

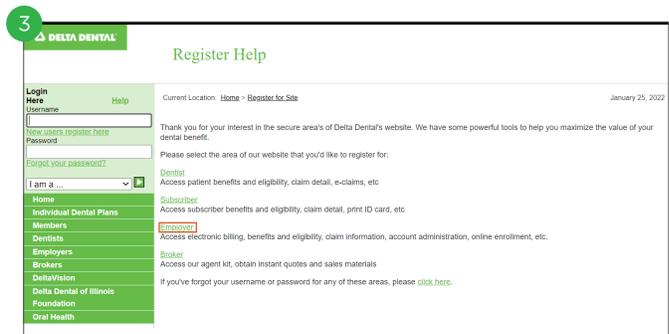
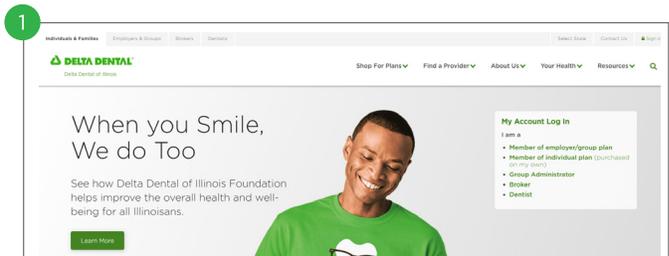
Delta Dental of Illinois Employer Connection

The smart way to manage your dental plan.

At Delta Dental of Illinois, we strive to provide smart technology solutions to make managing your group’s dental plan easier. Our Employer Connection provides group administrators secure access to view and manage plan information and access billing and reports. In addition, an employer group can give their broker access to their Employer Connection account to manage eligibility, reports and billing on the group’s behalf. We developed this user guide for our Employer Connection to help lead you every step of the way from registering for an Employer Connection account to managing your group dental plan members. Visit deltadentalil.com to get started. **Please use Google Chrome when accessing the Employer Connection.*

Register for an Account

- 1 Please have the primary benefit administrator for your company register for an account. Once they register, the primary benefit administrator will become a “super user” and will be able to create, change and delete other employer user accounts as well as determine user access.
- 2 Go to deltadentalil.com, select “Group Administrator” in the “My Account Log In” box located on the right side of the homepage. On the next page, click the “New users register here.”
- 3 Select “Employer” on the right side of the screen to register for an account.



- 4 Create a username and password and complete the account registration form. Once you click submit, please allow a maximum of two business days for Delta Dental of Illinois to verify and validate your account information and grant you access. You will receive an email once access to your account has been granted. If you need immediate access to your account, please contact your Delta Dental of Illinois account manager.

Add Additional Employer Users

- 1 Once you have registered for an account and have been granted access, you can add additional employer users and set different access levels or permissions for each user.
- 2 To add an employer user, click on “Account Administration” on the left side or in the center of the page.
- 3 Select “Add New User.” You can also update or delete existing users on this page by clicking on the “Update” or “Delete” button next to the user’s name.

Update	Delete	Name	User ID	Account Status
UPDATE	DELETE	Devis, Jennifer	jdevi	Active
UPDATE	DELETE	Allgood, Nicole	nicolea	Active
UPDATE	DELETE	Kramer, Evan	kramerevan	Active

- On the next page, enter information for the new user, indicate access level and select the locations the new user has permission to access. Once you have completed the form, click “Submit/Complete.” If you are updating an existing user, click “Apply Changes.” If you add a new user, they should be able to immediately access their account. If you update or delete an existing user, changes will occur immediately.

Check Employee Benefits and Eligibility

- To check on an employee’s benefits and eligibility, click on “Benefits and Eligibility” on the left side or at the top of “Employer Connection” page.

- To view an employee’s benefits and eligibility, identify the group/sublocation the employee belongs to. Please note that if your company only has one plan, only one group may be shown.

- Click on the name of the employee to see benefits and eligibility. You can also search for a particular employee by using the search box.

Subscriber Name	Member Number	Group Number
ADAMB, DONY	XXXXXXXX1234	12345-678-90123-45678
ALTMANN, ANDREA	XXXXXXXX3695	12345-678-90123-45678
BANKS, JESSICA	XXXXXXXX7432	12345-678-90123-45678
BROAD, KATE	XXXXXXXX2341	12345-678-90123-45678

4 Once you click on the employee's name, you can view their benefits and eligibility for a specific date. You can scroll quickly to different benefit sections by clicking the links at the top of the page. A printable version of the employee's benefits is also available.

DELTA DENTAL

Employer Connection - Benefits-Eligibility-Claims

Welcome back! Current Location: Home > Employers > Employer Connection > Benefits-Eligibility-Claims May 3, 2017

Log Out

Return to Search

Benefits & Eligibility as of 05/03/2017 (mm/dd/yyyy) [Submit]

Use the following links to access the information you are looking for faster:

- Eligibility
- Maximums
- Benefit Levels
- Procedures, Code Search
- Order ID Card
- Deductibles
- Documentation of Benefits / App. Limits

This is not a guarantee of benefits and does not cover all plan details. If there are any differences between the information stated here and the group contract the group contract will govern. All benefits are subject to deductibles, contract maximums and eligibility on the date of service. The eligibility and benefit information is only valid for the following subscriber on the date shown above. Prerequisite of benefit is recommended for treatment plans exceeding \$250. Benefit for multiple-appointment procedures is payable on completion date.

Eligibility and Accumulations

To calculate remaining maximum amounts, subtract "Amount Used" from corresponding maximum amounts displayed in the "Maximums & Deductibles" section.

Subscriber Name	Coverage Type	Group Number	Group Name	Amount Used						
				Reg ANN Deductible	Reg ANN Maximum	Ortho ANN Maximum	Ortho Life Maximum	Custom ANN Maximum	Out-of-Pocket Maximum	
ADAMS, TONY	Single	12345-678-90123-45678	EXAMPLE GROUP							
TONY ADAMS Birthday 08/01/1980 Start 02/12/2016 End				N/A	N/A	N/A	N/A	N/A	N/A	N/A
FAMILY DEDUCTIBLES & MAXIMUMS				N/A	N/A	N/A	N/A	N/A	N/A	N/A

5 In addition to accessing benefits and eligibility for a specific employee, you can download a complete employee eligibility list or group roster. To access the entire employee eligibility list, click on "Eligibility List" in the center of the "Employer Connection" screen.

DELTA DENTAL

Employer Connection

Welcome back! Current Location: Home > Employers > Employer Connection May 3, 2017

Log Out

Benefits & Eligibility: Review information about your employees' Delta Dental benefits and eligibility.

Billing: View and print your billing invoices.

Online Enrollment: Add, terminate or modify your enrollees through Delta Dental's on-line enrollment maintenance application. Generate reports summarizing changes for selected periods.

Eligibility List: Access to on-line eligibility lists of your groups.

Account Administration: Add and maintain user access to specific information about your group account.

Billing Contact & Delivery Information: Submit a request to Delta Dental to change your bill delivery method or update existing information.

Change Password: Change Password

Employer Reports: Access to on-line reports.

Word Of Mouth Newsletter - May 2013

6 Specify the date as well as other report criteria and click "Submit" to download the report.

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Employer Connection - Eligibility List

Welcome back! Current Location: Home > Employers > Employer Connection > Eligibility List May 3, 2017

Log Out

Eligibility as of: 05/03/2017
Format: MMDD/YYYY or MMDDYYYY

Select a group: - Select One - [Group List]

Select the sort order: Member Number Last Name

Should Dependents be included? Yes No

Should Addresses be included? Yes No

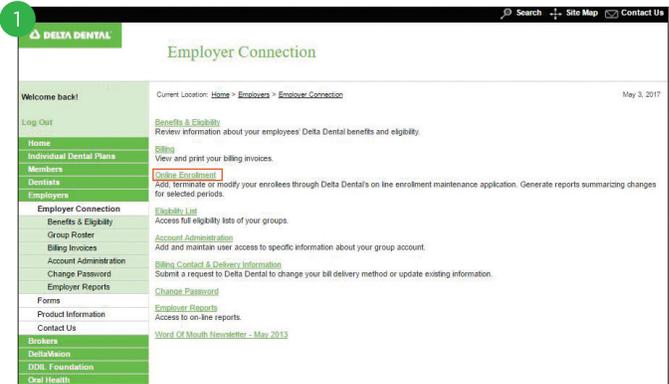
Select delivery format: To Screen Excel

[Submit] [Cancel]

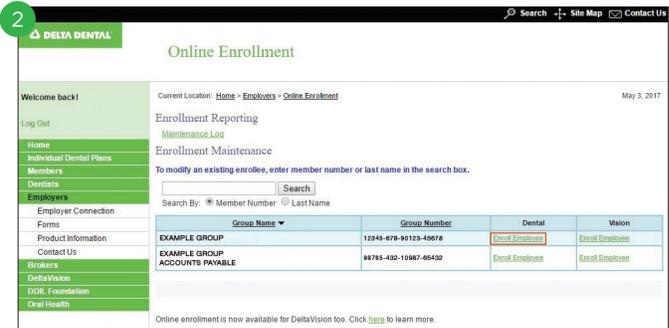
Note: This can be a very long running report. Your approximate wait time may be about 30 seconds for every 1500 members in each group.

Add, Update or Terminate Employee Coverage

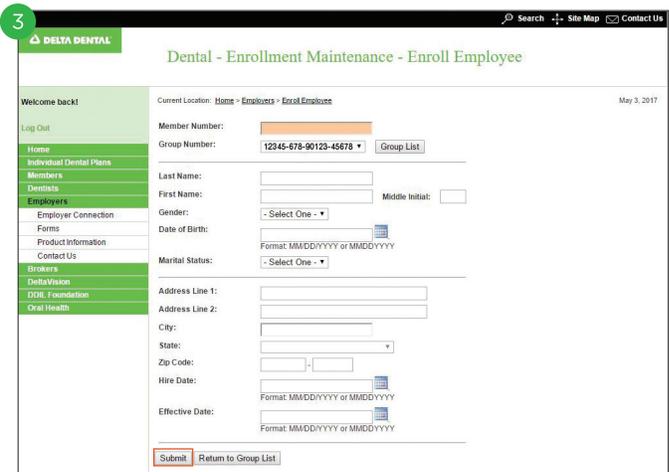
1 Select “Online Enrollment” in the center of the “Employer Connection” screen.



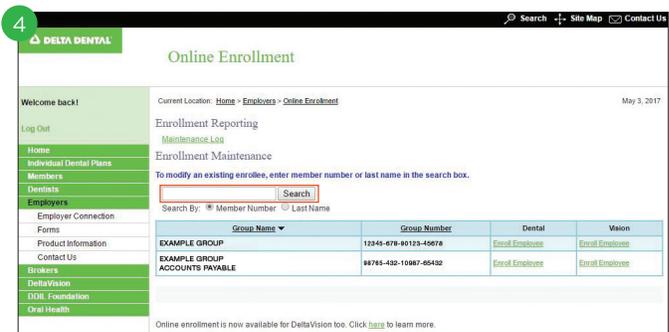
2 To enroll a new employee, identify the correct group/sublocation and plan and click “Enroll Employee.”



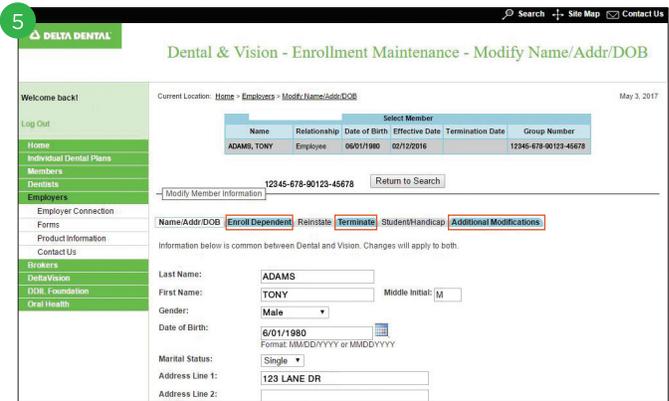
3 Enter the employee’s information and click “Submit.” If you want to enroll another employee, click “Return to Group List.”



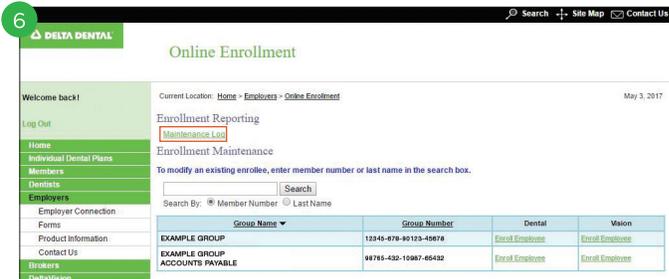
4 To update information for an existing employee, return to the “Online Enrollment” screen and enter the member number or last name in the search box.



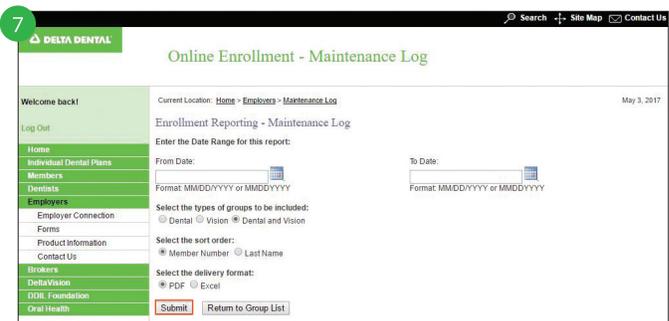
5 On the next screen, you can update the employee's information, enroll a dependent, reinstate prior coverage, terminate coverage or make additional modifications.



6 In addition to enrolling new employees or updating information for existing employees, you can download a maintenance log to see all the changes that have been made to your group(s) during a specified date range. Click on "Maintenance Log" at the top of the "Online Enrollment" screen.

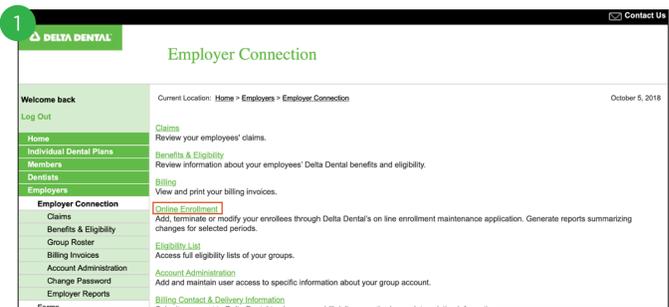


7 To download a maintenance log, enter a specified date range, select the types of groups to be included, choose the sort order, select the delivery format and click "Submit."

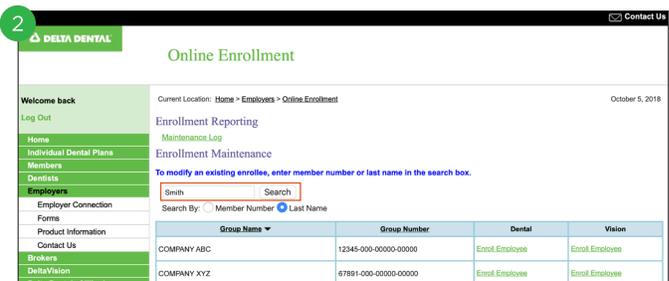


Order an ID Card for an Employee

1 If your group provides ID cards to its employees, you can access an ID card in the "Online Enrollment" section.

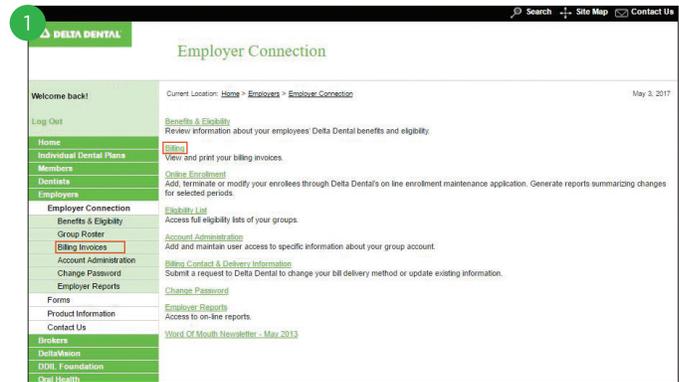


2 Search for the employee by member number or last name in the search box.

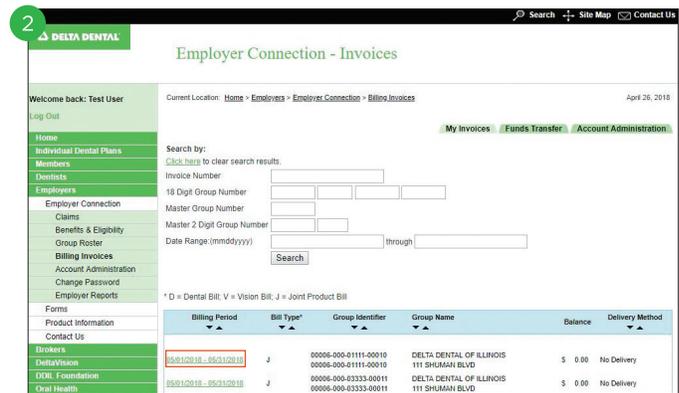


Retrieve Billing Invoices

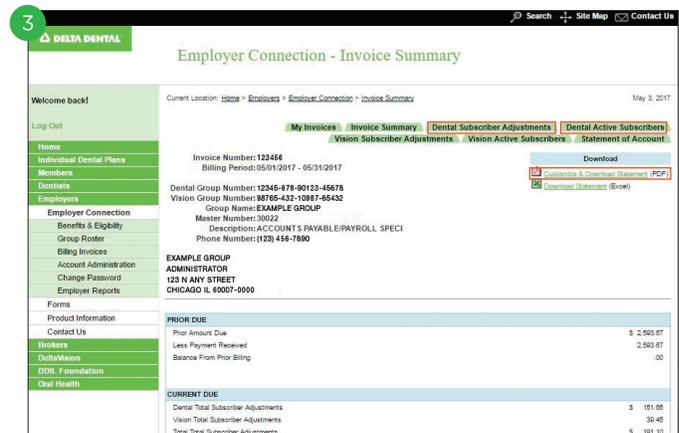
1 To retrieve a billing invoice, click “Billing Invoices” on the left or “Billing” at the top of the “Employer Connection” screen.



2 Select the billing invoice, you would like to review.

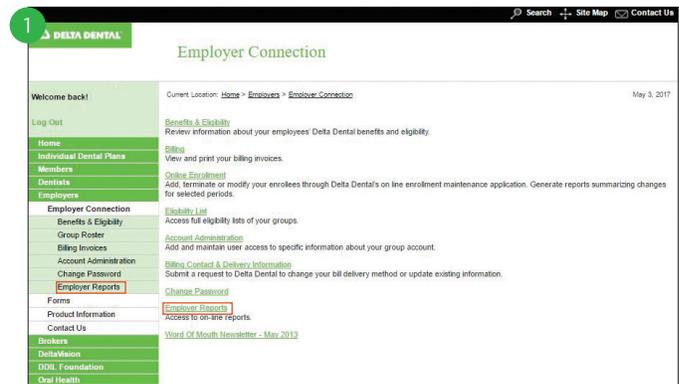


3 On the next screen, you can view a summary of your invoice and download a PDF or Excel file. You can also view subscriber adjustments and view active subscribers.



Run Employer Reports

1 If your group is set up to access and run ad-hoc employer reports, click on “Employer Reports” on the left or at the bottom of the “Employer Connection” screen.

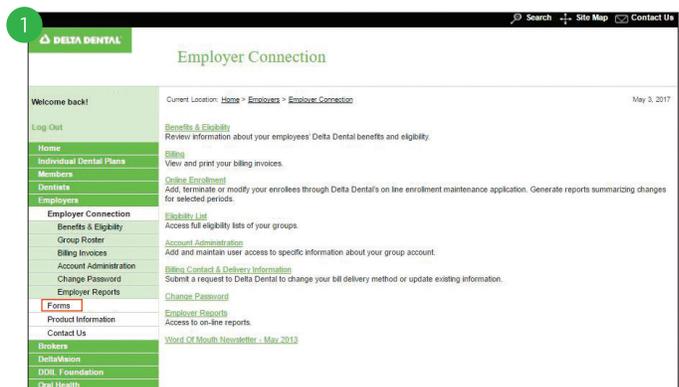


2 On the following page, you can access instructions for running a report. A list of available reports is listed on the page along with a description of each report.



Access Key Forms and Other Resources

1 On the Employer Connection, you can access key forms any time.



Questions?

If you have any questions or need assistance using the Employer Connection, contact your Delta Dental of Illinois account manager.