Request ID Cards Online Employer Account



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



From the Dashboard, click the **Employees tab.** Search for the member by last name or other identifiers then click their name.

DELTA DENTAL								
Dashboard Benefits	Employees I	Bills Forms & Docs Rep	orts					
	R							
		Click here for step-by-step instruction	s on how to enroll an employe	e if your access allows e	nrollment 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			
		Q EMPLOYEE FIRST NAME	Q EMPLOYEE LAST NAME	Q MEM	IBER ID			
		Q SSN	Q GROUP SUBMITTED ID					
		EMPLOY	EFFECTIVE DATE 🔻	MEMBER ID	MEMBER SSN			
		Jane	01/01/2021					
				Items per page	e: 5 - 1-5 < >			



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

: Employees Bills Forms & Docs Reports	
Back to Employee List	Employee Report Benefits Booklet EID Card
Manage Member Manage Coverage	
Status: Active Sub Subaccount Number: Sub Subaccount Name:	À DELTA DENTAL'
COVERAGE AS OF (Select Date): 05/12/2025	Candidate Candidate Construction Report Candidate Construction
4	Manage Member Manage Coverage Status: Active Sub Subaccount Number: Sub Subaccount Number: DOWMSUMRSID CARD COVERAGE AS OF (Select Date): MAIL ID CARD Employee Information Employee Information

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

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Dashboard	Benefits	Employees	Bills Forms & D	cs Reports			
			A Back to Employee List		Employee Report	Benefits Booklet	EID Card
			Manage Member	Manage Coverage			
					MAIL ID CARD		
			Status: Activ Sub Subacco Sub Subacco	e ount I Subscriber Name:			
			COVERAGE AS	Address: DF (So			
			Employee	nfo	REQUEST ID CARD		



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



Request ID Cards Watch Video

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