

## EMPLOYER SERVICES PORTAL<sup>®</sup>

### Streamline your benefits management process using the Employer Services Portal!

- ➔ Get **real-time** benefit and eligibility information, without a phone call
- ➔ Take control of your group’s eligibility – view, enter, edit, and terminate member eligibility immediately...no wait time
- ➔ Download dentist directories in a printable format
- ➔ View your billing details
- ➔ Access flexible and convenient reports (if your group qualifies for reports)
- ➔ Create Employer Services Portal accounts for your company, maintain security levels for your users, and disable accounts when roles change or the person leaves your company

### Control your company’s user accounts!

Select a Client Administrator within your company using the form below. This administrator will be able to set up and maintain your Employer Services Portal accounts, enabling immediate access for your users.

**NOTE: The Employer Services Portal Administrator must be an employee of the client/group**

Client Information		
CLIENT NAME	CLIENT NUMBER	SUBCLIENT NUMBERS
Administrator Information		
NAME	TITLE	
EMAIL	PHONE NUMBER	
Authorized Signature		
<i>Note: This form must be signed by someone with proper authority within your organization (for example, the Privacy Officer)</i>		
AUTHORIZED SIGNATURE	TITLE	
PRINT NAME	DATE	

Delta Dental of Minnesota will send your administrator an email with registration information and further instructions. **Please forward your completed form to:**

**Email:** ClientSuperUser@DeltaDentalMN.org

**Need Help?** If you have any questions, please contact the Portal Support Team at 1-866-398-9480

<p><b>Internal</b></p> <p><input type="checkbox"/> Authorized _____</p>
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**OBLIGATIONS:**

Group Administrator acknowledges the confidential nature of Billing, Enrollment or Subscriber Information included in the Employer Services Portal, and that such information includes Protected Health Information (“PHI”) as that term is defined by the Health Insurance Portability and Accountability Act of 1996. Group Administrator agrees that it shall:

- a) use and disclose the information provided through the Employer Services Portal, including PHI, in compliance with all applicable laws and regulations including but not limited to HIPAA;
- b) instruct all employees who have access to Billing or Enrollment Information of the necessity to maintain the confidentiality of such information and to comply with applicable confidentiality laws;
- c) ensure that only those individuals who require access to the ESP to administer the plan functions are delegated access to the ESP.

**TERMINATION:**

This Agreement shall continue in effect until Group Administrator ceases using the Employer Services Portal.