



**Employee Self-Service** - you're online resource. It's your ability to access your own personal information - and to make changes that will help you more easily manage the changing aspects of your life at home and at work.

Everything runs on information - and having accurate information is key. You're the best one to manage your own information. That's what employee self-service is about - giving you the ability to keep current the information that affects you and your family.

**Log In Today!**

**Employee** self-service available on  
Employee Central:

### **eProfile**

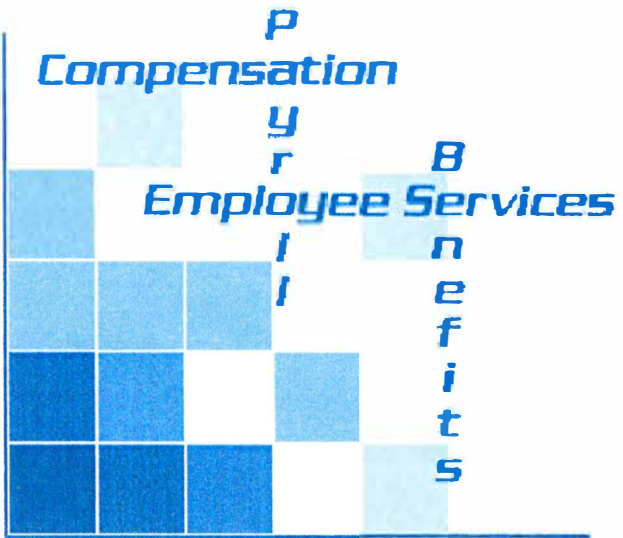
- Personal Information
- Name Change
- Address Change
- Emergency Contact
- Phone Numbers
- E-Mail Address

### **ePay**

- View Paycheck
- Direct Deposit
- W-2 Reissue Request
- W-4 Tax Information
- Compensation History

### **eBenefits**

- Employee Benefits Summary
- Medical, Dental, and Vision Plans
- Life and Disability Plans
- Savings Plans
- Flexible Spending Accounts
- Dependent Coverage and Beneficiary Data
- Marital Status Change
- Add/Delete Dependent and/or Domestic Partner
- BCBSF Provider Links



### **Employee Referral**

- Submit New Employee Referral
- Review Existing Referrals

### **Time and Labor**

- Time Reporting
- View Payable Time
- View Work Schedule
- View PTO Benefit Leave Accrual Balances
- Timekeeping Activities
  - Time Management
  - Time and Labor Reports
  - Timekeeper Alternate / Backup

**Manager** capabilities available on Employee Central:

- Employee Job Related Information
- Employee Compensation History
- Manager Reports Library
  - Employee Profile
  - Employee Compensation Data
  - Employee Dates of Records
  - Employee Job Data
  - Performance Appraisal Schedule
  - Performance Appraisal Analysis
  - Performance Appraisal Overdue
  - Employee Activity - Last 12 Months
  - Emergency Contact Information
  - Birthday List

**Employee Central** is your online resource that makes employee self-service a reality. You can access your personal, benefits and payroll information and make changes 24 hours a day, 7 days a week from work or home. So when your life changes, you have the peace of mind that comes from knowing that your important employee information is accurate and up-to-date.

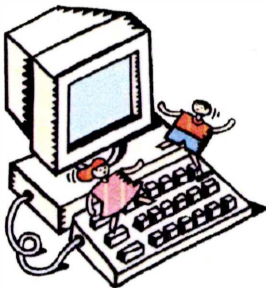
To access BCBSF Employee  
Central Self-Service:

Go to the [BCBSF Home Page](#)  
and select the Employee  
Central icon.

Then click on the "to log onto  
Employee Central" icon.

OR

From the Internet, go to the  
[www.bcbsfl.com](http://www.bcbsfl.com) website, then  
select "Employee"  
and then the  
"Employee Central" link.



## Contact Us by E-Mail

### [Outlook](#)

Benefits You

HRIC Help Desk

Payroll

TNL HelpDesk

### [Internet E-Mail](#)

hrae@bcbsfl.com

hric@bcbsfl.com

payroll7@bcbsfl.com

TNLHelpdesk@bcbsfl.com

Forgot your password and/or you receive a "locked" out message, click on the **Forgot Your Password** option, below the login button. Answer the questions that you set-up when you registered your User ID. The System will unlock your account and reissue a new system generated password.

Call the Corporate Help Desk x58737, option #1 if you need additional assistance.

### Password Requirements:

- Must be exactly 8 characters long.
- Must contain at least one upper case letter, one lower case letter and one number.
- Cannot have more than two repeatable characters.
- Cannot reuse your previous four passwords or one used in the last 120 days.
- It cannot have any part of your RACF, name, SSN or e-mail address.



**BlueCross BlueShield  
of Florida**

An Independent Licensee of the  
Blue Cross and Blue Shield Association