



BUPA ONLINE SERVICES

LOGIN INSTRUCTIONS FOR MEMBERS

REGISTER

1. Go to www.bupalatinamerica.com and click on the Register option in the box labeled Online Services on the right side of the screen.
2. You will see a pop-up screen where you have to select that you are a policyholder, enter your policy number, provide an email address, and create a password.

When you enter your policy number, please be aware that the numbers that should be entered in this section are the following numbers in bold: **XXX-XX-000000-XXX** or **0000000-XXXX**.

Be sure to provide the email address that you previously provided us, which is in our records. If you do not remember which email address you provided, please contact us.

3. After submitting your request, please read the Bupa Insurance Company Access Agreement and select "Yes" if you agree with the terms and conditions

You are now ready to log in to Bupa Online Services. An email will be sent to the email address you provided confirming your registration.

LOG IN TO BUPA ONLINE SERVICES

1. Go to www.bupalatinamerica.com and enter your Login ID (your policy number) and password in the box labeled Online Services on the right side of the screen.
2. Select Policyholder from the drop down menu and click on Login.
3. Once you are logged in, you will be able to change your password as well as access many different options available to you.



BUPA ONLINE SERVICES

LOGIN INSTRUCTIONS FOR PRODUCERS

REGISTER

1. Go to www.bupalatinamerica.com and click on the Register option in the box labeled Online Services on the right side of the screen.
2. You will see a pop-up screen where you have to select that you are an agent, enter your Agent ID, provide an email address, and create a password.

Be sure to provide the email address that you previously provided us, which is in our records. If you do not remember which email address you provided, please contact us.

3. After submitting your request, please read the Bupa Insurance Company Access Agreement and select "Yes" if you agree with the terms and conditions

You are now ready to log in to Bupa Online Services. An email will be sent to the email address you provided confirming your registration.

LOG IN TO BUPA ONLINE SERVICES

1. Go to www.bupalatinamerica.com and enter your Login ID (your Agent #) and password in the box labeled Online Services on the right side of the screen.
2. Select Producer from the drop down menu and click on Login.
3. Once you are logged in, you will be able to change your password as well as access many different options available to you.