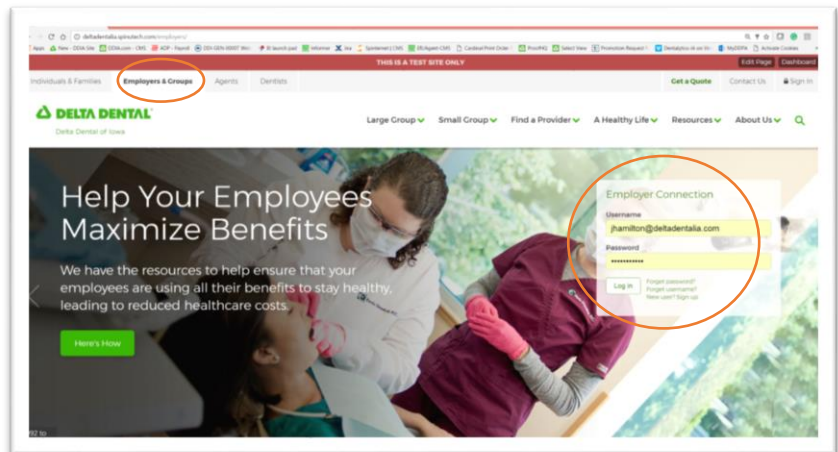


Welcome Page

Welcome to the Delta Dental of Iowa website and Employer Connection.

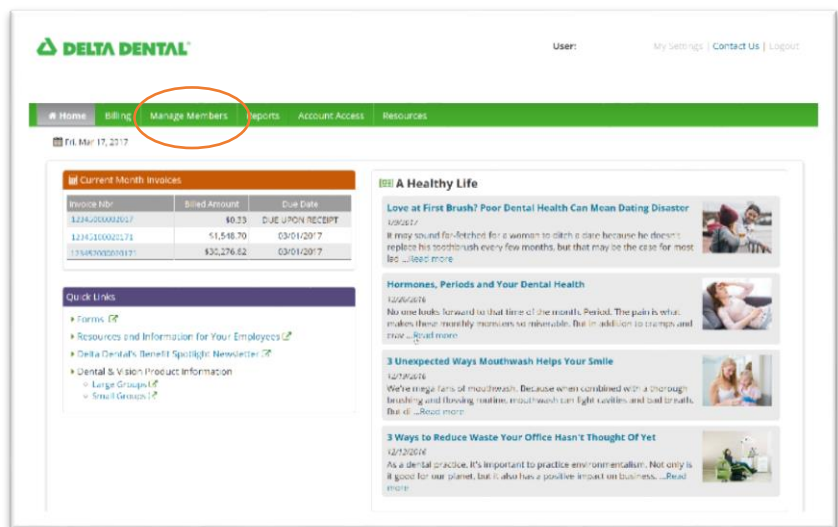
Click on the Employers & Groups tab at the top of the page and then enter your Delta Dental username and password into the Employer Connection login box.



Employer Connection

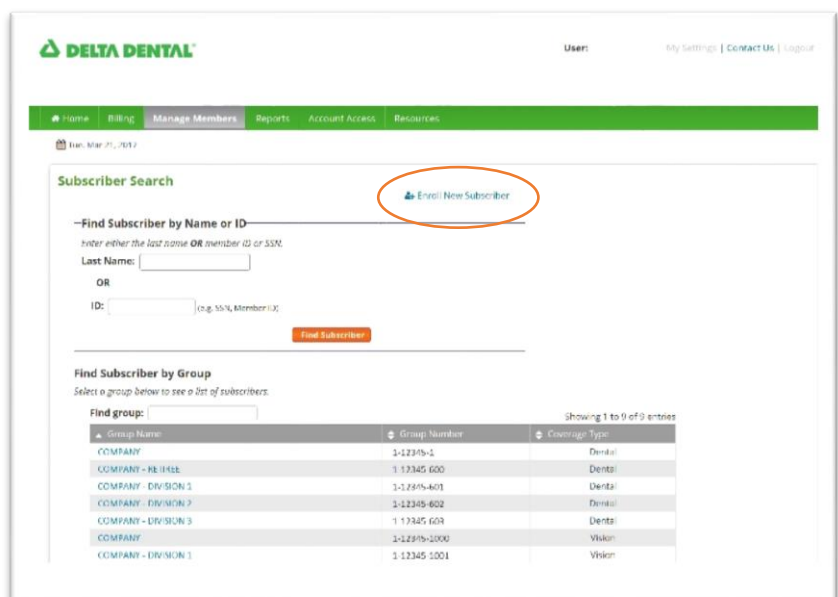
Once you are logged into your Employer Connection account, select the Manage Members tab.

The Manage Members area allows you to add and terminate members, view your employees' dental benefits, and order or print ID cards.



Enroll New Subscriber

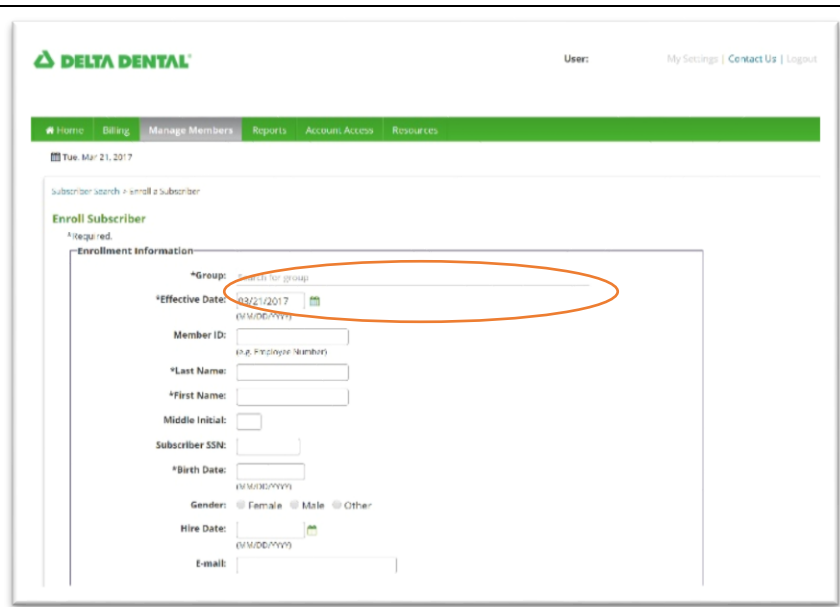
To enroll a new employee, click on Enroll New Subscriber



Enrollment Screen

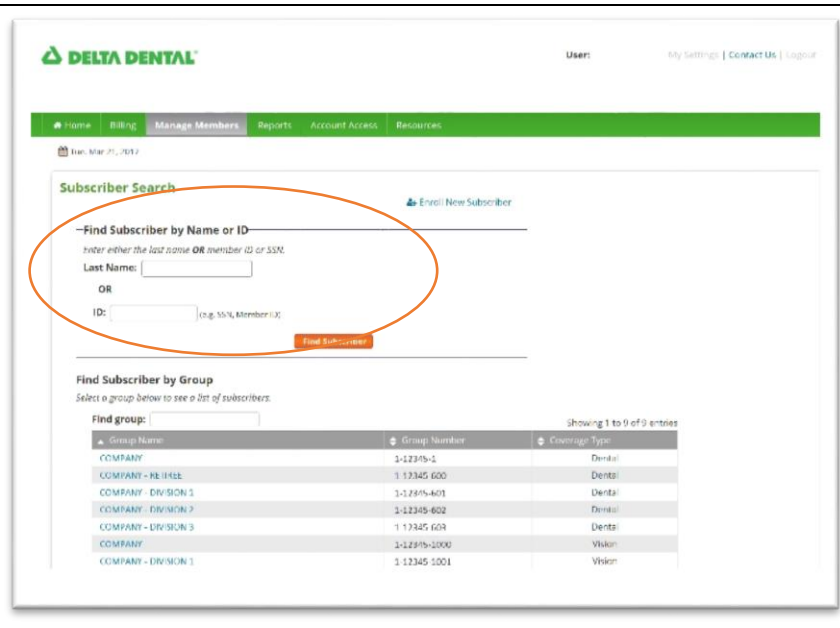
If you have multiple divisions that you manage for your company, make sure you select the correct group name and coverage if you have both dental and vision through Delta Dental.

Enter the contact information for the new employee and then click Submit.



Terminate or Modify Subscriber

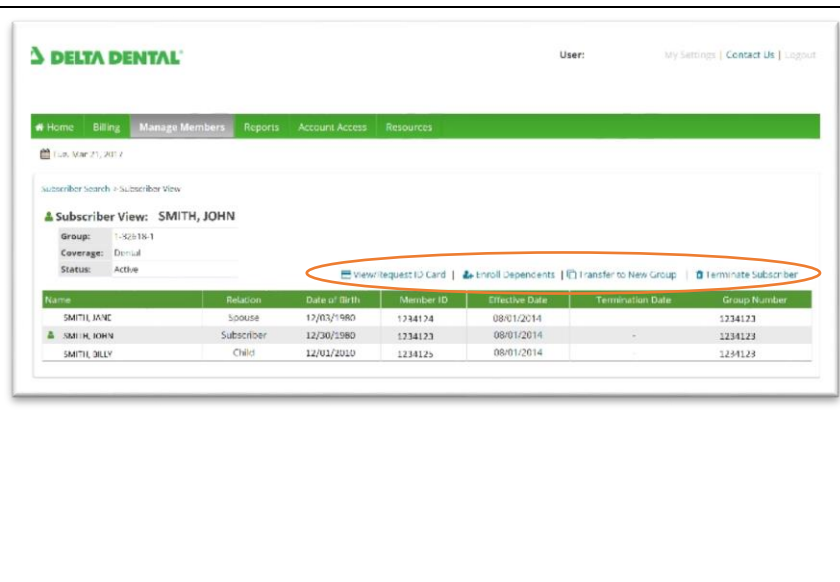
To terminate or modify an existing subscriber search by the individual's last name or ID then click on Find Subscriber.



Subscriber View

You will then be able to select the individual you are looking to terminate or modify. From this screen, you can:

- View or request an ID Card
- Enroll a spouse or dependent
- Transfer to a new group if you have multiple groups within your company
- Or select Terminate Subscriber



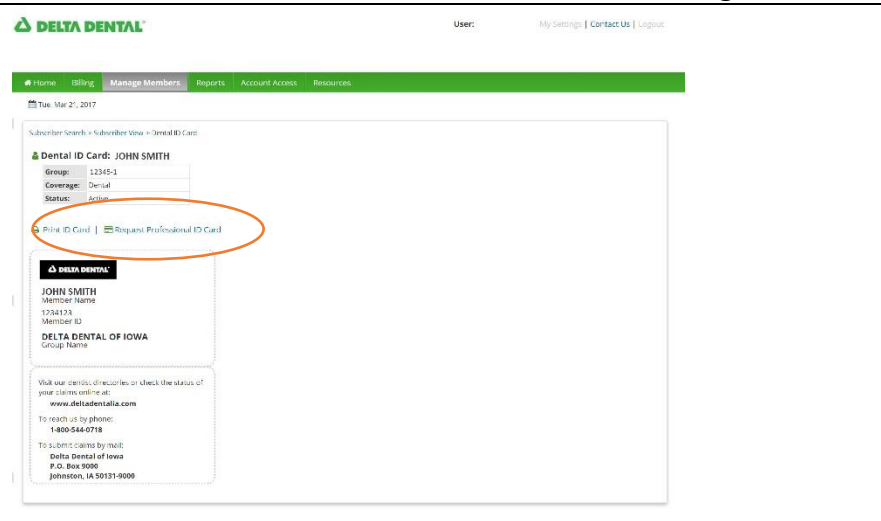
Request ID Card

To request an ID card, click on View/Request ID Card.

From this screen, you can select to Print or Request an ID Card be mailed to the employee.

To request an ID card, click on View/Request ID Card.

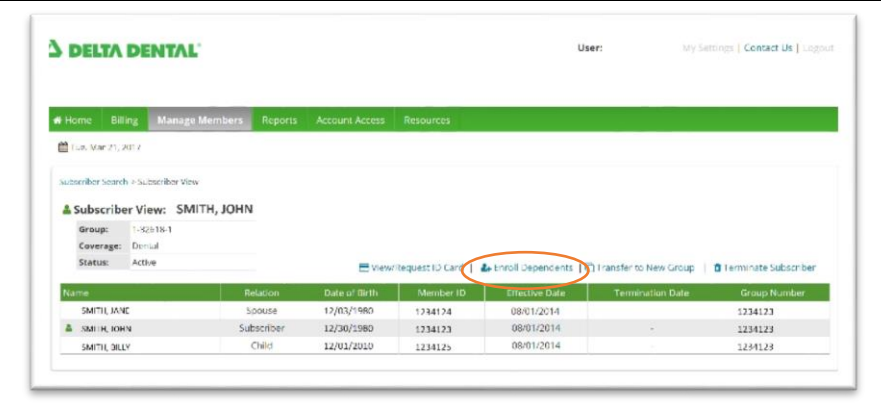
From this screen, you can select to Print or Request an ID Card be mailed to the employee.



Enroll Spouse or Dependent

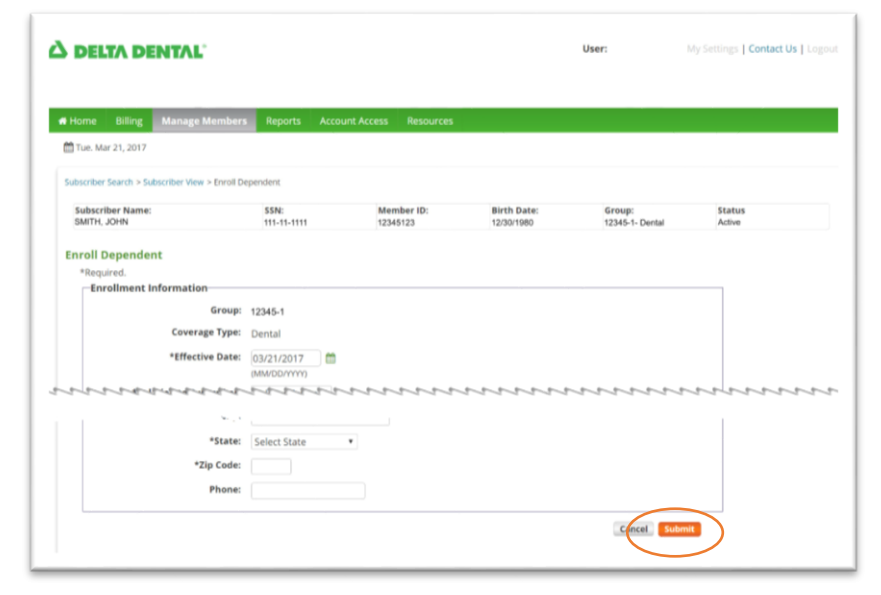
To Enroll a spouse or dependent, click on Enroll Dependents.

To Enroll a spouse or dependent, click on Enroll Dependents.



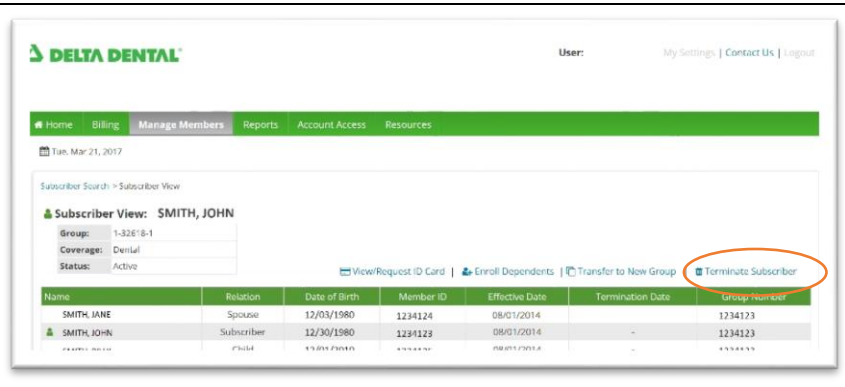
Enter the contact information and then click on Submit.

Enter the contact information and then click on Submit.



Terminate Subscriber – subscriber and dependents

To terminate an employee and their spouse/dependents, click on Terminate Subscriber.

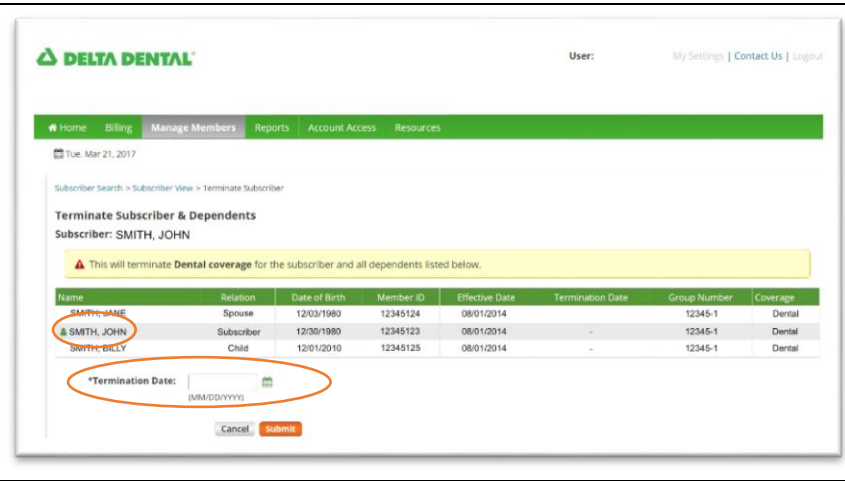


Make sure to enter the termination date and then hit Submit.

Hint: If you terminate the Subscriber identified with the green person icon, you will terminate the subscriber and any spouse or dependents if applicable.

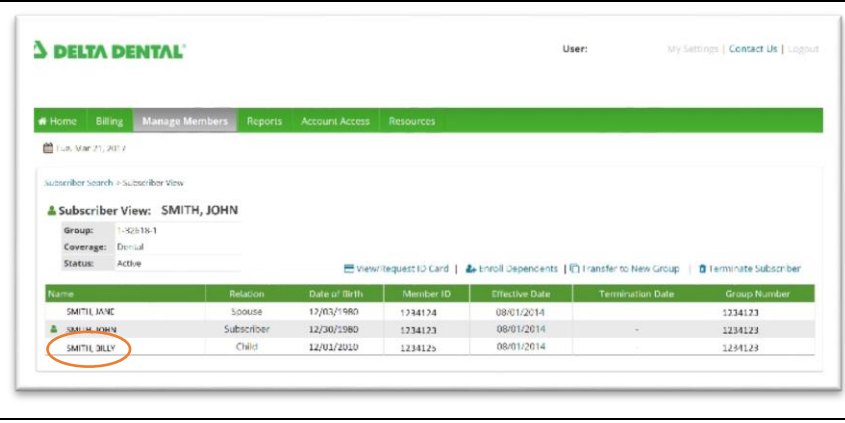
Make sure to enter the termination date and then hit Submit.

Hint: If you terminate the Subscriber identified with the green person icon, you will terminate the subscriber and any spouse or dependents if applicable.



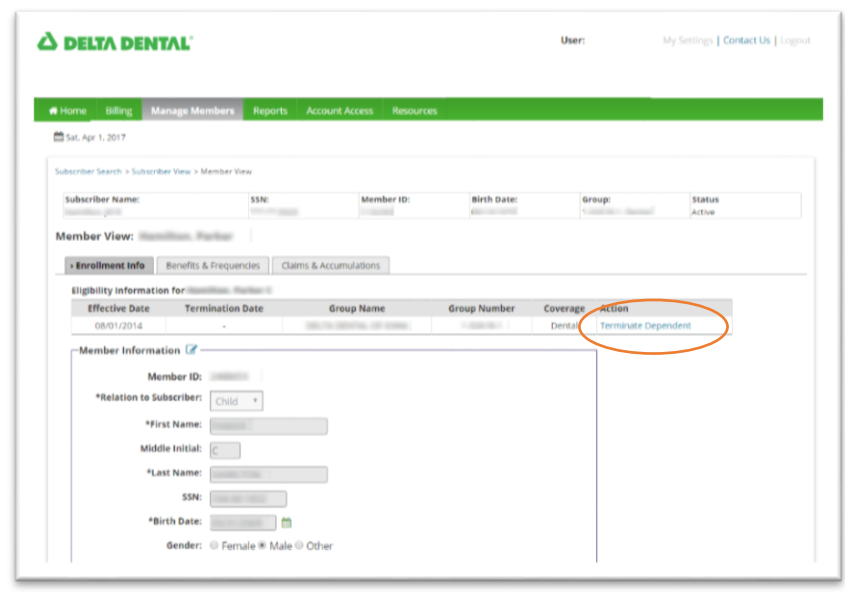
Terminate or Modify Spouse/ Dependent

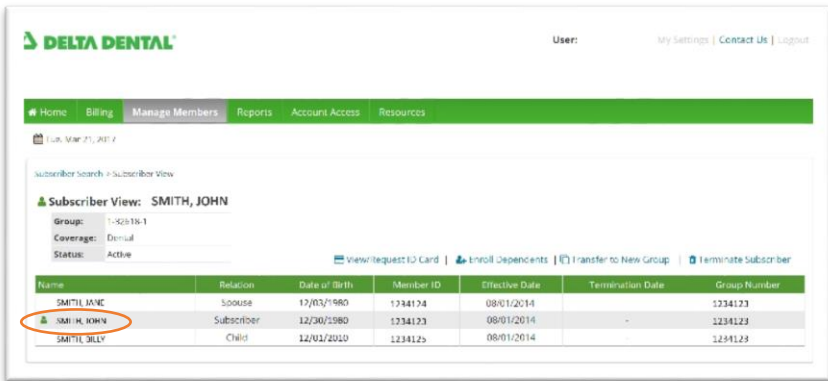
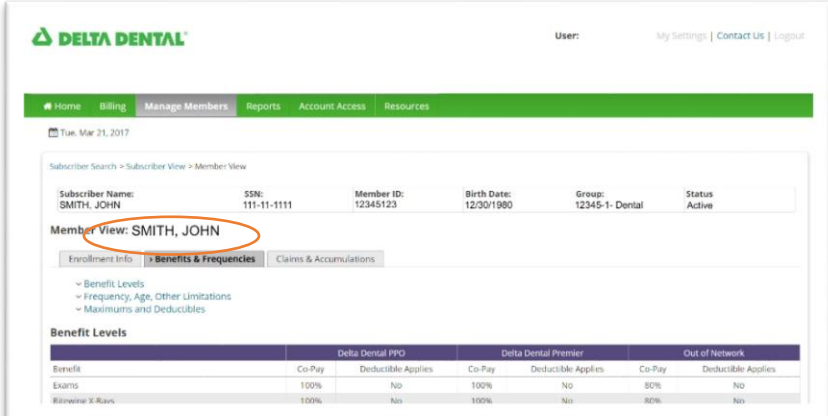
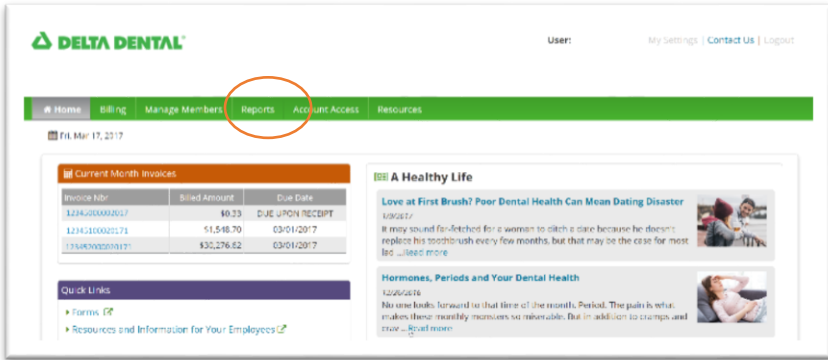
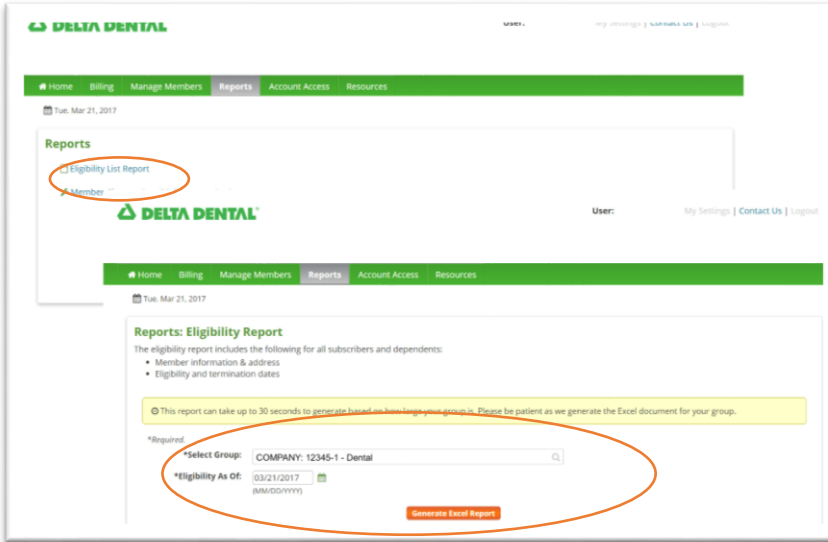
To terminate or modify a spouse or dependent click on the individual.



From this screen you can modify the member address, change status, or select to terminate.

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| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>View Benefits</p> <p>To view a subscribers' dental benefits, click on the subscriber or dependent name.</p> |  |
| <p>Click on the Benefits & Frequencies tab to view benefits and coverage.</p> <p>Keep in mind dependents and the subscriber might have different coverage based on your specific plan.</p> |  |
| <p>Run Eligibility Report</p> <p>The Delta Dental Employer Connection allows you to run this report with a few simple clicks.</p> <p>From the Home page click on Reports.</p> |  |
| <p>Click on Eligibility List Report.</p> <p>Select the group and the Eligibility as of date.</p> <p>Once the report has run, you can view this information in an Excel format for easy searching and sorting.</p> |  |