

Plan administration made simple

At Pacific Blue Cross and our subsidiary British Columbia Life & Casualty Company (BC Life) we want to make administration and claiming simpler and more user-friendly for you and your members. We invite you to take advantage of our many online, self-serve administration options.

ADMINnet®

Use our ADMINnet online administration portal at www.pac.bluecross.ca/adminnet to manage Pacific Blue Cross and BC Life enrollments and benefits. You can:

- View policy and plan benefit information
- Enroll and update plan members and family members
- View invoices and reports
- Download forms

ADMINnet also houses a free Communications Toolkit. Download templates, articles and posters to create your own workplace health and wellness campaigns.

Advice Centre videos

Our Advice Centre videos help demystify complex insurance jargon for members. View the videos at www.pac.bluecross.ca/advicecentre to answer frequently asked questions, explain plan limits or share money-saving tips for prescriptions and other expenses. Viewers can also rate each video.

Online administration guide

Get help with ADMINnet and find answers to your administration questions online. Use our administration guide's built-in search function to locate topics quickly and easily. You can also choose to print pages for reference.

To sign in:

1. Activate your new ADMINnet account or sign in at www.pac.bluecross.ca/adminnet,
2. Click the *Resources* tab and select *ADMINnet and Administration Guide*, or
3. Click *ADMINnet and Administration Guide* in the Task and Resource Launcher panel.

Direct link to administration guide:

www.pac.bluecross.ca/adminnetguide

Want more information?

For general inquiries about ADMINnet, account activation or the administration guide, please contact our plan administrator support line at **604 419-2900**

