



BUCKS AND MONTGOMERY COUNTY SCHOOLS HEALTH CARE CONSORTIUM

CREATING AN AETNA ACCOUNT

Quick Reference Guide

Step 1: Log into the Aetna BMCS website at <https://www.bmshc.aetna.com> and choose the Aetna Navigator link from the Quick Links

Quick Links

- [Aetna Navigator](#)
- [Find a Doctor](#)
- [Pharmacy](#)
- [iTrilage](#)
- [Quest Diagnostics](#)
- [www.bmshc.org](#)

Step 2: As a first-time user, you need to register to create your user name/password

Member Log In

User name

Password

[User name tips](#)

[Password tips](#)

[Secure log in](#)

[Forgot user name or password?](#)

First-time users
Please sign up for an account.
You will create a user name and password.

[Register now](#)

[Take a tour](#)

Step 3: Provide Personal Information

Personal Information:

* required field

Register using my:

Member ID Number Social Security Number

* Member ID Number:

* Full First Name:

* Full Last Name:

* Date of Birth: Month Day YYYY

Zip Code:

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aetna NAP FirstHealth

BUCKS HEALTH CARE CONSORTIUM
BUCKS OPEN CHOICE
GRP: 737564-010-00001
Member (80840) 9140860054
ID W2275 24155
Choice POS II
PCP: NO ELECTION REQUIRED
01 A TEST
SELF INSURED

PCP	10.00
BPC	20.00
DRG	100.00
PHARMACY	20.00



Step 4: Create a secure log-in by creating a user name and password and selecting a security question/answer to use in the event you forget your password.

Create a Secure Log In

*** required field**

*Create a User Name:

*Create a Password:

*Re-enter Password:

Security Question

If you forgot your password, you will need to answer this question correctly to reset your password.

*Select a question:

*Your answer:

Your user name must include:
 - At least 6 characters
 - At least 1 letter
 - At least 1 number
 - No Spaces

 We also accept five special characters in user names: _ ~ . @ -
[Need Help?](#)

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Step 5: Review your preferences for e-mail notifications and paperless option.

Preferences:

*** required field**

E-mail Notifications

Please provide us with an e-mail address so that we can alert you in case of unusual activity on your account. Also, if you turn off paper (see below), communications will be sent to the e-mail address you provide.

Enter your E-mail address:

Re-Enter your E-mail address:

I would like to receive E-mails about my benefit plan(s), programs and general health information from Aetna.

Paper-Saving Preferences


*** Selection required**

Go Green! Turn off paper
You will receive communications, including notifications of claims, by E-mail and you will be able to view your communications online.

Mail me paper
You can always turn off paper in your Navigator profile settings.

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Step 6: Review Terms & Conditions

Ann, our Virtual Assistant, is ready to help you register and log in. 

Terms & Conditions:

User Agreement

The following terms and conditions, including the Legal Statement, Web Privacy Statement and Privacy Notices, shall govern your use of the information, tools and other content accessible via this website (the "services"). Depending on the specific benefits provided by your health plan, these services may include one or more of the following: Aetna Navigator®, Simple Steps To A Healthier Life®, Aetna Rx Home Delivery® and the Personal Health Record. You acknowledge that you have read, understand and agree to the following:

[Legal Statement](#)
[Web Privacy Statement](#)
[Privacy Notices](#)

You understand that you must provide, at your own expense, all Internet, telephone and other equipment and services necessary to access and use the services.

Health Information and Other Content

You understand and agree that the health information and other content appearing on this website or developed with your input as part of the services:

- Is compiled from a variety of sources ("information providers"), including but not limited to the Associated Press, government health agencies and other health organizations, and is for informational purposes only
- Is presented in summary form and intended to provide broad consumer understanding and knowledge of health care topics
- Does not cover all possible uses, directions, precautions, drug interactions or adverse effects, nor mean that a particular drug or course of treatment is safe, effective or appropriate for you
- Is not a substitute for professional health care and is not meant to replace the advice of health care professionals
- Does not replace or modify any benefits plan documents or other member materials.

I acknowledge that I have read and approved the terms and conditions.

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Step 7: Review Profile

Creating your profile
Please wait... 4 seconds

You are almost done! We are creating your profile. When it is ready, review it and then you can access your website.

If you need help creating an account, "Ask Ann" for assistance



Need Help? Ask Ann
Ann, our Virtual Assistant, is ready to help you register and log in.

