

# Website Instructions for Plan Administrators

Quick Reference Guide

[www.deltadentalid.com](http://www.deltadentalid.com)



## Access the Secure Employer Section

1. Type **www.deltadentalid.com** into your browser.
2. Click **For Employers** on the left side of the screen.
3. Click the **Employer Log-In** link to securely manage and administer your dental plan.
4. Type your **Company Name** exactly as it appears on your billing statement.
5. Type your **Password**. If you are a new user, please contact Delta Dental at (208) 489-3582 or email, [Eligibility@deltadentalid.com](mailto:Eligibility@deltadentalid.com) to set up your username and password.
6. Click **Login**.

## Manage Your Enrollment

1. In the secure Employer Log-In section you have many options for managing your employee enrollment online.
  - Click on **Enroll New Employees** to register new employees and their dependents without having to send in any paper forms.
  - Click on **Administer Existing Employees** to update or delete employee and dependent information and rehire or transfer employees from one sub-group to another.
  - Click on **View Enrollment Changes** for a list of employees that have changed enrollment using our website or by contacting our customer service department.
  - Click on **Submit Enrollment Forms** to review, approve, and delete enrollment forms entered by employees.

For Questions or Problems, contact our  
Delta Dental Technology Representative at  
**[tech@deltadentalid.com](mailto:tech@deltadentalid.com)**.

## Reconcile Your Billing Statement

1. In the secure Employer Log-In section, click **Billings** under the Manage Your Billing heading.
2. To make changes or terminate enrollment, click **Administer Existing Employees**.

*(Skip this step if enrollment changes are not needed. Reference Page 2 for other enrollment options.)*

3. To update a specific sub-group, select the sub-group from the drop-down box and click **Update**. If you prefer, you can update all sub-groups at once by clicking **Update** for all. **Important Note:** Clicking **Update** insures enrollment changes are included in the current statement.
4. Click **Print Bill** to view a current bill period. You can view various statements by selecting a previous bill period and/or sub-group in the drop-down menus.
5. Once the bill is displayed, you can print it by clicking the printer icon or you can keep an electronic file by clicking Save a Copy.

**Note:**

*You also have the option to print Benefit Books and ID Cards for new hires or active employees, or Pay Your Bill.*

## Pay Your Bill Online

1. In the secure Employer Log-In section, click **Pay Your Bill** under the Manage Your Billing heading.
2. Click **Pay Now** to pay your bill WITHOUT registering first OR click **Manage Account/Payments** *(recommended if you wish for billings and payments to be stored for future use).*
3. You will be redirected to U.S. Bank's secure e-Payment Service.

## View & Print Your Benefit Plan Summary

1. Click **Benefit Plan Summary** under the 'Your Benefit Plan Information' heading to view a report summary of your company's benefit plan.
2. When the form is displayed, select **File, Print**.

## Access Brochures & Forms

1. Click **Brochures and Forms** to download employee wellness materials, product information, and enrollment, claim, and cobra forms, plus more.
2. Click on the item you desire. When the form is displayed, select **File, Print**.

## Change Security Settings

1. Click **Security Settings** to change the administrator and/or generic password.
2. In the **Administrator** and/or **Generic Password** field, type the new password.
3. You are able to change your **Contact** name and **Email** address.
4. Click **Update** to save.

## How To Find A Dentist

1. On Delta Dental's Home Page, click on **Find a Dentist** in the column on the right.
2. Select your plan type: **Delta Premier** or **Delta Dental PPO** and enter your **City and State, or Zip Code**. If you are looking for a specialist, choose the provider type from the drop-down menu.
3. Click **Search For A Dentist**.

# Point, click and manage your dental plan!



We love to see you smile which is why we provide a full array of online services to help you easily manage your company's dental plan. From accessing your company's plan design to adding new employees, we give you the information you need, when you need it.



If you have questions or problems,  
please contact Delta Dental's  
Technology Representative:

Email: **[tech@deltadentalid.com](mailto:tech@deltadentalid.com)**



**DELTA DENTAL OF IDAHO**

555 Parkcenter Blvd

Boise, ID 83706

Eligibility: (208) 489-3582

**[www.deltadentalid.com](http://www.deltadentalid.com)**