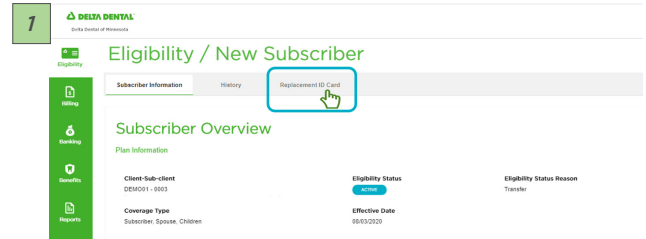


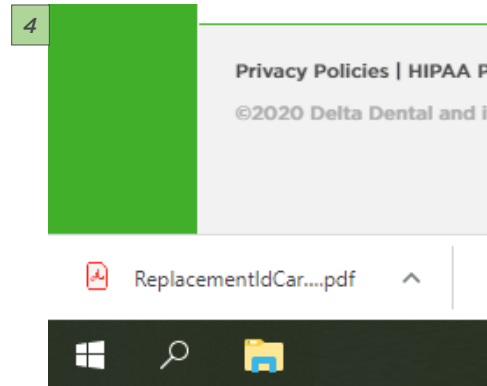
Employer Services Portal Quick Guide

How to download or print an ID Card

1. Click on eligibility on the left navigation menu.
2. Search for the intended subscriber on the subscriber search tab by name or ID Number.
3. Select the active subscriber from the results table.
4. The subscriber overview page will open.
5. Select the Replacement ID card tab. *(Image 1)*
6. A screen view of the ID card – front and back – will display. *(Image 2)*
7. Select Print, Download, or Order. *(Image 3)*
8. For immediate receipt of the ID card, select Print or download.
9. If you select Print or download, the ID card will first appear in your downloads folder as a .pdf file. *(Image 4)*
10. Once downloaded, open the document to save or print.
11. **Once the ID card is downloaded, you may securely email the file to your employee.**



2 Replacement Dental Cards



How to order a replacement subscriber ID card for dental:

1. From the replacement ID card tab, select Order. *(Image 5)*
2. A pop-up window will appear.
3. From here, select Order, then select Yes. *(Image 6)*
4. You may also select Download instead.
 - A PDF formatted document will appear in your downloads folder.
 - Once downloaded, open the document to save or print.
 - **Once the ID card is downloaded, then you can securely email the file to your employee.**
5. If you select Order, a prompt will appear and confirm that your order has been placed. *(Image 7)*
6. The order will be processed in ten business days and will be mailed according to your groups instructions – either to the subscriber or to the group administrator.

5 Replacement Dental Cards



6 Order Replacement ID Card

Did you know?

You can download an ID Card now for immediate use by clicking the "Download" button below.

Please note: Ordering an ID card can take up to 10 business days to be processed and mailed.

ID cards will be delivered according to your contract. If your Delta Dental of Minnesota contract mailed to the company address on file.

Would you still like to order?



7 Dental Plans Association of Oak Brook, Illinois.

