

Logging in

Consumer Intermediary Portal



Logging in

Consumer Intermediary Portal

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Logging in for the first time

Before logging into the new portal, you will be presented with three options. Please either select the Google or Microsoft option when you first log in.

Regardless of if you already hold a Bupa business account, the migration journey detailed in this guide, will transfer your active account and details into a single Bupa log in that you can use on the new consumer and existing Bupa Connect portal.



Important

Do not use the 'Bupa business account login' option if this is your first time logging into the new portal



First login

Here you'll have the opportunity to update to a new Bupa log in. To start this process, you'll need to click **Update my details**.

You'll have the option to update this later and can do this by clicking **Skip for now and login**.

Note

If you do choose to skip this step, you'll be greeted with this same page upon your next log in as your details will need to be updated within the first 6-8 weeks.





Transfer to a business email address

Next, you'll see the email address we currently hold for you. You'll be prompted here to use an email address linked to your business to login in the future.

If you're happy for us to set up a new email address, click **No, I'll use a different** email address.



If you'd like to proceed with your current email address click here.



New login email address

This screen will enable you to enter your business email address.

To do this, click into the text field and type in your address.

Click **Continue** to move to the next step.

Individuals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	炎 Contact us	Q Search Bupa	🚺 Sign in 🗸
	Bupa	٨.						
	You are h	ere: Bupa interme	diaries / Login					
	Provid	e a nev	v login ema	ail address				
	The current en Your new login The contact er	nail address we n email addres s mail address we	have for you is: cipbusine : needs to be your busin e hold for you will remain th	sstesttwo@outlook.com ess email address. he same and can be changed only by	/ contacting Bupa.			
	New This is the			g in to your account.				
	Email add	Iress						

Note

The business email ID to be used for the login needs to be unique to you and should not be a common or group email ID. You'll need access to the address for verification purposes.



Continue to login

This screen will confirm that your new login email address has been submitted.

You can now log into the Consumer Intermediary Portal using your new address by clicking **Continue to login.**





Multi-factor authentication

You'll now be taken through a four-step registration journey to set up a password, verify your email ID, set up account recovery questions and a memorable number.

This builds up the new multi-factor authentication feature which adds an extra layer of security for you and your customers.

The first step of the registration journey is password setup.

Use the text boxes to create and confirm your password.

duals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🛞 Contact us	🔍 Search Bupa	() Sign in \vee
	Bupa	<u>/</u>						
	Co	mplete	your regist	ration				
	We'll	just need a few c	letails from you to register					
	First	name						
	Craig	9						
	Last	name						
	Culb	ert						
	Emai	il address						
	Creat	te password		Decisional poor to include	do:			
				Eight or more character	are			
	Conf	irm password		 At least one upper and 	l lower case character			
				• At least one number				
		Check this box t	to accept the Terms of Use	e and acknowledge that you have rea	ad our Privacy Policy.			
	lf you	ı don't want to r	eceive marketing about B	upa products, please contact us at o	ptmeout@bupa.com			
	Alrea	idv have an aci	count? Log in					

Note

Passwords need to meet the following criteria:

- eight or more characters
- at least one upper and lower case character
- at least one number



Multi-factor authentication

The next step of the registration journey is email verification, where the business email address you provided earlier is validated.

A six-digit code will be emailed to this address.

Please use the boxes provided to enter the six-digit verification code.

Click Continue.

Individuals & families	Business Int	termediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🚱 Contact us	$\mathbb{Q}_{\mathbf{s}}$ Search Bupa	🚺 Sign in 🗸
	₿ирал∕∽							
	Veri	fy you	ır email ado	lress				
	We've jus	t sent you a 6	5 digit code to your email a	iddress.				
	It may tak	ke a few minu	utes to arrive.					
	Please	enter your	verification code					
	<u>Resend</u> Back	verificatio	<u>n code</u>					
	Need	help?						
	If you nee	ed support re	garding your account, plea	ase call us and select option 2 on OE	300 33 2000			
	Lines are	open Monda	y to Friday sam to spm. W	e may record or monitor our calls.				

Note

While our expectation is for this email to arrive within a few minutes, in busy periods it may take up to an hour.



Answers to these questions are case-sensitive.

Multi-factor authentication

The next step enables you to create security questions. This additional layer will help you to quickly regain access to your account if you forget your login details.

Use the drop-down fields to select the questions and answers.

dividuals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🖗 Contact us	$\mathbb{Q}_{\!_{\!\!R}}$ Search Bupa	(1) Sign in \lor
	Bupa	h						
	Yo	our acco	ount recove	ry method				
	Pleas	e select and ans	wer the security questions	below.				
	These	e questions will h	nelp us verify your identity s	should you forget your password. Plea	ase note, the answers are case se	nsitive.		
	Secu	rity question 1						
	Plea	se select		•				
	Ans	wer to question						
	Secu	rity question 2	2					
	Plea	se select		•				
	Ans	wer to question						
	Secu	rity question 3	5					
	Plea	se select		▼				
	Ans	wer to question						



Multi-factor authentication

When all questions and answers have been selected, you can continue to the next step of the process by clicking **Continue**.

dividuals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🚱 Contact us	$\mathbb{Q}_{\!\!\!0}$ Search Bupa	$()$ Sign in \lor
	Вира	h						
	Yo	our acco	unt recove	ry method				
	Pleas	se select and answ	ver the security questions l	pelow.				
	Thes	e questions will h	elp us verify your identity s	hould you forget your password. Plea	se note, the answers are case se	nsitive.		
	Secu	irity question 1						
	Wha	at was the name of	your first pet?	•				
	Tim	ms						
	Secu	ırity question 2						
	Wha	at is your dream job	?	•				
	Bell	y dancer						
	Secu	irity question 3						
	Wha	at was the model of	your first car?	•				
	Sko	da						
		otinue X						
						Live	ب chat	



Multi-factor authentication

The final step of the registration journey
is memorable number creation.

Please use the boxes provided to enter a six-digit number.

This feature reduces the risk of compromised passwords.

When you've chosen a memorable number, click **Continue.**

Individuals & families	Business Intermediaries Healthcare professionals Find a consultant or facility	? Help & support	🚷 Contact us	Q, Search Bupa	Sign in
	Create memorable number				
	For some extra account security, please enter a memorable 6 digit number.				
	Please enter a memorable number				
	Learn more				

You'll be required to enter two of these digits at each login from this point onwards.



Welcome to your Home page

Following successful completion of the portal migration journey, you should now arrive at the new improved **Home** page.





Multi-factor authentication

You'll now be taken through a four-step registration journey to set up a password, verify your email ID, set up account recovery questions and a memorable number.

This builds up the new multi-factor authentication feature which adds an extra layer of security for you and your customers.

The first step of the registration journey is password setup.

Use the text boxes to create and confirm your password.

Business Intermediarie	s Healthcare professionals	Find a consultant or facility	? Help & support	🖗 Contact us	$\mathbb{Q}_{\!_{\!\!\mathcal{S}}}$ Search Bupa	🕐 Sign in 🗸
вира Л						
Comple	te your regist	tration				
We'll just need a fe	w details from you to register					
First name						
Last name						
Culbert						
Email address	~					
Create password		Passwords need to incl	ude:			
		 Eight or more characteristic 	ters			
Confirm passwoi	d	 At least one upper ar At least one number 	nd lower case character			
Check this b	ox to accept the Terms of Us	se and acknowledge that you have n	ead our Privacy Policy .			
If you don't want	to receive marketing about I	Bupa products, please contact us at	optmeout@bupa.com			
Already have an	account? Log in					
	Confirm password	Complete your register Craig Craig Cather Craig Craig Craig Craig Craig Craig Craig Craig Craig Craig Craig Craig	Complete your registration Well just need a few details from you to register First name Craig Last name Cuberi Enail address Craiges/Signal.com Passwords need to incluin • Eight or more charact Confirm password • At least one number • At least one number • Check this box to accept the Terms of Use and acknowledge that you have re If you don't want to receive marketing about Bupa products, please contact us at Create y as account? Log in			

Note

Passwords need to meet the following criteria:

- eight or more characters
- at least one upper and lower case character
- at least one number



Multi-factor authentication

The next step of the registration journey is email verification, where the business email address you provided earlier is validated.

A six-digit code will be emailed to this address.

Please use the boxes provided to enter the six-digit verification code.

Click Continue.

Individuals & families Bu	siness Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🚱 Contact us	$\mathbb{Q}_{\mathbf{k}}$ Search Bupa	() Sign in \lor
	Вира						
	Verify you	ur email ado	Iress				
	We've just sent you a 6	6 digit code to your email a	ddress.				
	It may take a few minu	utes to arrive.					
	Please enter your	r verification code					
	<u>Resend verificatio</u> <u>Back</u>	n code					
	Need help?						
	If you need support re	garding your account, plea	se call us and select option 2 on 0800	33 2000			
	Lines are open Monda	iy to Friday 8am to 5pm. W	e may record or monitor our calls.				



While our expectation is for this email to arrive within a few minutes, in busy periods it may take up to an hour.



Multi-factor authentication

The next step enables you to create security questions. This additional layer will help you to quickly regain access to your account if you forget your login details.

Use the drop-down fields to select the questions and answers.

ndividuals & families Bu	siness Intermediaries Healthcare professionals Find a consultant or facility 💽 Help & support 🚷 Contact us 🔍 Search Bupa 🚺 Sign in 🗸
	Bage /s.
	Your account recovery method
	four account recovery method
	Please select and answer the security questions below.
	These questions will help us verify your identity should you forget your password. Please note, the answers are case sensitive.
	Security question 1
	Please select
	Answer to question
	Security question 2
	Please select
	Answer to question
	Security question 3
	Please select
	Answer to question

Answers to these questions are case-sensitive.



Multi-factor authentication

When all questions and answers have been selected, you can continue to the next step of the process by clicking **Continue**.

dividuals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🚱 Contact us	$\mathbb{Q}_{\!\!\!0}$ Search Bupa	$()$ Sign in \lor
	Вира	h						
	Yo	our acco	unt recove	ry method				
	Pleas	se select and answ	ver the security questions l	pelow.				
	Thes	e questions will h	elp us verify your identity s	hould you forget your password. Plea	se note, the answers are case se	nsitive.		
	Secu	irity question 1						
	Wha	at was the name of	your first pet?	•				
	Tim	ms						
	Secu	ırity question 2						
	Wha	at is your dream job	?	•				
	Bell	y dancer						
	Secu	irity question 3						
	Wha	at was the model of	your first car?	•				
	Sko	da						
		otinue X						
						Live	ب chat	



Multi-factor authentication

The final step of the registration journey	
is memorable number creation.	

Please use the boxes provided to enter a six-digit number.

This feature reduces the risk of compromised passwords.

When you've chosen a memorable number, click **Continue.**

B <u>upo</u> ∬r,		
 —		
Create memorable number		
For some extra account security, please enter a memorable 6 digit number.		
Please enter a memorable number		
Learn more		

You'll be required to enter two of these digits at each login from this point onwards.



Sign in

Enter your Bupa account details

This stage will require you to retype your Bupa account details including email address and password.

When entered, click **Sign in**.

Individuals & families	Business Intermediaries Healthcare professionals	Find a consultant or facility	? Help & support	🗞 Contact us 🛛 🔍 Search B	lupa 🚺 Sign in 🗸
	^{Bupa} ∕∕~				
	Sign in				
	Enter your Bupa account details				
	Email address				
	Porgotten your email address? Password				
		0			
	Forgotten your password				
	Sign in >				
	Don't have an account yet? Create one				

If you've forgotten your email address click here.



Sign in

Enter your memorable number

Next, you'll be required to enter two digits from your six-digit memorable number.

These digits will be selected at random and will change with each login.

When the two digits have been entered, click **Login.**

als & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🚱 Contact us	$\mathbb{Q}_{\mathbf{k}}$ Search Bupa	\rm Sign in 🗸
	Bupa	4						
	En	ter 2 di	iaits from v	our memorable	number			
	Please	e enter the follow	wing digits from your men	norable number				
	2nd d	ligit 6th digit	t					
	Forac	otten memorab	le number					
	Log							
	<u>< Bac</u>							
						_		

Indi

If you've forgotten your email address click here.



Sign in

Welcome to your Home page

Following successful completion of the new registration journey, you should now arrive on the new improved **Home** page.



Your outstanding actions

Actions highlighted in red have exceeded a 30-day resolution.

Name	Product type	Ref ID	Order date	Days outstanding	Action
test name	BBY	BBY00011946P	18/09/2020	238	<u>↓</u> >
test name	BBY	BBY00011946P	18/09/2020	238	<u> </u>
test name	BBY	BBY00011946P	18/09/2020	238	₹ >
test name	BBY	BBY00011946P	18/09/2020	238	<u>↓</u> >
test name	BBY	BBY00011946P	18/09/2020	238	<u>×</u> >
Show 1-5 of 4,387 records					

Your current quotes

View all actions > You'll find your most recent quotes shown first. All quotes remain valid for 14 days after you create them.

Name	Product type	Ref ID	No. of quotes	Frequency	Price	Date quoted	Status	Action
test name	вву 🥐	BBY00274805P	1	Monthly	£84.43	18/05/2023	Awaiting documents	



Forgotten email address

Account email reminder

If you've forgotten the email address linked to your account, you can follow this journey to be reminded of the email address chosen.

To start this journey, enter your first name and last name.

Click Continue.

amilies	Business Intermediaries Healthcare professionals	Find a consultant or facility	? Help & support	🖗 Contact us	🔍 Search Bupa	Sig
	Вира,∕,~					
	Forgotten your login	email address				
	Enter your first name and last name to reset.					
	First name					
	Last name					



Forgotten email address

Multi-factor authentication

The next stage of account recovery will require you to answer one of your three security questions.

This question will be generated at random.

When the question has been answered, click **Continue**.

dividuals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🚱 Contact us	$\mathbb{Q}_{\!\!\!0}$ Search Bupa	() Sign in \lor
	Bupa	/ ~						
		-						
	Yo	our acco	ount recover	y method				
	Pleas	e provide an ans	wer to the following securit	y question.				
	Secu	rity question						
	Wha	it was the name of	your first pet?					
	Timr	ns						
	<u>< Ba</u>	<u>ck</u>						

Need help?

If you need support regarding your account, please call us and select option 2 on **0800 33 2000** Lines are open Monday to Friday 8am to 5pm. We may record or monitor our calls.



Forgotten email address

Account email reminder

Your account email address will now be displayed.

Click **Continue** to go back to the login page where you can enter your email address to log into your account.



<u>Go to Sign in</u>



Forgotten password

Account password reminder

If you've forgotten the password linked to your account, you can follow this journey to reset your password.

To start this journey, enter your email address.

Click Continue.

ndividuals & families	Business	Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & su	pport 🛞 Contact us	${\mathbb Q}_{\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!}$ Search Bupa	() Sign in \vee
	Вира	1						
	Fo	rgotten	your passv	vord				
	Enter	your login email	address to reset					
	Ema	il address						
	<u>< Ba</u>	<u>ck</u>						



Forgotten password

Multi-factor authentication

Note

The next step of the reset password journey is email verification, where the business email address linked to your account is validated.

A six-digit code will be emailed to this address.

Please use the boxes provided to enter the six-digit verification code.

While our expectation is for this email to arrive	
within a few minutes, in busy periods it may take	
up to an hour.	

uals & families	Business Intermediaries Healthcare profe	ssionals Find a consultant or facility	? Help & support	🛞 Contact us	$\mathbb{Q}_{\!_{\!\!\!\!\!\!\!\!}}$ Search Bupa	🌔 Sign in 🗸
	вира Л					
	Enter verificaton	code				
	We've just sent you a 6 digit code to you	ur (******@bupa.com).				
	it might take a few minutes to arrive.					
	Please enter your verification of Resent verification code					
	Enter a password	Passwords need to include:				
	0	 Eight or more characters 				
	Confirm password	 At least one uppercase 				
	•	At least one lowercase At least one number				
	< Back					
	Need Help?					
	If you need support regarding your acco	ount, please call us on 0345 608 0898				
	Lines are open Monday to Friday 8am to	o 8pm, Saturday 8am to 4pm. We may record or	monitor our calls.			



Forgotten password

Multi-factor authentication

Now you can enter a new password using the text box provided, then confirm the password.

Once both boxes have been completed, click **Continue** to go back to Sign in.

<u>Go to Sign in</u>

	Passwords need to meet the following criteria:
loto	 eight or more characters
lote	 at least one upper and lower case character
	 at least one number

ndividuals & families	Business Intermediaries	Healthcare professionals	Find a consultant or facility	? Help & support	🖗 Contact us	$\mathbb{Q}_{\mathbf{s}}$ Search Bupa	() Sign in \vee		
	Bupa√								
	Enter veri	ficaton coc	le						
	We've just sent you a 6	i digit code to your (******	@bupa.com).						
	it might take a few mir	nutes to arrive.							
	Please enter your	verification code							
	1 2 3	3 4 5	6						
	Resend verification	n code							
	Reset your password								
	Enter a password		Passwords need to include:						
		0	 Eight or more characters 						
	Confirm password		 At least one uppercase At least one lowercase 						
		0	At least one number						
	Continue >								
	<u>< Back</u>								
	Need Help?								
	If you need support reg	garding your account, plea	ase call us on 0345 608 0898						
	Lines are open Monday	y to Friday 8am to 8pm, Si	aturday 8am to 4pm. We may record or mo	nitor our calls.					
					Live	chat			



Forgotten memorable number

Multi-factor authentication

If you've forgotten the memorable number linked to your account, you'll be brought to this page.

Here, you'll be required to answer one of your three security questions.

This question will be generated at random.

Individuals & families	Business Intermediaries Healthcare professionals Find a consultant or facility [] Help & support 🚷 Contact us 📿 Search Bupa 👔 Sign in 🗸
	Bugg Jr.
	Enter your security question
	Please provide an answer to the following security question.
	What was the name of your first pet?
	Timms
	Deset your memorable number
	Reset your memorable number
	Memorable number
	< Back
	Need help?
	If you need support regarding your account, please call us and select option 2 on 0800 33 2000
	Lines are open Monday to Friday 8am to 5pm. We may record or monitor our calls.



Forgotten memorable number

Multi-factor authentication

		Individuals & families Business Inte	ntermediaries	lealthcare professionals	Find a consultant or facility	P Help & support	& Contact us	$\mathbb{Q}_{\mathbb{Q}}$ Search Bupa	🚺 Sign in 🗸	
Next, you'll be required to reset your memorable number.		δυ <u>αν</u> ∫								
To do this, add in a new six-digit memorable number using the boxes provided.		Ente Please pro	er your	verificatio	y question.					
Click Continue to go back to the	What was the name of your first pet? Timms									
		Rese Memor 1	et your	memorab	le number					
<u>Go to Sign in</u>		Continue < Back Need If you nee Lines are i	Continue > < Back Need Help? If you need support regarding your account, please call us on 0345 608 0898 Lines are open Monday to Friday Bam to 8pm, Saturday Bam to 4pm. We may record or monitor our calls.							
You'll be required to en each login from this po	ter two of these digits at int onwards.						Uw	Сби		

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