**Requirements to keep contract active and continue to receive commissions:**

**Maintain an active license.**

1. Independently contracted agents must keep an active license and send a copy of any renewed license to BCBS.
2. Agencies and sub-agents must both have active licenses and send a copy of any renewed licenses to BCBS.   If an agency's license expires, both the agency and any sub-agent contracts will be terminated.   When closing an agency and not renewing the agency's license, any sub-agent wishing to continue to sell BCBS would need to complete new contracting.
3. If BCBS terminates your contract, you will need to complete new contracting and also move any business from your old producer number to your new producer number.   Business transfers from one producer number to another are taking months to complete.
4. An agent or agency cannot receive commissions without an active contract and license.

To check for an expiration date of a license or to print your Education Transcript, go to the State Based System site:

[http://www.statebasedsystems.com/#licensees](http://r20.rs6.net/tn.jsp?e=001hHlxc0JijfpsRlymg1mJpy7Nsxc5Y3c5TYqk3V2X0D84CDH73FqDtx5cuyMUKQzTK3bP7jeRzZbJjM8NgLFM8GUc3BPH8-DfcOrhSWKZBR4EJUEP0ULQw4br8Vdcafl3VEVFxw6BgFs=)

 To renew an Illinois license, go to:

[http://insurance.illinois.gov/producer/](http://r20.rs6.net/tn.jsp?e=001hHlxc0JijfpsRlymg1mJpy7Nsxc5Y3c5TYqk3V2X0D84CDH73FqDtx5cuyMUKQzTK3bP7jeRzZYufUKQgUUE69aTMKMy75a_lCiMJADUhQlvKbZV6h7LxPL6vVq5bsN8)      Click on the button listing the action you want to complete.

**BCBS is in the process of requiring proof of Errors and Omissions Coverage.**

If you completed your BCBS contract in 2014, you were asked to provide proof of Errors and Omissions.  Be sure to send proof of your renewed policy to BCBS.

**To submit a renewed license or proof of Errors and Omissions to BCBS, please do the following:**

1. Email document to:  [producer\_service\_center@hcsc.net](mailto:producer_service_center@hcsc.net)
2. Include name of agent/agency and BCBS producer number.

If you have any questions about a contract with any of our carriers, please contact Jenny Smith at [jenny@midwestga.com](mailto:jenny@midwestga.com) or 847-631-6581.  This includes:

1. Changing bank accounts for commissions
2. Contact information changes (please **email** change information to Jenny)
3. Changes in how commissions are paid (Paid to agency or independent agent)
4. Selling a business or purchasing a book of business