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Delta Dental of Iowa Employer Connection

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.	DELTA DENTAL	<page-header><page-header><page-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></page-header></page-header></page-header>
Enroll New Subscriber	To enroll a new employee, click on Enroll New Subscriber	Image Manage	User: My Samps CovertUs Lagour Ms Recarres Image: Interference Image: Interference Image: Interference Image: Interference <td< th=""></td<>

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.	Image: Control Ling Angle Members: Control Ling Image: Control Ling Angle Control Ling Image: Control Ling Image: Control Ling
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.	Image:
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 	Image: Constant

Request ID	To request an ID card,	Contact User: My Settings Contact Us Logicol
Card	click on View/Request ID	# Hone Billing Manager Members Reports Account Access Resources
	Card.	☐ Tee, Mar 21, 2017
	From this screen, you can select to Print or Request an ID Card be mailed to the employee.	Subseter Value A - Subseter Valu
Enroll Spouse or Dependent	I o Enroll a spouse or dependent, click on	S DELTA DENTAL'
		Institution Mathematical Ma
	Enter the contact information and then click on Submit.	DELTA DENTAL User: My Settings Contact Us Logout My Settings Contact Us Logout Manage Members Reports Account Access Resources
		m Tue. Mar 21, 2017
		Subscriber Marsh: SSR: SSR: Birth Date: Group: Satus Enroll Dependent * * * * * * Programe. Group: 12345-1 * * * * * Effective Date: 03/21/2017 * </th

Terminate Subscriber – subscriber and	To terminate an employee and their spouse/dependents, click	S DELTA DENTAL' User: My Settings, Contact Us Lagout
dependents	on Terminate Subscriber.	Home Billing Manage Members Reports Account Access Resources
		Subscriber Seich - Subscriber View: Subscriber View: SMITH, JOHN Group: 1-326:16-1 Coverage: Deniul Satus: Active EView/Request ID Card & Errell Dependents (© Transfer to New Group Terminute Subscriber Name Relation Date of Birth Member ID Effective Date Terminution Date Group insureer SMITH, JANE Spouse 12/03/1980 1234124 08/01/2014 1234123
		A SMITH DI-N Suburiher 12/30/1980 1234123 DB/01/2014 - 1234123 community FMM 12/30/19010 community RM01/2014 - 1234123
	Make sure to enter the termination date and then hit Submit.	User: My Settings Contact Us Logout Hiome Billing Manage Members Reports Account Access Resources
	Hint: If you terminate the Subscriber identified with the green person icon, you will terminate the subscriber and any spouse or dependents if	Et lise. Mar 21, 2017 Subscriber Search > Subscriber Wee > terminate Subscriber Terminate Subscriber & Dependents Subscriber: SMITH, JOHN ▲ This will terminate Dental coverage for the subscriber and all dependents listed below. Name Relation Date of Birth Member/ID Effective Date Termination Date Group Number Coverage SMITH, JOHN Subscriber 12/00/1993 12245124 008/1/2014 - 12246-1 Dental SMITH, JOHN Subscriber 12/00/1993 12245124 008/1/2014 - 12246-1 Dental SMITH, JOHN Subscriber 12/00/1993 12245123 008/1/2014 - 12246-1 Dental
	applicable.	*Termination Date: CMADD/YYYY Cancel Submit
Terminate or Modify Spouse/ Dependent	To terminate or modify a spouse or dependent click on the individual.	Wer: Managa Members Reports Account Access Resources In Nor 21, AT / Subscriber View: Subscriber View: Subscriber View: Insummer: Subscriber View: Subscriber View: Image: V-SEN1
		Status: Active El view/iteguest 10 Card A trivial Dependents 1(1) transfer to New Group Iterative Subscriber Name Relacion Date of flirth Member 10 Cfreative Date Termination Date Group Number SMITIL XWC Sociuse 12/00/3980 1734124 08/01/2014 12234123 & status-using Subscriber 12/20/3980 1234123 08/01/2014 1234123 Mittl XUC Child 12/01/2010 1234125 08/01/2014 1234123
	From this screen you can modify the member address, change status,	DELTA DENTAL'
	or select to terminate.	Write Banage Manage Manage </th

View Benefits	To view a subscribers' dental benefits, click on the subscriber or	S DELTA DENTAL' User: My Settings Conset Us Logout
	dependent name.	Withome Billing Manage Members Reports Account Access Resources Disk Var 21, 2017 Unstanded Search 25, 2017
		Subscriber View: SMITH, JOHN Group: 1-35116-1 Coverage: 0-mid Status: Active Status: Active Name Relation Date of Birth Member 10 Ciffective Date Circup Number
		SMITL LNK Source 12/08/1980 1741/14 0801/2014 1234123 & SMITL KNK Subscriber 12/30/1980 1734123 0801/2014 1234123 & SMITL KNK Subscriber 12/30/2080 1234123 0801/2014 1234123 MITL KNK Child 12/00/2010 1234125 08011/2014 124124
	Click on the Benefits & Frequencies tab to view benefits and coverage.	Builing Manage Members Reports Account Access Resources
	Keep in mind dependents and the subscriber might have different coverage based on your specific plan.	The Mar 21.2017 Subscriber Sauch > Subscriber View > Member View Subscriber Sauch > Subscriber View > Member View Subscriber Name: Status Subscriber View: Status Member View: SMITH, JOHN Eventiment Info J Benefits & Frequencies Chrimes A for preventions Colors & Accumulations - Benefits Levels Eventiment View in the status Benefit Levels Detactified Ageins Eventiment Info J Benefits & Streagence Subscriber Levels Eventiment Info Benefit Levels Detactified Ageins Eventiment Info J Benefits & Streagence Benefit Levels Eventiment Info Stream Str
Run Eligibility Report	The Delta Dental Employer Connection allows you to run this report with a few simple clicks.	Account Access Manage Members Reports Account Access Mesources Manage Members Reports Account Access Mesources Manage Members Mesource
	From the Home page click on Reports.	Invoice Nor Sind Amount Due Date 123420000827 10:33 Dut UPOH INCORT 12342000827 10:34 2004 INCORT 12342000827 10:32 Dut UPOH INCORT 12342000828 10:02 Dut UPOH INCORT 1234200828 10:00 Dut UPOH INCORT 1234200828 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234200828 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234200828 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234200828 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234208288 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234208288 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234208288 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234208288 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234208288 10:00 Dut UPOH INFORMATION IN CONTRACT ON THE Date IN Statut 1234208288 10:00 Dut UPOH INFORMATION IN CONTRELINE STATUT
	Click on Eligibility List Report.	
	Select the group and the Eligibility as of date.	A Nome Billing Manager Members Reports Account Access Resources Turn Mar 21, 2017 Reports Ligibility Ust Report
	Once the report has run, you can view this information in an Excel format for easy searching	Billing Manage Members Reports Account Access Resources Tus Mar 21, 2017 Reports: Eligibility Report Test Subscribers and dependents:
	and sorting.	Member information & address tigbility and termination datess tigbility and termination dates This report can take up to 30 seconds to generate becade to be beings you agroup it. Please be patient as we generate the Excel document for your group. " " " " there in the second of the secon

Questions? Please contact Team Service at <u>TeamService@deltadentalia.com</u> or at 877-983-3582