## **A DELTA DENTAL**°

## Employer Services Portal Quick Guide

## How to Access Active Enrollment Listing

- 1. Select a Client form the top navigation drop-down menu.
- 2. On the left menu bar, click **Eligibility.**
- Click Active Enrollment Listing.
   Confirm Active Subscribers As of Date selected
- 4. Click Submit.View all active employees based on the date chosen.
- 5. From the on-screen results, you can click on **Subscriber ID** to be taken to the subscriber overview page for access to the full subscriber record.
- Download full listing of subscribers and dependents. Dependent information such as address or ID numbers will only display if different than the subscriber's.

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On screen results show subscribers only. Download a full enrollment listing, including subscribers and dependents, here: