

# Employer Connection

Connecting with Delta Dental of Illinois is easy!



Through the Employer Connection on the Delta Dental of Illinois website, clients can access the enrollment application, online billing, and other key features 24 hours a day, seven days a week at [www.deltadentalil.com](http://www.deltadentalil.com).

**With the Employer Connection, you can access:**

- **Eligibility and benefits information** – check benefit levels, review COB, view full-time student age limits, view maximum and deductible information
- **Claim status** – self-funded/ASO clients can review their enrollees' claims
- **Online billing** – view and print your billing invoices
- **Enrollment information** – make additions, deletions or changes to enrollment and generate maintenance and eligibility reports

**With the Employer Connection, you can find everything you need to know about your group's claims, benefits and eligibility including:**

- Eligibility
- Maximums
- Benefit levels
- Deductibles
- Coordination of benefits/age limits for all your enrollees and their covered dependents
- Search for an enrollee by member number or last name, including termed enrollees
- Self-funded/ASO clients can also view Explanation of Benefits (EOB)

Employer Connection  
[www.deltadentalil.com](http://www.deltadentalil.com)

**With the convenient online billing feature on Delta Dental of Illinois' Employer Connection, you can:**

- Search bill by client number, sublocation and date range
- Manipulate and sort data at the user's discretion
- Select what details to print on the downloaded pages
- Search by subscriber name
- Download billing details into an Excel file or PDF

**Online enrollment is easy with the Employer Connection.**

Delta Dental of Illinois offers a real-time web-based program for enrollment and eligibility maintenance. We make it easy for our clients to work with us by providing them with access to their own eligibility databases. Users can, at their option, add and terminate members and their dependents or make eligibility changes without contacting Delta Dental of Illinois directly via mail, phone or fax. Maintenance on the database is password protected and accessed via a secure link.

## Enrollment Reporting

The enrollment application offers comprehensive reporting. The Eligibility List report allows users to run a list of all eligible enrollees for a particular date. The user has the option of sorting the report by member number or last name. The user can also opt to include dependents and addresses, as well as select the delivery format – to the screen or in Excel (please note: the report can take some time to develop, approximately 30 seconds for every 1,500 enrollees in each group). The Maintenance Log will show users a summary of the changes they made through the enrollment application based on a specified date range. The user has the option of sorting the report by member number or last name. The user can also select the format of the report – either PDF or Excel.

## Accessing the New Delta Dental Online Enrollment Features

**There are two types of users: Super User and Employer User.** The group administrator (the individual who manages the client dental plan) must be the person to register. Group administrators are the “Super User” and have authority to create, change and delete user accounts, as well as determine user access.

The Super User has authority to add, change and delete Employer User accounts and authority to view secure employee dental information for his/her company.

The Employer User is an individual at a client who has been given authority by the Super User to view secure employee dental information, eligibility and billing for his/her company.

Setting up Employer Users is simple. Just select “Account Administration” and click “Add New User.”



## To register, you need to:

**Step 1:** Click on the Employer Connection link located in the left-hand navigation bar.

**Step 2:** Since you have not registered, select “click here.”

**Step 3:** Complete the information for your new Employer Connection account and click “submit.”

**Note: In Step 3 of this screen, you may select other Employer Connection functions that you would like to access. Make sure you select Online Enrollment.**

Your request will be submitted to Delta Dental, and an enrollment specialist will verify and validate the information. You will receive an email confirming that you can now access the Employer Connection.

## Setting a password

- The password must be eight or more characters long.
- It must contain three characters of the following four categories:
  - English upper case characters (A-Z)
  - English lower case characters (a-z)
  - Base 10 digits (0-9)
  - Non-alphanumeric or punctuation mark (e.g., !, @, #, \$, &) For example, gobears1 is not a valid password. Gobears1 is valid. Gobears! is also valid.

Connect with Delta Dental of Illinois today!