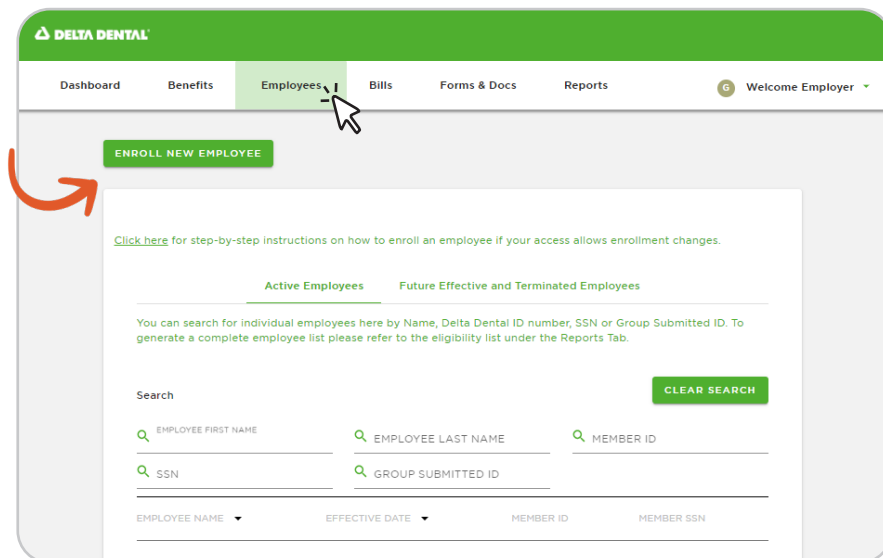


# Managing Employees

## Online Employer Account

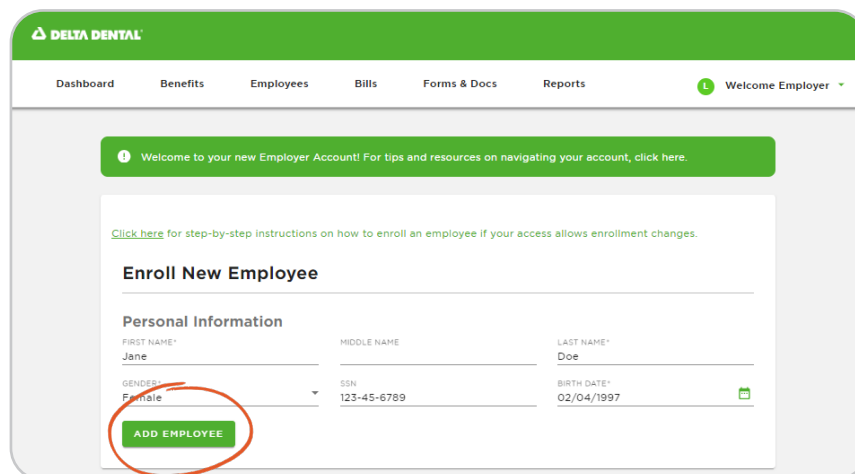
### How to Manage Your Employees

- 1 From the **Employees** tab you'll be able to manage your employees enrollment and quickly enroll an employee. Simply click **Enroll New Employee**.



The screenshot shows the Delta Dental online employer account interface. The 'Employees' tab is selected in the navigation menu. A green button labeled 'ENROLL NEW EMPLOYEE' is highlighted with a red arrow. Below the button, there is a link for step-by-step instructions and a search section for active and terminated employees. The search section includes fields for Employee First Name, Employee Last Name, Member ID, SSN, and Group Submitted ID, along with a 'CLEAR SEARCH' button.

- 2 Once you have added the required fields click **Add Employee**.



The screenshot shows the 'Enroll New Employee' form. The form is titled 'Enroll New Employee' and includes a 'Personal Information' section. The fields are filled with the following information: First Name: Jane, Middle Name: (empty), Last Name: Doe, Gender: Female, SSN: 123-45-6789, Birth Date: 02/04/1997. A green button labeled 'ADD EMPLOYEE' is highlighted with a red circle.

# Managing Employees

## Online Employer Account

### ★ How to Manage Your Employees

3

Add any applicable dependents and enter their effective date then select **Enroll Employee**.

**Enroll New Employee**

**Employee Information**

SUB-SUBACCOUNT

FIRST NAME\* Jane MIDDLE NAME LAST NAME\* Doe

ID # N/A BIRTH DATE\* 02/04/1997 GENDER\* Female

SSN\* 123-45-6789 MARITAL STATUS UNION STATUS\* No

EMPLOYMENT STATUS\* EMPLOYEE TYPE\* SEND EOB VIA EMAIL

ADDRESS\* ADDRESS 2 CITY\* STATE\* ZIP\*

COUNTRY\* United States

ENROLL IN DENTAL COVERAGE

**Dependents**

FIRST NAME\* MIDDLE NAME LAST NAME\* REMOVE

ADDRESS\* Same as Employee? ADDRESS 2

CITY\* STATE\* ZIP\* COUNTRY\* United States

RELATIONSHIP\* DOB\* SSN\* GENDER\*

Add

**Plan Information**

SUBACCOUNT NAME\* SUBACCOUNT NUMBER\*

EFFECTIVE ON\* 04/26/2024 QUALIFYING EVENT\* Group Request

ENROLL EMPLOYEE CANCEL

4

Back to the **Employees** tab, you'll be able to quickly search for your employees by **First Name, Last Name, Member ID, Social Security Number or Group Submitted ID**.

You won't need all of these fields to search, you can simply type in their **First or Last Name** to search.

DELTA DENTAL

Dashboard Benefits Employees Bills Forms & Docs Reports Welcome Employer

ENROLL NEW EMPLOYEE

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

Active Employees Future Effective and Terminated Employees

You can search for 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

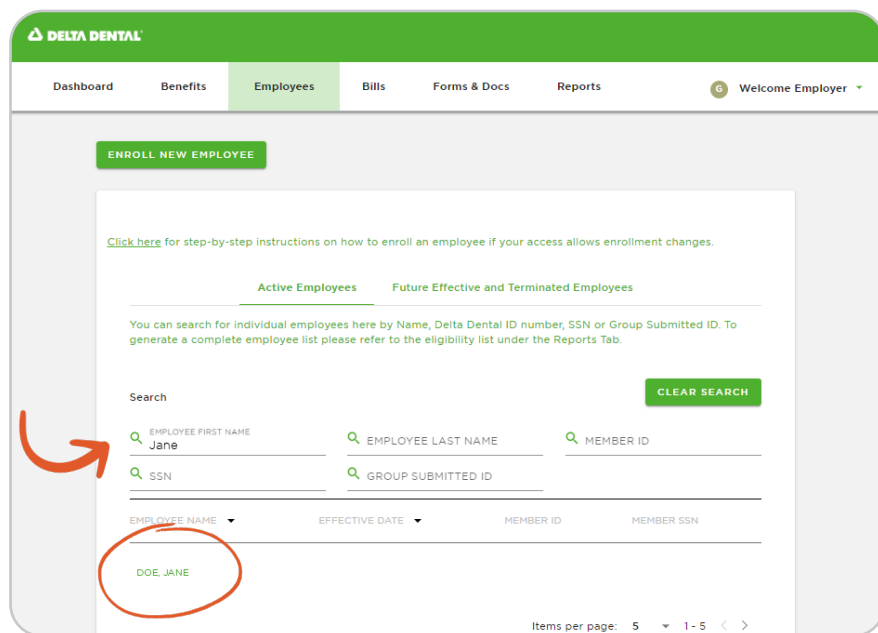
# Managing Employees

## Online Employer Account

### ★ How to Manage Your Employees

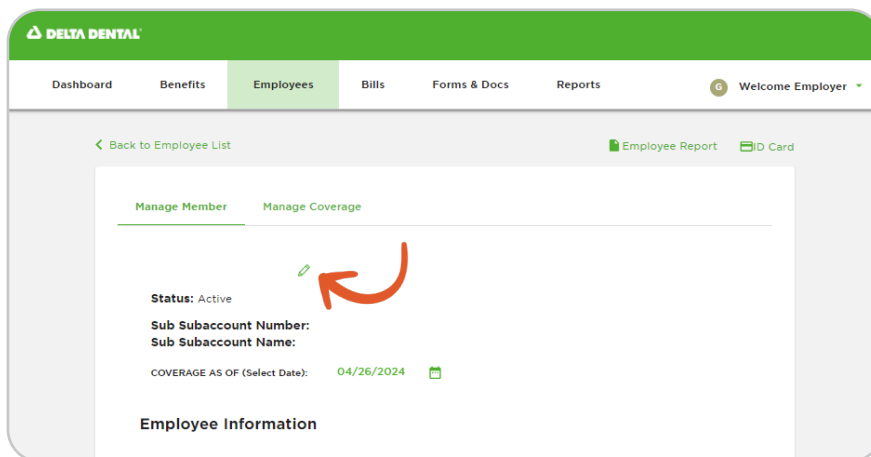
5

After finding the employee you are looking for, click **their name**.



6

You will be able to edit the employee's information by selecting the **pencil icon** next to their name.



# Managing Employees

## Online Employer Account

### ★ How to Manage Your Employees

7 You can also add a dependent for an employee. Once you have made your edits, select **Save**.

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Dashboard Benefits **Employees** Bills Forms & Docs Reports Welcome Employer

Back to Employee List

Manage Member Manage Coverage

Status: Active  
Sub Subaccount Number:  
Sub Subaccount Name:  
COVERAGE AS OF (Select Date): 04/26/2024  
NEW EFFECTIVE DATE\*

**Employee Information**

FIRST NAME\* MIDDLE NAME LAST NAME\*  
ADDRESS\* ADDRESS 2  
CITY\* STATE\* ZIP\* COUNTRY\*  
RELATIONSHIP\* DOB\* SSN GENDER\*  
Spouse Female  
Add  
Status: Active

SAVE  
CANCEL

8 On the employees page, select **Manage Coverage** and then the **pencil icon**.

**DELTA DENTAL**

Dashboard Benefits **Employees** Bills Forms & Docs Reports Welcome Employer

Back to Employee List Employee Report ID Card

Manage Member **Manage Coverage**

Status: Active  
Sub Subaccount Number:  
Sub Subaccount Name:  
COVERAGE AS OF (Select Date): 04/26/2024

**Dental** TERMINATE DENTAL COVERAGE

COVERAGE PERIOD RATE TIER  
04-01-2023 - SUBSCRIBER/SPOUSE

DENTAL PLAN EFFECTIVE ON  
LOVING HEARTS TRAINING CENTER 04/01/2023

**Members**

Name	Relationship	Status
		Active
		Active

TERMINATE

# Managing Employees

## Online Employer Account

### ★ How to Manage Your Employees

- 9 From there you can **terminate dental coverage, enter employee's effective date, add or terminate coverage for a dependent and or change the plan type.**

Once you have made your changes, click **Save**.

The screenshot shows the 'Manage Coverage' page for an employee. At the top, there are navigation links: 'Back to Employee List', 'Employee Report', and 'ID Card'. Below these are tabs for 'Manage Member' and 'Manage Coverage'. The main content area displays the following information:

- Status: Active
- Sub Subaccount Number:
- Sub Subaccount Name:
- COVERAGE AS OF (Select Date): 04/26/2024
- NEW EFFECTIVE DATE\*

There are two red buttons on the right side: 'SAVE' and 'CANCEL'. The 'SAVE' button is circled in red. Below the main information, there is a section for 'Dental' coverage with a red button labeled 'TERMINATE DENTAL COVERAGE'. Below this, there is a table with columns for 'COVERAGE PERIOD', 'SUBSCRIBER/SPOUSE', and 'RATE TIER'. The table contains one row with the following data:

COVERAGE PERIOD	SUBSCRIBER/SPOUSE	RATE TIER
04-01-2023 -		

Below the table, there is a section for 'Members' with a table that has columns for 'Name', 'Relationship', and 'Status'. The table contains two rows of data:

Name	Relationship	Status
		Active
		Active

There is a red button labeled 'TERMINATE' next to the second row of the 'Members' table. Red arrows point to the 'Dental' section, the 'Members' table, and the 'TERMINATE' button. A red circle highlights the 'SAVE' button.

### ▶ Managing Employees

Watch Video

Watch this video to see how to manage your employees on the new online Employer Account.