

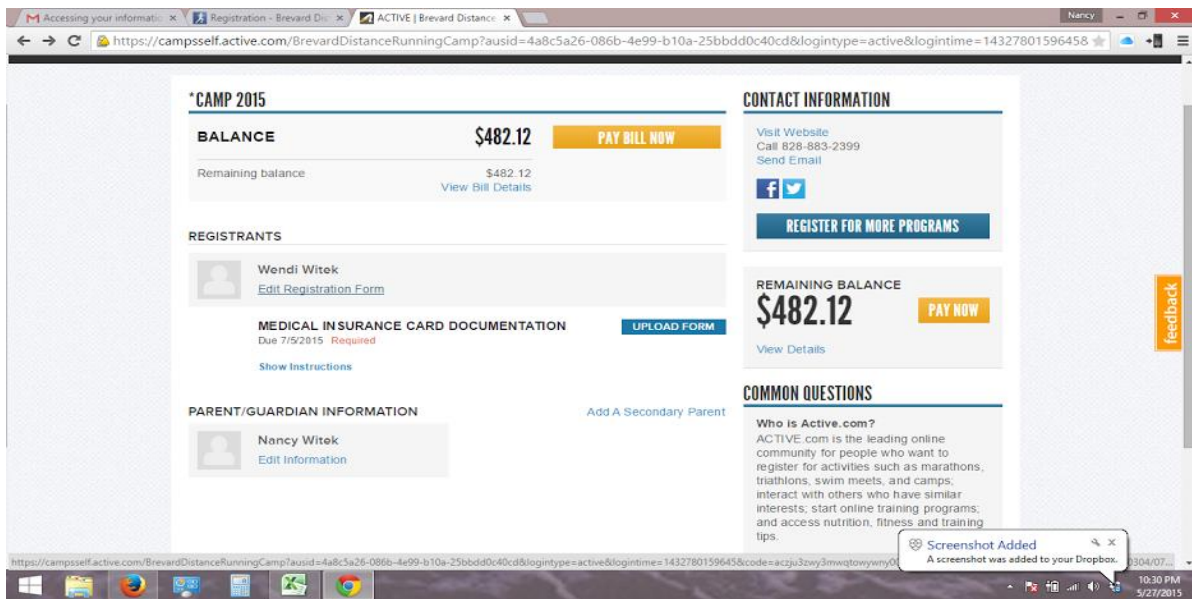
IMPORTANT INSTRUCTIONS FOR UPLOADING YOUR CAMPER'S MEDICAL INSURANCE CARD

DO NOT EMAIL a copy to us. The upload is required prior to registration. Why do we need this? With 1500 campers and files, if your son or daughter has to go to the ER, we need to be able to find their insurance card as quickly as possible and the best way is attached to their online account-not in an email!

The key to making this work is making a copy of the **FRONT & BACK** of your insurance card on **ONE SIDE OF ONE PIECE OF PAPER**. The system will not allow 2 pages therefore you cannot make a copy of the front and then the back and try to upload both. If you are not technologically advanced, take your insurance card to staples, UPS store, or Kinkos and they will make this copy for you and save it as a PDF. (JPEG format is also allowed)

Follow the instructions below to upload:

1. Open Internet Explorer (Google Chrome has been known to give error messages during uploading)
2. Log back into your Active Account: <https://campsself.active.com/BrevardDistanceRunningCamp>
 - a. This is a different link than you registered with and is in your confirmation email
 - b. If you have trouble with this step, email us
3. When you log into your account, you should see the Medical Insurance Card Documentation- Required, click the "Upload Form" button (see picture below)



4. A box will pop up and a button that says "Attach Document". Click on that. Find the document saved on your desktop or in documents and press open/attach. Then finish by clicking "Upload Form"
5. Once you have uploaded the document, you should receive a check mark that says "Form Uploaded". You will not be able to edit or see this. If you looked at the document before you uploaded it, you do not email us to check, the check mark means it is there. If you only uploaded the front, you will need to email us to delete it so that you can upload a new document with both sides. Or if you get a new insurance card, email us to delete it so you can upload the new one!

ACTIVE WELCOME, NANCY SIGN OUT
BREVARD DISTANCE RUNNERS CAMP

***CAMP 2015**

BALANCE \$482.12 **PAY BILL NOW**
Remaining balance \$482.12 [View Bill Details](#)

REGISTRANTS

Wendi Witek
[Edit Registration Form](#)

MEDICAL INSURANCE CARD DOCUMENTATION ✓ Form uploaded
Due 7/5/2015 **Required**
[Show Instructions](#)

PARENT/GUARDIAN INFORMATION [Add A Secondary Parent](#)

Nancy Witek
[Edit Information](#)

CONTACT INFORMATION
[Visit Website](#)
Call 828-883-2399
[Send Email](#)

REGISTER FOR MORE PROGRAMS

REMAINING BALANCE
\$482.12 **PAY NOW**
[View Details](#)

COMMON QUESTIONS
Who is Active.com?
ACTIVE.com is the leading online community for people who want to register for activities such as marathons, triathlons, swim meets, and camps.

HOW DO I COPY IT ON ONE PIECE OF PAPER?

Copier 1: Place the front side of the insurance card face down on the copier towards the top. Make a copy. Take this copy and place the back side of your insurance card below the front side. Make a copy. Take this copy (with the front and back sides of your insurance card on them) and scan it to your email or desktop in PDF format. Save document as "Last, First Name Insurance Card" so you can easily locate it when uploading.

Copier 2: Another option is to make a copy of both sides then fold the paper in half to show each side and place back on the copier. Make a 3rd copy that has both sides on it. Take this copy (with the front and back sides of your insurance card on them) and scan it to your email or desktop in PDF format. Save document as "Last, First Name Insurance Card" so you can easily locate it when uploading.

Phone: Take a picture of the front. Take a picture of the back. Email them to yourself and save the 2 photos to your desktop. Open a word document and click Insert. Insert Image. You can resize them if needed on one page and then Save As PDF to your desktop for uploading.

Other: Take your card to Staples, Kinkos or the UPS Store and let them do it for you. Make sure they email you the PDF document and then Save As PDF to your desktop for uploading.

CAN I COME TO CAMP WITHOUT INSURANCE?

All campers must have medical insurance coverage to attend camp. If you do not have medical insurance coverage, you can come to camp only if your parents are willing to certify that they will be responsible for any and all medical charges incurred during camp. They will need to upload a signed letter stating this.

WHAT IF THE BACK SIDE OF THE CARD IS BLANK?

We will still need you to make a copy so that we can see that it is blank. If you only upload a picture of the front we will delete it thinking that you did it wrong. Please do not email us to tell us this because we do not have a way of keeping up with who has a back with information and who doesn't.

See page below for example of what the upload should look like (must be legible):



BlueCross
BlueShield

Bank of America
Corporation

WENDI E WITEK

Identification Number

FJB29552501M

Group: 174549M311
Plan Code: 102
RXBIN: 004336
RXPCN: ADV
RXGRP: RX6896
Products: Medical/Rx

Co-payment \$0

Issue Date: 12/11/2015



BlueCross
BlueShield

Possession of this card does not guarantee eligibility for benefits.
PROVIDERS: File all claims to your local Blue Cross Blue Shield Plan with the 3-character alpha prefix that precedes the member ID on the front of the card.

PRE CERTIFICATION: YOU are responsible for obtaining pre certification for all hospital admissions and certain outpatient procedures. Failure to pre certify may reduce your benefits.

anthem.com

Member Services	1-844-412-2976
24/7 NurseLine	1-800-700-9184
Pre Certification	1-844-412-2976
Coverage While Traveling	1-800-810-2583
Provider Services	1-800-676-2583
Behavioral Health Resource Center	1-855-873-4935
Caremark Customer Care*	1-800-701-5833
Caremark Pharmacy Help*	1-800-364-6331

***Contracts directly with group**

Anthem Blue Cross and Blue Shield is the trade name of Blue Cross and Blue Shield of Georgia, Inc., an independent licensee of the Blue Cross and Blue Shield Association, and provides administrative claims payment services only and does not assume any financial risk or obligation with respect to claims.

CVS/caremark

Pharmacy Benefits Administrator,
not a Blue Cross Blue Shield Product