

## BCBSM Agent Fee Payment Process

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To be enrolled in the Agent Fee payment process will require the following:

1. The Agent Fee process will begin with the group's renewal or upon introduction of new business or at any time an existing group wishes to initiate the process after their renewal date.
2. The Group and Agent must submit a signed Agent Fee Agreement to the BCBSM Agent Administration office at least 30 days prior to the 1st of the month in which the Agent Fee payment will become effective. The agreement can be submitted to: [AgentFeeAgreement@bcbsm.com](mailto:AgentFeeAgreement@bcbsm.com).
3. The Agent Fee Agreement must be signed by a duly authorized individual at the Group and the agent of record.
4. BCBSM will process all Agent Fee payments on a pass-through basis. The payment for the Agent Fee will be the initial allocation of funds from any payment received. All remaining monies will be applied to the BCBSM billing. Normal Delinquency processes will remain in force.
5. Agent Fee payments are contingent on the Groups monthly premium payments to BCBS/BCN.
6. If the Group is on a Quarterly Settlement funding arrangement, the Quarterly Settlement payment schedules **will not** reflect the Agent Fee. Nor will the Agent Fee be a part of the reconciliation process.
7. The Group will pay the Agent Fee in addition to any amount set forth on the Quarterly Settlement payment schedule. The combined total will be viewable in eBookshelf or eBilling depending on what system the group is enrolled in.
8. For Quarterly Settled arrangements, BCBSM will only pay a fixed monthly amount designated by the Group in the Group's Agent Fee Agreement.
9. For non-Quarterly Settled arrangements (weekly call-in, monthly cap and advance deposit programs), BCBSM will offer the additional option of handling a Per Contract Per Month arrangement that will be based on the fixed fee amount noted in the Agent Fee Agreement and the billed contract counts.
10. The Group may change the Agent and/or Agent Fee by giving BCBSM a new, fully executed Agent Fee Agreement at least 30 days prior to the 1st of the month in which the Agent Fee payment will become effective. Changes can be submitted to: [AgentFeeAgreement@bcbsm.com](mailto:AgentFeeAgreement@bcbsm.com).