Employee Services Portal (ESP) Quick Guide How to replace ID card

- 1. On the left navigation menu, click **Eligibility**. *Image 1*
- 2. Search for the intended subscriber by entering the ID or name. Click **Submit**. *Image 2*
- 3. Select the active subscriber by clicking the **Subscriber ID**.

Image 3



Search by ID Subscriber SSN/ Alternate ID	or	Search by Name First Name	Last Name
New As Of Date Functionality			
As Of mm/dd/yyyy			
Leave blank to search for most future enrollment record			
Submit			

3	Subscriber ID	Subscriber Last Name	Subscriber First Name	Subscriber Birthdate	Coverage Type	Sub-client Number	Sub-client Name	Eligiblity Status	Effective Date
•	XXX-XX-XXXX	LastName	FirstName	LastName	Subscriber, Spouse, Children	XXXX	XXXX	ACTIVE	XX/XX/XXXX

- 4. Click the **Replacement ID Card** tab. *Image 4*
- 5. Click one of the buttons to choose an option to replace the ID card: Image 5
 - Send Email
 - Print
 - Download
 - Order

For **Send Email** option:

- a. Enter the Email address of the subscriber and click **Send Email**. *Image* 6
- b. The subscriber will receive an email to assist them in securely accessing their ID card at any time.

Subscriber Information	Fransaction History Replacement ID Card
Replacement	Dental Cards but one empression but and server adverselation of but one adverselation of but
Give employ	ees access to their digital ID card

We've made it easier for you to help your employees. Click **Send Email** below and we'll help you send an email to the employee to let them know how to quickly and easily access their digital ID card!



Enter the email address of the accessing their digital ID card An email will be sent to them	e subscriber who needs assistance I.
An email will be sent to them	
PortalSupport@DeltaDentalM access their digital ID card. See sample here	from MN.org with instructions on how to
Enter Email	

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