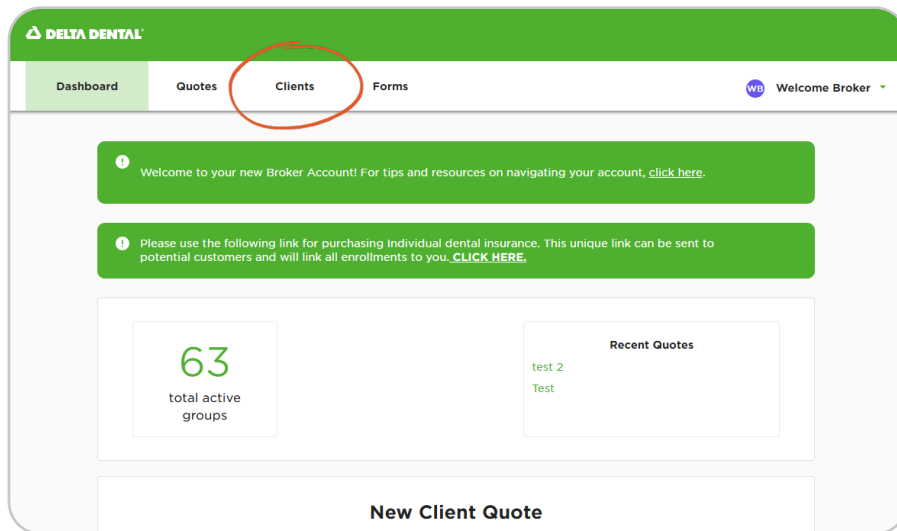


Request ID Cards

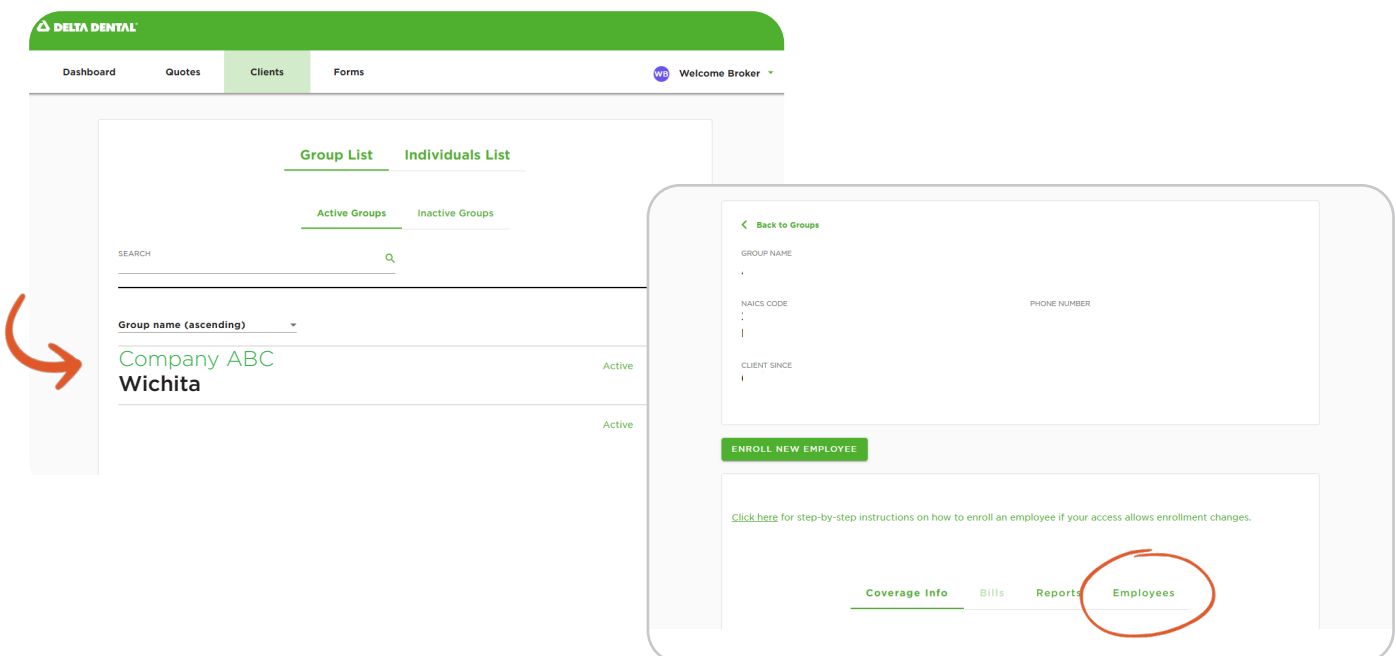
Online Broker Account

How to Request ID Cards to be Mailed to a Member

1 From the Dashboard, click the **Clients** tab.



2 While on the **Clients** tab, select the group the member is in. Then, click on the **Employees** tab.



Request ID Cards

Online Broker Account

★ How to Request ID Cards to be Mailed to a Member

- 3 Search for the member by last name or other identifiers, then click their name.

[Click here](#) for step-by-step instructions on how to enroll an employee if your access allows enrollment changes.

Coverage Info Bills Reports **Employees**

Active Employees Future Effective and Terminated Employees

You can search individual employees here by Name, Delta Dental ID number, SSN or Group Submitted ID. To generate a complete employee list please refer to the eligibility list under the Reports Tab.

Search CLEAR SEARCH

EMPLOYEE FIRST NAME EMPLOYEE LAST NAME MEMBER ID

SSN GROUP SUBMITTED ID

EMPLOYEE NAME EFFECTIVE DATE MEMBER ID MEMBER SSN

Jane

- 4 Click **ID Card** in the top right corner. When the pop up appears, select **Mail ID Card**.

Back to Employee List Employee Report Benefits Booklet **ID Card**

Manage Member Manage Coverage

Status: Active
Sub Subaccount Number:
Sub Subaccount Name:
COVERAGE AS OF (Select Date): 05/12/2025

Employee Information

Back to Employee List Employee Report Benefits Booklet ID Card

Manage Member Manage Coverage

Status: Active
Sub Subaccount Number:
Sub Subaccount Name:
COVERAGE AS OF (Select Date):

DOWNLOAD ID CARD
MAIL ID CARD

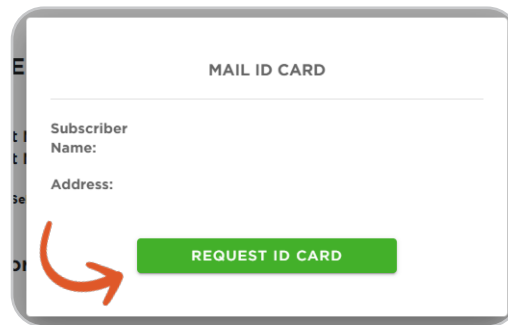
Request ID Cards

Online Broker Account

★ *How to Request ID Cards to be Mailed to a Member*

5

Review the member name and address then simply click **Request ID Card** to mail the new card.



MAIL ID CARD

Subscriber Name:

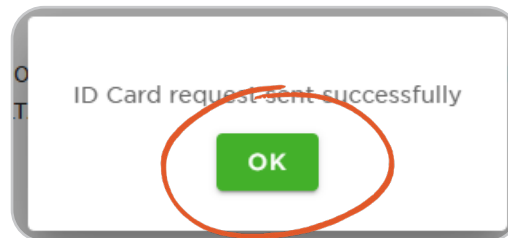
Address:

REQUEST ID CARD

An orange arrow points to the green 'REQUEST ID CARD' button.

6

You will see a pop up confirming that the ID Card request was sent successfully. To exit, select **OK**.



ID Card request sent successfully

OK

An orange arrow points to the green 'OK' button.

▶ *Request ID Cards* [Watch Video](#)

Watch this video to view how to request ID cards to be mailed to a member on the online Broker Account.