

How To Register For Online Services

Instructions

1. Click on **For Subscribers** on our homepage. Then, at the Subscribers Section, click on the **Subscriber Log-In** link. At the Subscriber Sign In page, click on the **Register Here** link.
2. Type your **First Name** and **Last Name**. Type your **Subscriber ID/SSN** (*typically your Social Security number*). Then type your **Date of Birth**: (mm/dd/yyyy format). Click **Register User**.
3. Create a **Username**: (requires 6 to 30 characters) Create a **Password**: (requires 6 to 30 characters) containing 2 numeric characters.
4. Select a **Challenge Question**: If you forget your password, you will be asked this question in order to recover it. Click the drop-down box and select one of the questions.

Type in the **Challenge Answer**: Type the answer to the Challenge Question that you just selected.
5. Click the **Register User** button. Then click the **Continue** button when the **Registration Confirmation** is displayed.
6. **Terms of Use Agreement** will display. You may read the agreement by scrolling down through the document. Click on **Agree** if you agree to abide by the terms, or click **Disagree** to exit.
7. You will now have access to the secure **Subscriber Log-In** section of our website.

FIND A DENTIST

1. On the Home Page of our website, click on **Find A Dentist** in the right column.
2. Select **Delta Dental 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**.



For Questions or Problems, Please Contact a Delta Dental Technology Representative:

- **Email:** tech@deltadentalid.com
- **Phone:** (208) 489-3563



DELTA DENTAL OF IDAHO
555 E. Parkcenter Blvd
Boise, ID 83706

www.deltadentalid.com



Website Instructions for Subscribers

Quick Reference Guide

www.deltadentalid.com



DELTA DENTAL OF IDAHO

How To Access the Subscriber Log-In

Instructions

1. Type **www.deltadentalid.com** into your browser.
2. Click on **For Subscribers** in the left column.
3. Click on **Subscribers Log-In** link.
4. Type **Username** and **Password** and click **Sign In**.

Note: *If this is your first time using the Delta Dental Subscriber Log-In, you must register first. See the “How to Register” section on page 4*

How To Retrieve Your Claims Information

Instructions

1. In the Subscriber Log-In section, click on link below **Claims Information** link.
2. At the **Claims Search** page you will be able to retrieve claims information for yourself or your dependent.
3. In the **Treatment or Service Period** fields, type the beginning and end dates of your desired claims search. Claims are available for up to 18 months prior to the current date
4. For claims information for your dependents, click **Yes** at “**Are You Looking Up Claims for A Dependent?**” prompt. Then type the appropriate information in the **Dependent First Name** field and the **Dependent Birth Date** field (mm/dd/yyyy).
5. Click **Retrieve Claims Information** for a list of your claims.
6. To print the report, click on the “**Printer Friendly Version.**” Select **File**, then **Print**.

How To Look Up Benefits And Eligibility

Instructions

1. In the Subscriber Log-In section, click on the link below **Benefits & Eligibility**.
2. At the Benefits & Eligibility Search page, click the **Retrieve Benefits & Eligibility** button to retrieve your benefits and eligibility information.
3. For benefit and eligibility information for dependents, click **Yes** at “**Are You Looking Up Benefits & Eligibility for A Dependent?**” prompt. Type the appropriate information in the **Dependent First Name** field and the **Dependent Birth Date** field (mm/dd/yyyy).

Note: *You may receive a display screen with more than one group listed. In this case, select the desired Group Name to generate your report.*

4. To print, click on the “**Printer Friendly Version.**” Then select **File**, then **Print**.

How To Print Your Dental Benefit Summary and ID Cards

Instructions

1. In the Subscriber Log-In section, click on the link below **Your Benefit Booklet and ID Card** to view and print a copy of your dental benefit booklet and personalized ID card.
2. Click on the link with your **Employer’s Name** to view your Dental Benefits Summary. Your ID Cards will be located on the last page of the document.
3. To print your Benefit Summary and ID cards, click on the printer icon.

For Questions or Problems, Contact a Delta Dental Technology Representative at tech@deltadentalid.com or (208) 489-3563.

How To Access Your Explanation of Benefits (EOB)

Instructions

1. In the Subscriber Log-In section of our site, click on the link below **Explanation of Benefits (EOB)**.
2. After signing in for access the secure Subscriber Log-In section, click on your **Name** or your **Dependent’s Name** to view the Explanation of Benefits.
3. Click **View Claim** in order to display an EOB report. *(If you experience trouble with Pop-up Blockers, see the note below.)*

How To Access Your Annual Statement

Instructions

1. In the Subscriber Log-In section, click on the link below **Annual Statement**.
2. From the **Select Starting Date** drop-down box, enter the beginning date.
3. From the **Select Ending Date** drop-down box, enter the end date.
4. Click on your **Name** or your **Dependent’s Name** to view an Annual Statement. *(If you experience trouble with Pop-up Blockers, see the note on Page 1)*
5. You may **Print** the report by clicking on the printer icon.

POP-UP BLOCKERS

Browser settings for Pop-up Blockers may prevent function execution.

To **DISABLE** Pop-up Blockers, click on the **Tools** menu, then **Pop-Up Blocker**, then **Pop-up Blockers Settings**. In the “**Address of Website to Allow**” box, type: <http://secure.deltadentalid.com>.