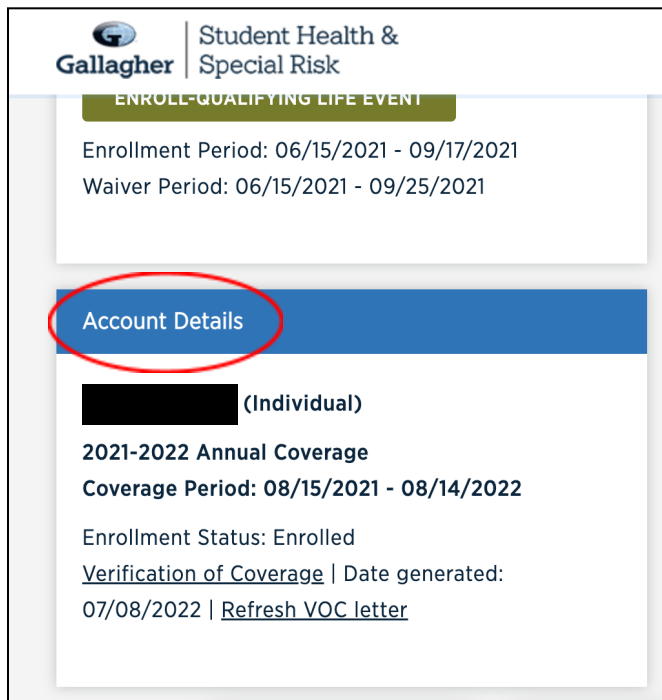
1. Go to [www.gallagherstudent.com/Berklee](http://www.gallagherstudent.com/Berklee).
2. Click on “Log in” under Profile. Follow the log in instructions.



3. You will see a page that says “Welcome Students” at the top.



4. Scroll down until you see “Account Details”.



**Gallagher** | Student Health & Special Risk

**ENROLL-QUALIFYING LIFE EVENT**

Enrollment Period: 06/15/2021 - 09/17/2021  
Waiver Period: 06/15/2021 - 09/25/2021

**Account Details**

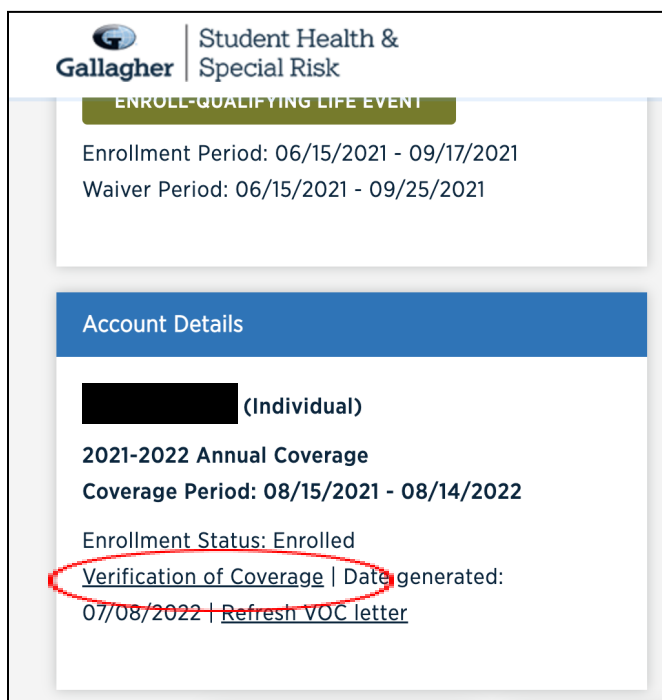
██████████ (Individual)

**2021-2022 Annual Coverage**  
**Coverage Period: 08/15/2021 - 08/14/2022**

Enrollment Status: Enrolled

[Verification of Coverage](#) | Date generated:  
07/08/2022 | [Refresh VOC letter](#)

5. Click on “Verification of Coverage”. A document should automatically download. Open this document. If the document does not automatically download, hit “refresh VOC letter” and then click “Verification of Coverage” again.



**Gallagher** | Student Health & Special Risk

**ENROLL-QUALIFYING LIFE EVENT**

Enrollment Period: 06/15/2021 - 09/17/2021  
Waiver Period: 06/15/2021 - 09/25/2021

**Account Details**


██████████ (Individual)

**2021-2022 Annual Coverage**  
**Coverage Period: 08/15/2021 - 08/14/2022**

Enrollment Status: Enrolled

[Verification of Coverage](#) | Date generated:  
07/08/2022 | [Refresh VOC letter](#)

6. Locate your Member ID number in your Verification of Coverage document.  
**Make note of this ID Number, including the letters in front, as you will need it later.** Download or save this document so you have it for your records.



Student Health &  
Special Risk

August 20, 2021

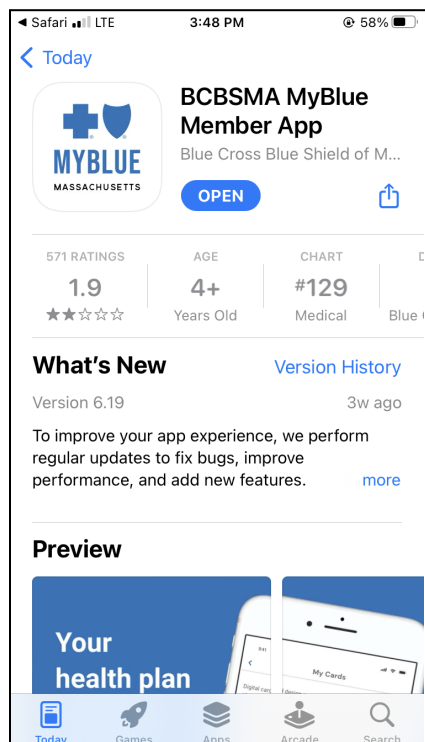
[REDACTED]  
[REDACTED]  
Boston, Massachusetts 02115

To Whom It May Concern:

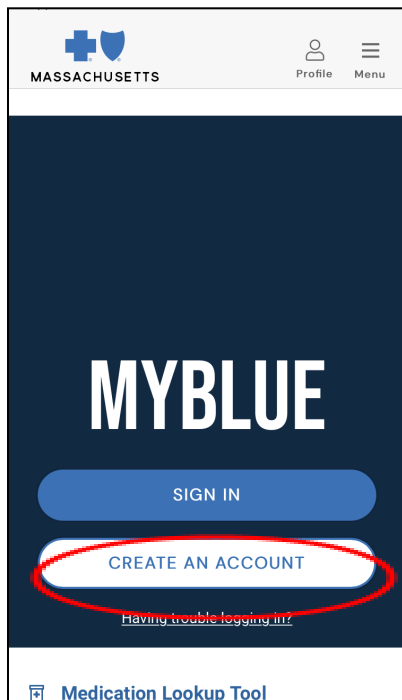
This letter is to verify that [REDACTED] Insurance ID# XXP 123456789 is insured under the 2021-2022 Berklee College - Conservatory at Berklee Student Health Insurance Plan Student Health Insurance, Policy number . The effective dates of coverage are listed in the table below and may be subject to change.

Insured's Name	Effective Date	Termination Date
[REDACTED]	August 15, 2021	August 14, 2022

7. Download the MyBlue App, which is available in the App Store or on Google Play.



8. Click "Create An Account"



9. Type in your mobile number, OR your email (whichever you'd like to use for your username). Create a password for your account, keeping in mind the password requirements.

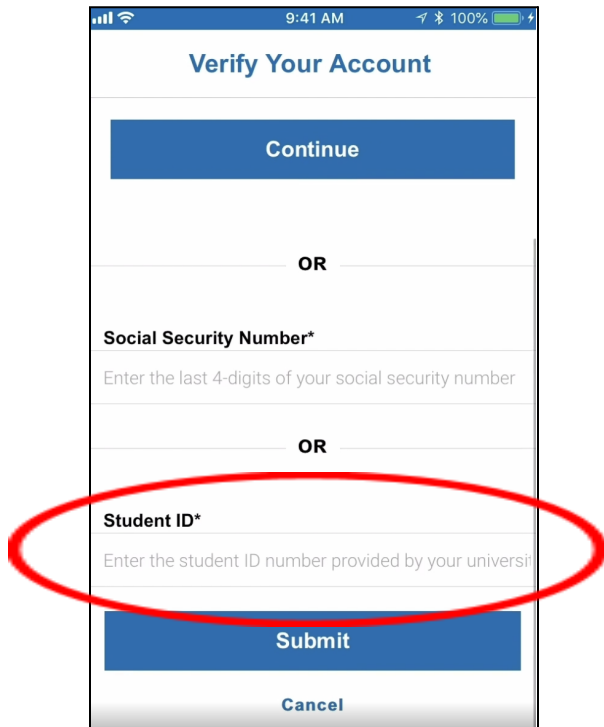
10. To create your personalized account, please enter your first name, last name, date of birth, and your mobile phone number.

The screenshot shows the MyBlue Massachusetts app interface. At the top, the status bar displays signal strength, Wi-Fi, time (9:41 AM), location, Bluetooth, and 100% battery. The app header includes the MyBlue logo and a menu icon. Below the header, there are two notification banners: a green one saying "Congratulations! You are now Registered with an account on MyBlue." and an orange one saying "Connect Your Account to Your Plan. Get full access to all your healthcare information." Below these is a "Personal Information" section with the note "All fields are required." It contains three input fields: "First Name", "Last Name", and "Date Of Birth" (with a placeholder "MM/DD/YYYY").

11. Next, enter your member ID number. This is the 12 digit ID found in your Verification of Coverage letter from Step 6, INCLUDING the letters at the front. Enter "00" for the Suffix.

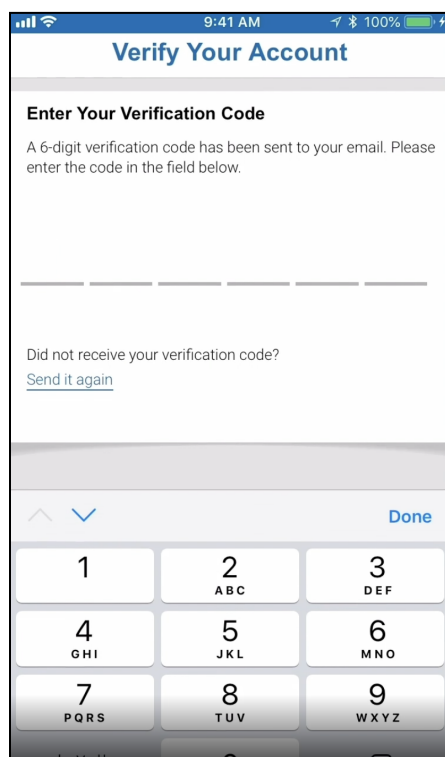
The screenshot shows the "Verify Your Account" screen. At the top, the status bar is the same as the previous screen. The app header shows the title "Verify Your Account". Below the header, there are three numbered steps in circles: 1, 2 (which is highlighted in purple), and 3. Below the steps is a "Member Information" section with the note "All fields are required". It contains two input fields: "Member ID" and "Suffix". The "Member ID" field contains the text "XXG050775302". The "Suffix" field contains the text "00" with a blue cursor at the end.

- 12.** Verify your account by putting in your Student ID number. If it is fewer than 9 digits, please include zeros (0) in front of the number. For example, if your student ID number is 1234567, please enter it as **001234567**.



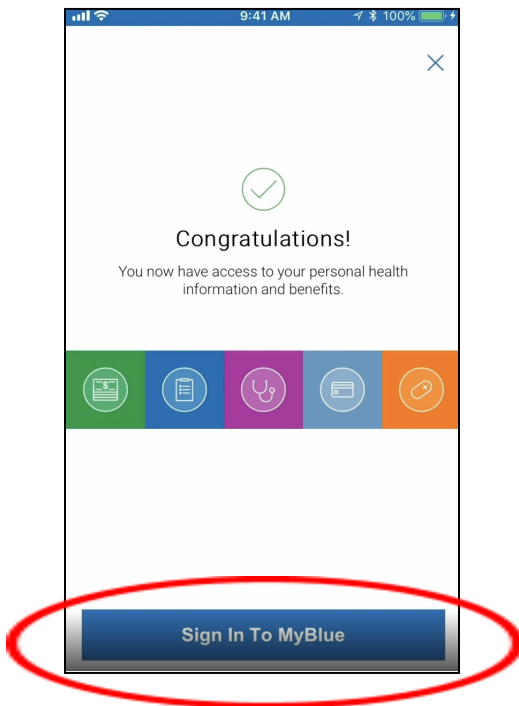
The screenshot shows a mobile app interface titled "Verify Your Account". At the top, there is a blue bar with status icons and the time "9:41 AM". Below the title, there is a blue button labeled "Continue". A horizontal line separates this from the next section, which starts with the word "OR" in bold. Below "OR", there is a label "Social Security Number\*" followed by a text input field with the placeholder text "Enter the last 4-digits of your social security number". Another horizontal line and the word "OR" in bold follow. Below this, there is a label "Student ID\*" which is circled in red. Below the "Student ID\*" label is a text input field with the placeholder text "Enter the student ID number provided by your university". At the bottom of the form, there are two blue buttons: "Submit" and "Cancel".

- 13.** You will be sent a Verification Code to your email address or mobile phone number, whichever you selected as your username. Enter the code you received into the confirmation screen to complete your registration.



The screenshot shows the same "Verify Your Account" screen, but now the "Enter Your Verification Code" section is active. The title "Verify Your Account" is at the top. Below it, the section "Enter Your Verification Code" is displayed, followed by the text "A 6-digit verification code has been sent to your email. Please enter the code in the field below." Below this text is a text input field with six dashes as a placeholder. Below the input field, there is a link that says "Did not receive your verification code? Send it again". At the bottom of the screen, there is a numeric keypad with numbers 1 through 9, each with its corresponding letters (e.g., 1, 2 ABC, 3 DEF, etc.). There are also arrows for back and forward navigation, and a "Done" button.

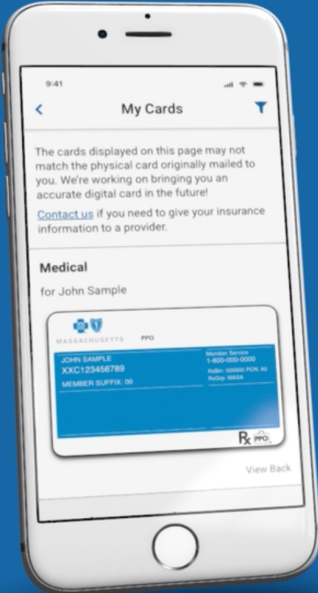
14. Congratulations, your registration is now complete! You can now sign in to the MyBlue App. If you are having difficulties registering or creating your account on the app, please call BCBS Member Services at 1-800-262-2583.



15. Sign into the app using the username and password you just created.

A screenshot of a mobile app interface for signing in. The screen has a white background. At the top, there is a status bar with 'Verizon', '2:01 PM', and '63%' battery. Below the status bar is a header with a back arrow and the text 'Sign In'. The main content area contains two input fields: 'Username' and 'Password'. Below the 'Username' field is a link 'Forgot username?'. Below the 'Password' field is a 'Show' button and a link 'Forgot password?'. Below these links is a 'Remember me' toggle switch. At the bottom of the form is a large 'Sign In' button. Below the button is a link 'Help with Sign in / Registration'. At the very bottom is a link 'Need to create an account?' followed by a 'Register Now' button.

16. You can use the app to view your plan & copay amounts, review your claims, view your doctor history, find a doctor, review your medications, and get access to your digital insurance ID card! Find your Insurance ID card under “My Cards”. You can view your card in the app, download it to your phone, or email a PDF of your card to your doctors.



## Convenient Access to Your Digital ID Card

Email a PDF copy to your doctor

Reorder a lost ID card