

# Change form for chief administrator | Blueprint for Employers

Situations may occur when you need to change the Blueprint for Employers chief administrator for your group.

If your chief administrator leaves your employment, complete the information below and notify us at once by either 1) mailing to the address below, 2) faxing to the number below, 3) sending to the email below or 4) by having your agent submit it.

## Change request

**Group name**

**Group number**

**Federal tax ID number**

Yes, I would like to remove the following chief administrator for Blueprint for Employers website.

Please remove the following chief administrator.

**Name** (first and last)

**Email**

I am designating the individual listed below as the chief administrator for my group.

**Chief administrator name** (first and last)

**Chief administrator email**

**Signature** (must be owner of business)

**Date**

**Return completed form by email:**

[bpesupport@arkbluecross.com](mailto:bpesupport@arkbluecross.com)

**Fax:** 501-378-2953

or

**Mail:**

Arkansas Blue Cross and Blue Shield  
ATTN: Blueprint for Employers Support  
PO Box 2181  
Little Rock AR 72203 – 9974