BlueCross BlueShield of Oklahoma

Instructions for Online Corporate Contributions Application

1. Upon entering the online application process, you will:

- Complete the eligibility quiz to determine if you meet the qualifications as described on the Corporate Contributions page.
- If you meet the eligibility guidelines, the online application will appear.
- Please read and follow the directions. If you have questions, e-mail us at contributionrequests@bcbsok.com.
- Please read the entire application before entering information into the fields. Printing a hard copy to review may be helpful.
- To print a copy of the application, select the "Printer Friendly Version" option at the top of any page.

2. Enter information in all the boxes of the online application.

- Required information is noted with an asterisk.
- If you are missing information in one of the required fields, when you click "Next" the page will refresh and allow you another opportunity to enter the required information.
- You will be unable to submit your application until all required information is supplied.
- You will be unable to edit or add documents to your application after it is submitted.

Confirmation: You will receive an electronic acknowledgement after your online application is submitted. The e-mail will come from grantsadministration@hcsc.net.

Note: If you have a SPAM blocker or firewall, the e-mail may be sent to your SPAM folder – please check that folder if you do not receive your application acknowledgement.

"Save and Finish Later": If you are unable to complete your application in one setting, you may save your work and return to the application later through a link that will be sent to the e-mail address used to set up your account. Applicants should check their e-mail to access the link.

Note: If your e-mail provider accepts only messages from contacts in your address book, please add grantsadministration@hcsc.net to your address book or "safe list." If you do not do this, you may not receive the confirmation e-mail.

Quick Tip: If you create an account when you choose to save and finish an application later, be sure to save the Web address (URL) to your browser favorites. Also, it is critical that you remember your user ID and password for future access to your account.

Applicants will be notified within 4-6 weeks of the status of their application.