Adding Additional Zycus Users at Your Company

Please add any additional users at your company that will need to access Zycus for performance and relationship assessments, sourcing events, and/or billing activities. Having the users registered now, with as much detail as possible, will ensure that the right people are getting the right messages at the right time.

This process will walk you through adding additional contacts from your company as users in the Zycus Supplier Network and will enable them to access the system and communicate with Blue Cross Blue Shield of Minnesota.

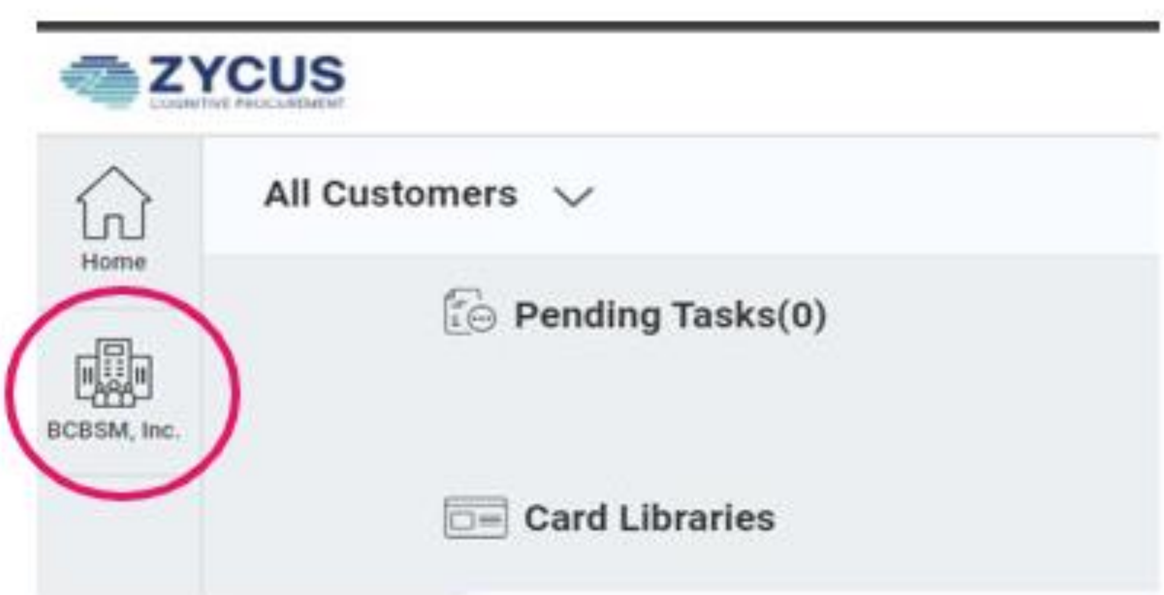
Once you walk through these steps and add them as users, they will receive a unique registration invitation from Zycus and can complete the process.

It is also important to have accurate data in Zycus to leverage the capabilities of the system and avoid inefficiencies.

Zycus provides help videos in the tool for adding users and making edits. Here are the steps and screenshots to add users at your company:

Step 1: Log into Zycus

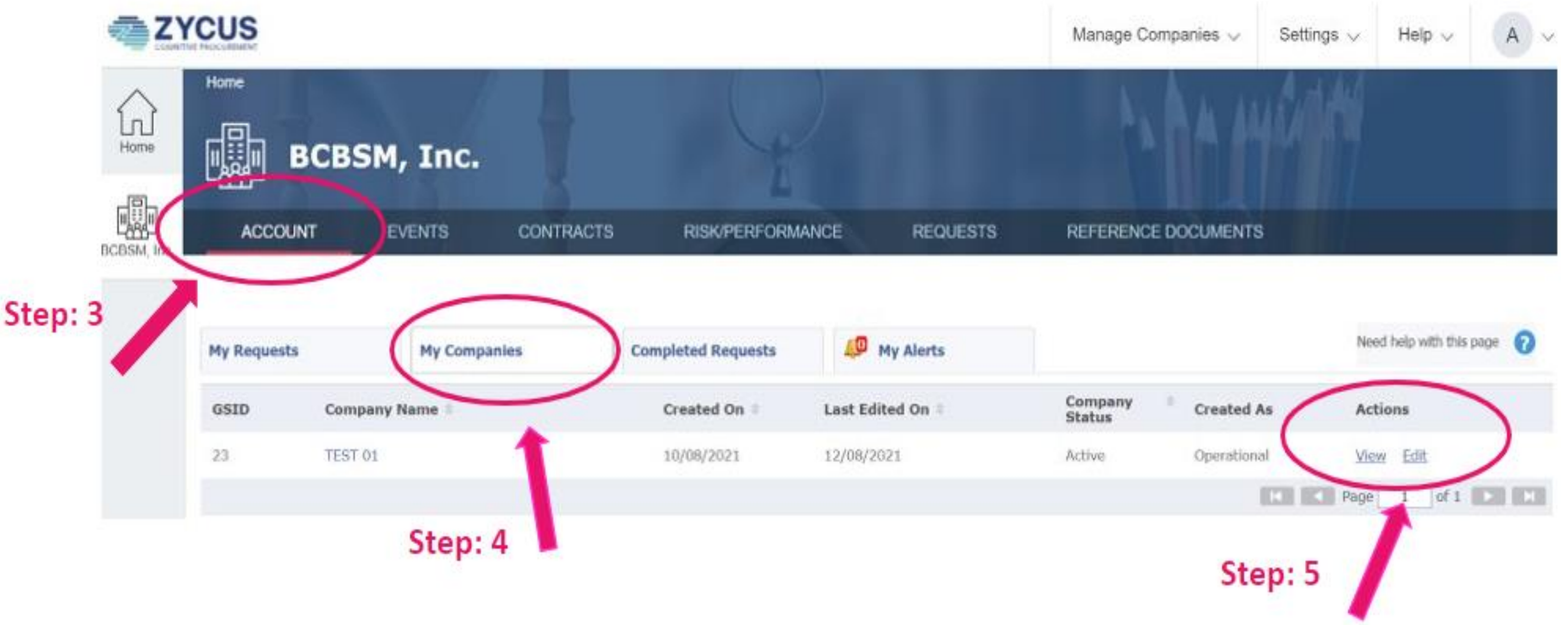
Step 2: Select BCBSMN icon on the left-hand side of the screen



Step 3: Select "Account", located just under the BCBSMN icon in the blue area of the screen

Step 4: Select “My Companies”

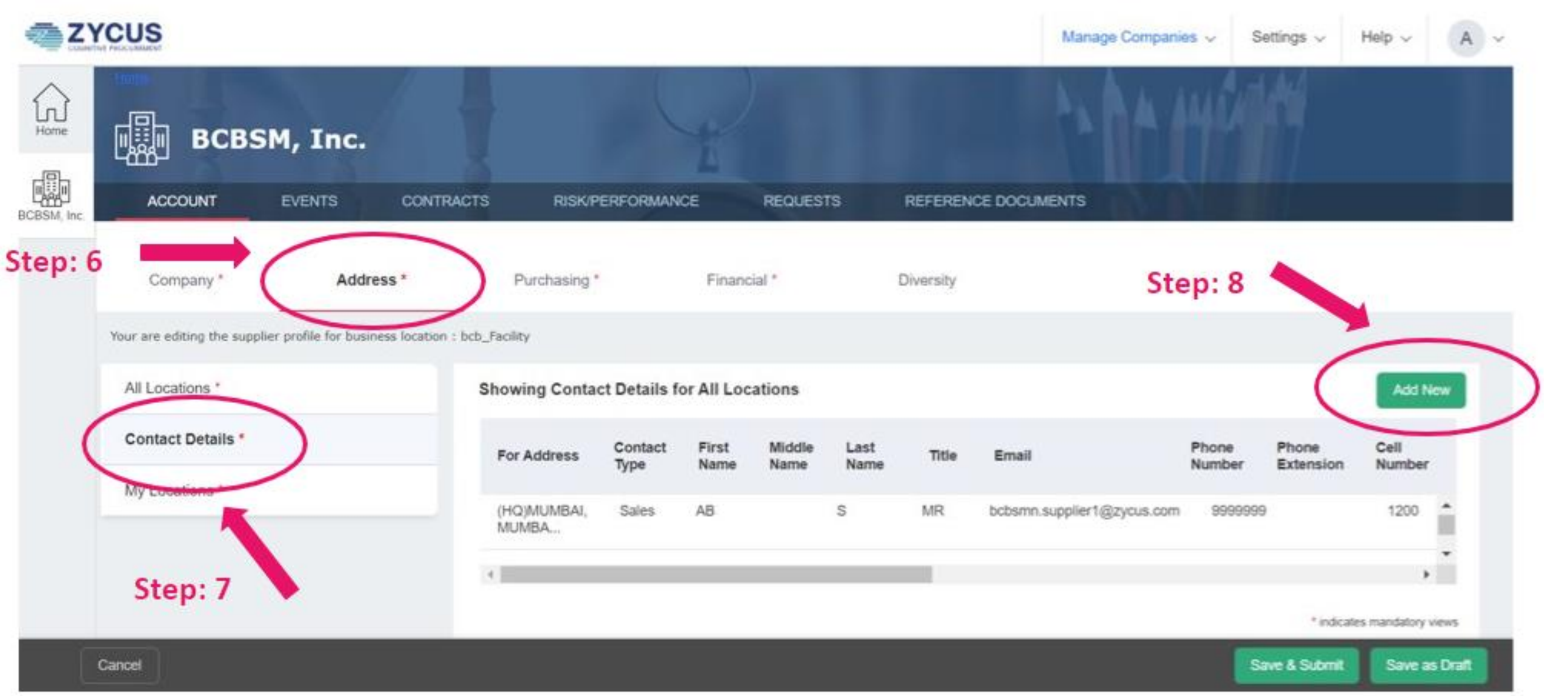
Step 5: Under "Account" look under the word "Actions" and select "Edit"



Step 6: Select “Address”

Step 7: Select “Contact Details”

Step 8: Select the green “Add New” button.



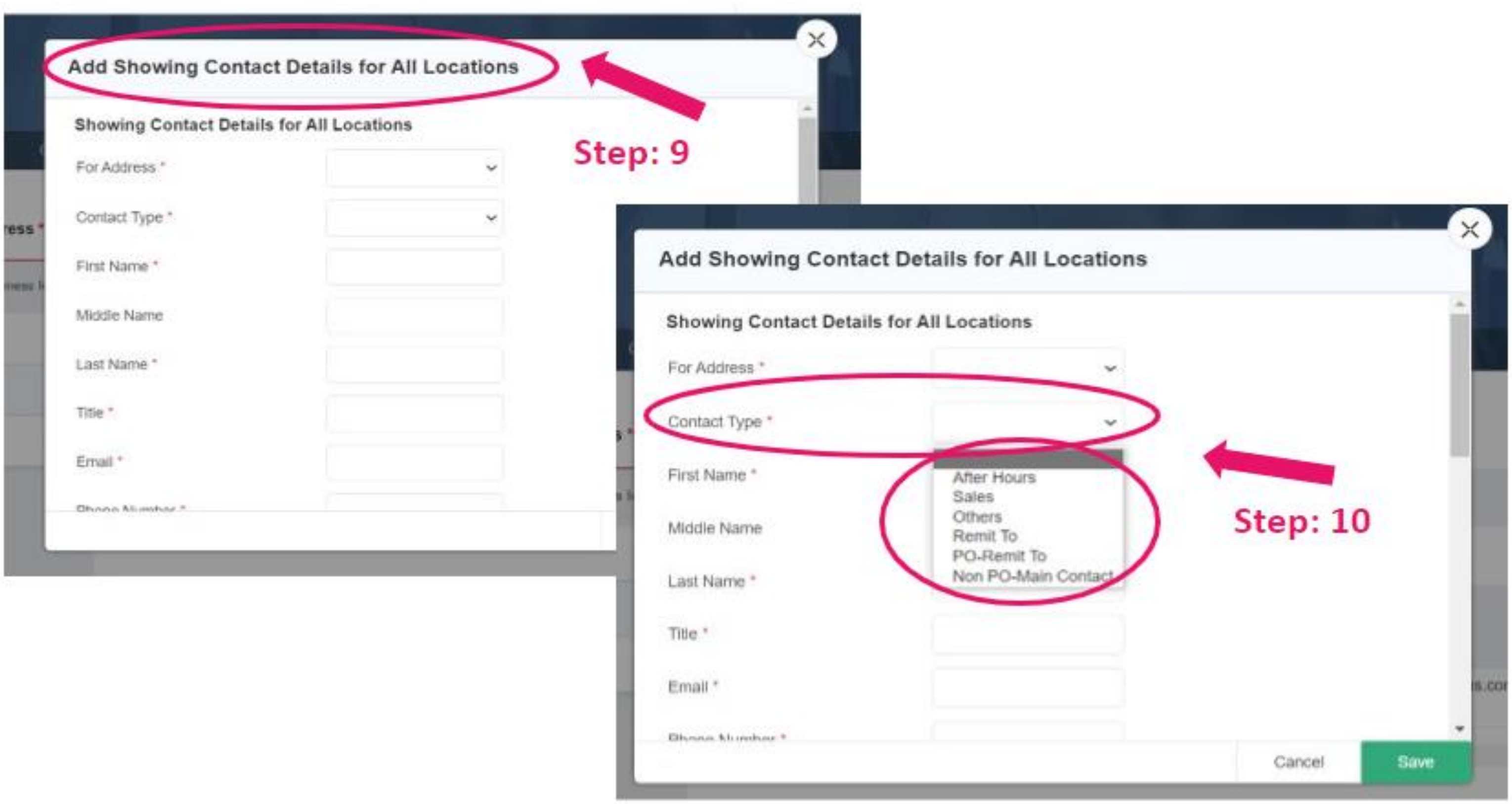
Steps 9-12: Please read all these steps before saving

Step 9: Complete the "Add Showing Contact Details for All Locations" fields, being certain to scroll down all the way down to the end of the section. Complete as many fields as possible, even if they are not required, especially the time zone and currency fields.

Step 10: Select the pulldown menu for "Contact Type" and select the type that is the best fit. We suggest selecting the "PO-Remit To" contact type, unless you don't want to receive any POs or remittance advice. Otherwise, the contact type you select will have no bearing on the ZSN functionality for you.

Contact Types:

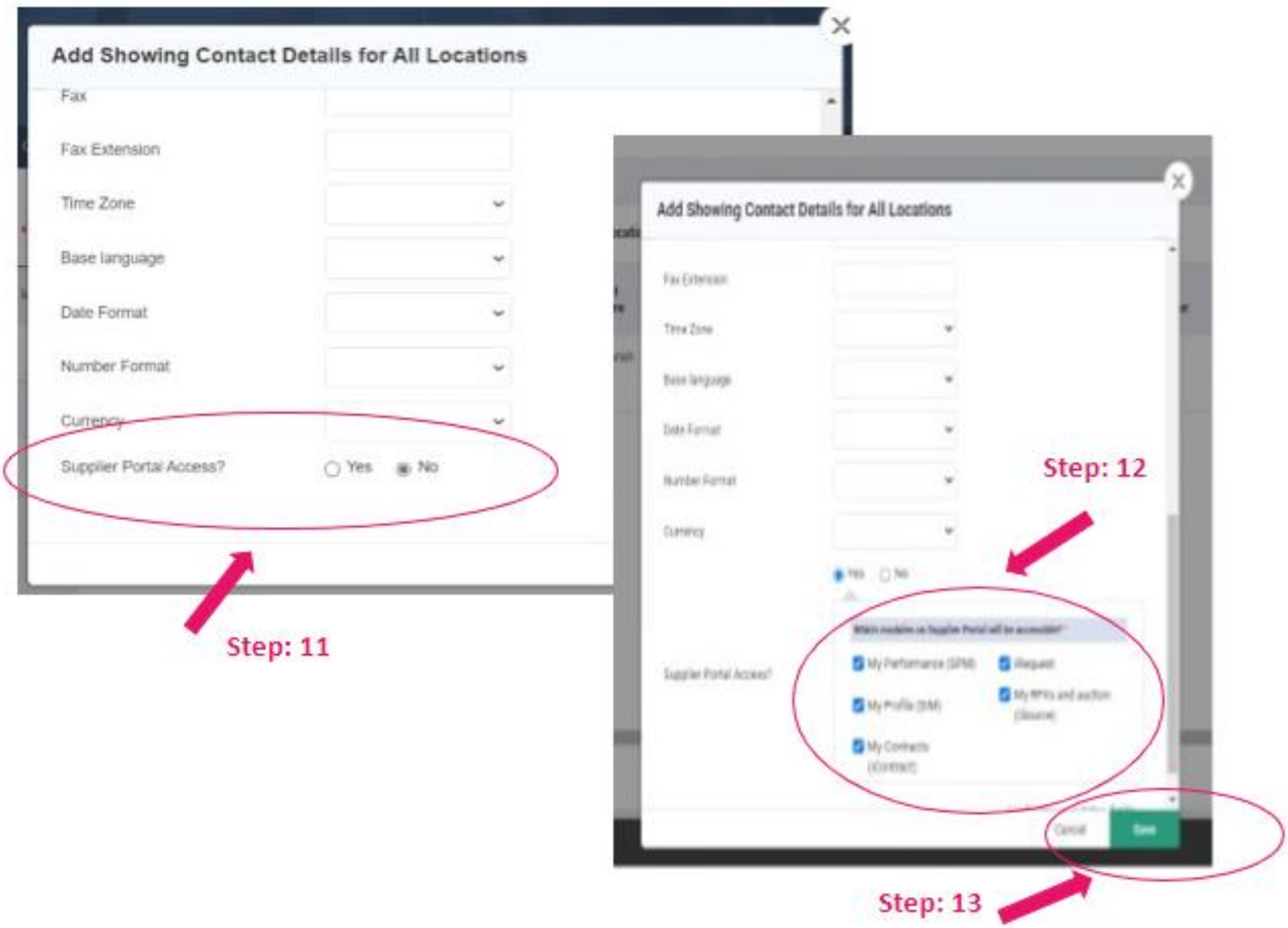
- *After Hours:* Support after official working hours
- *Sales:* Sales contact
- *Remit To:* Payment contact
- *PO-Remit To:* Purchase order point-of-contact
- *Non PO-Main Contact:* Supplier main contact
- *Others:* Any other contact type



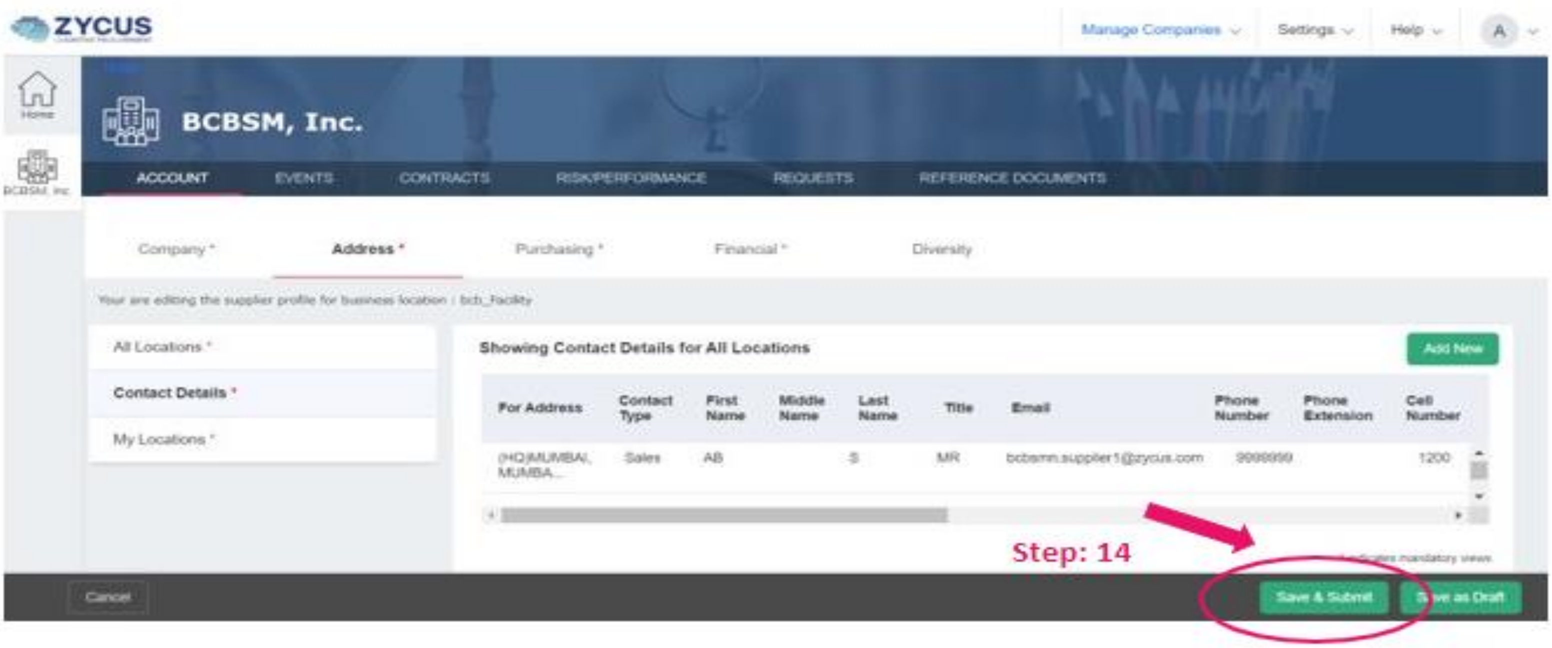
Step 11: Select “YES” for “Supplier Portal Access”

Step 12: When asked “Which modules on Supplier Portal will be accessible?” select all the choices

Step 13: After you have completed all the contact details, select the green “Save” button



Step 14: Select ‘Save & Submit’ at the bottom of the screen to apply your changes.



Step 15: Please notify the new user that they have been added to your company account, that is connected to Blue Cross, as a user in Zycus. The new user contact you just created, saved, and submitted will receive a unique registration link directly from Zycus. They can use this to complete the registration process. This is the same process you followed when you registered with the Zycus Supplier Network.