## **A DELTA DENTAL**°

# 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.		Entropy     Entropy     Control       Large Croup V     Small Croup V     Find a Provider V     A Heathy Life V     Resources V     About Us V     Q       Small Croup V     Small Croup V     Find a Provider V     A Heathy Life V     Resources V     About Us V     Q
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.	CONTRACTORY      Account Acces      Acces	<page-header><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></page-header></page-header></page-header></page-header>
Enroll New Subscriber	To enroll a new employee, click on Enroll New Subscriber	COMPART - DRYSION 1	As Enrell 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.	Image members         Image members <td< th=""></td<>
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: Contract Margin: Co
Subscriber View	<ul> <li>You will then be able to select the individual you are looking to terminate or modify. From this screen, you can:</li> <li>View or request an ID Card</li> <li>Enroll a spouse or dependent</li> <li>Transfer to a new group if you have multiple groups within your company</li> <li>Or select Terminate Subscriber</li> </ul>	Image:

Request ID	To request an ID card,	Context User: My Settings   Context Us   Lagran
Card	click on View/Request ID	Home Billing Manage Members Reports Account Access Resources
	Card.	曲 Tae, Mar 21, 2017
	From this screen, you can select to Print or Request an ID Card be mailed to the employee.	Subordier Saards - Subordier Ware - Small D Carel
		1 ado 54 o 718 To su Jens Camo by molil Data Deata Jenson P.O. Rox 5000 /pinkerson, (J. 5017) 4000
Francill Constant		
Enroll Spouse or Dependent	To Enroll a spouse or dependent, click on Enroll Dependents.	S DELTA DENTAL' User: Wy Settings   Conset Us   Legour
		effetore     Billing     Manage Members     Reports     Account Access     Resources <ul> <li>Instruction of the subscriber View</li> <li>Subscriber View:</li> <li>Subscriber View:</li></ul>
	Enter the contact information and then click on Submit.	Billing Manage Members: Reports Account Access Resources
		1 Tue. Mar 21, 2017
		Subscriber New > EnvolDependent         Subscriber Name:       SS2:         "Broundent       Information         Group:       ISSA:         WindOorwrig:       MindOorwrig:         WindOorwrig:       MindOorwrig:         Statis:       Select State         *Statis:       Select State         *Signe:       Phone:

Townshots	To torminate an	
Terminate Subscriber – subscriber and	To terminate an employee and their spouse/dependents, click	S DELTA DENTAL' User: My Settings.   Contact Us   Legout
dependents	on Terminate Subscriber.	Home Billing Manage Members Reports Account Access Resources
		Subscriber South - Sabscriber Wew
		Hame         Relation         Date of Birth         Member ID         Effective Date         Termination Date         Group number           SMITH, JANE         Spusse         12/03/1980         1224124         08/01/2014         1234123           & SMITH, John         Submit/Lenks         Submit/2014         1234123         08/01/2014         1234123           & Submit/Lenks         Submit/201980         1234123         08/01/2014         1234123           #states acres         Flock         138/01/01         1998/2010         139433
	Make sure to enter the termination date and then hit Submit.	OF Home Billing Manage Members Reports Account Access Resources
	Hint: If you terminate the Subscriber identified with the green person icon,	Tue. Mar 21, 2017 Subscriber Search = Subscriber View = Terminate Subscriber Terminate Subscriber & Dependents Subscriber: SMITH, JOHN
	you will terminate the subscriber and any spouse or dependents if applicable.	▲ 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         SMMTH.AUE       Spose       12/00/1990       12/35/124       08/01/2014       12/35/13       Dental         SMTH.JOHN       Subscriber       12/00/1990       12/35/123       08/01/2014       -       12/35/1       Dental         Dorrer       Child       12/01/2010       12/35/123       08/01/2014       -       12/35/1       Dental         Vermination Date:
Terminate or Modify Spouse/ Dependent	To terminate or modify a spouse or dependent click on the individual.	Wer:       My Settings   Centact Us   Laggest         Image:       More Billing         Manage:       Members         Reports       Account Access         More State       Members         Members       Members         Members
		Group: :::::::::::::::::::::::::::::::::::
	From this screen you can modify the member address, change status, or select to terminate.	Arrings   Contact Us   Legout     Horne Billing Manage Members Reports Account Access Resources
	or select to terminate.	Subscriber Visue 3 Subscriber Visue 3 Status         Subscriber Visue 3 Subscriber Visue 3 Status         Statu

View Benefits	To view a subscribers' dental benefits, click on the subscriber or	S DELTA DENTAL'
	dependent name.	& Home     Billing     Manage Members     Reports     Account Access     Resources
		Group: 1-262118-1       Coverage: Denual       Status: Active       Relacion       Oute of Birth       Member 10       Status: Active       Relacion       Date of Birth       Member 10       Sintiti, Livit       Santiti, Livit     Saturation       S
		Samme Situry         Child         12/01/2010         12/01/2014         12/01/2014
	Click on the Benefits & Frequencies tab to view benefits and coverage.	Home Billing Manage Members Reports Account Access Resources
	Keep in mind dependents and the subscriber might have different coverage based on your specific plan.	Tue. Mar 21, 2017 Subscriber Search > Subscriber View > Member View Subscriber Name: 55%: Member ID: Birth Date: Greup: Status Member View: SMITH, JOHN Involment Info Benefit Leves Claims & Accumulations Benefit Levels Benefit Lev
		OteLa Dental PPO         Delta Dental Premier         Out of Network           Errefit         Co-Pay         Deductale Applies         Co-Pay         Deductale Applies           Examis         Co-Pay         Deductale Applies         Co-Pay         Deductale Applies           Examis         100%         No         100%         No         80%         No           Experier XiBars         100%         No         100%         No         80%         No
Run Eligibility Report	The Delta Dental Employer Connection allows you to run this report with a few simple clicks.	User: My Semings   Contact Us   Logour
	From the Home page click on Reports.	Index Mar     Siled Amount     Due Data       1212/2020/2017     6633     DU POR INCOPY       1212/2020/2017     615430     DUP POR INCOPY       1212/2020/2017     61540     DUP POR INCOPY       1212/2020/2017     1212/2020     DUP POR INCOPY
	Click on Eligibility List Report.	C) DELTA DENTAL VIII - VIII. VIII - VIIII - VIII - VIIII - VIII - VIII - VIII - VIII - VIIII - VIIII - VIIII - VIIII - VIIII - VIIII - VIII - VIIII - VIIIII - VIIII - VIIII - VIIIII - VIIIIII - VIIIIIII - VIIIII - VIIIIIIII
	Select the group and the Eligibility as of date.	
	Once the report has run, you can view this information in an Excel format for easy searching	Languet     L
	and sorting.	The eligibility report includes the following for all subscribers and dependence:  Wenther information & address  To this report can take up to 30 seconds to generate lacad on the lacary or group is Please to patient as we generate the Excel document for your group.  * topping  * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping * topping

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