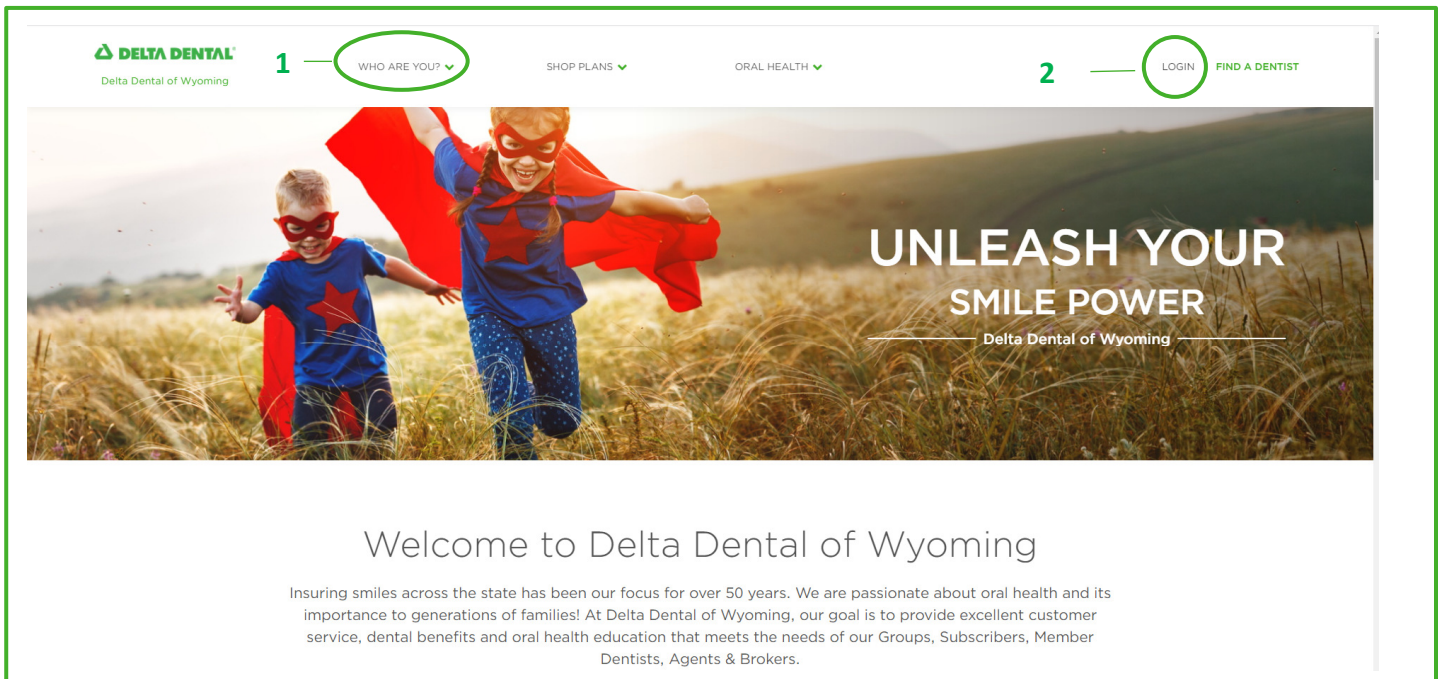


Delta Dental of Wyoming Employer Secure Website Instructions

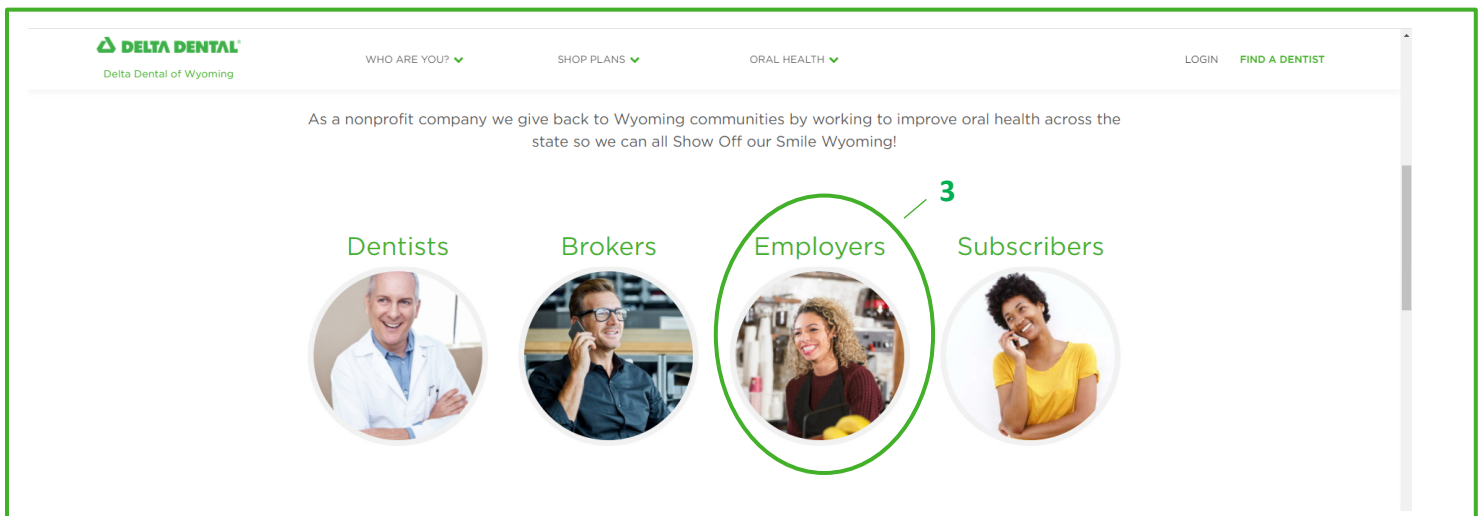


The screenshot shows the Delta Dental of Wyoming homepage. At the top left is the Delta Dental logo. To its right is a navigation menu with 'WHO ARE YOU?' circled in green and labeled '1'. Further right are 'SHOP PLANS' and 'ORAL HEALTH'. At the top right is another navigation menu with 'LOGIN' circled in green and labeled '2', and 'FIND A DENTIST'. Below the navigation is a large banner image of two children in superhero costumes running through a field. The text 'UNLEASH YOUR SMILE POWER' is overlaid on the image, with 'Delta Dental of Wyoming' underneath. Below the banner is a 'Welcome to Delta Dental of Wyoming' section with a paragraph of text.

To login to the secure employer portal, you can click on different areas of the home page of the website.

- 1 – “Who are you” (top left near logo) OR
- 2 – “Login” (top right corner) OR
- 3 – “Employers” (below welcome statement on home page)

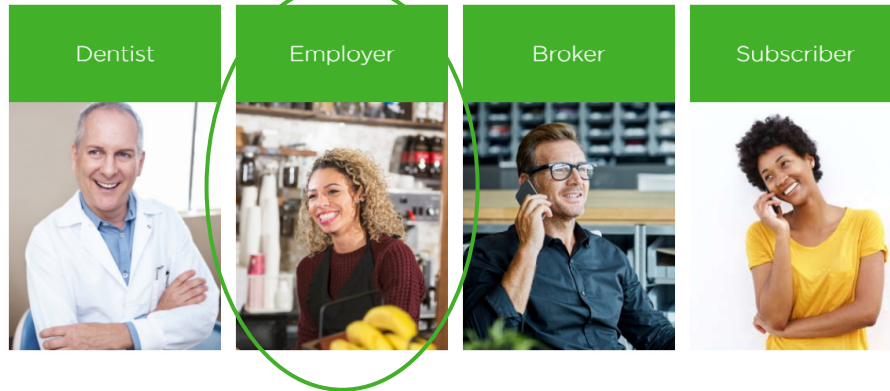
All three of these areas of the front page of the website will take you to a login screen.



This screenshot shows the same Delta Dental of Wyoming homepage, but with a different section highlighted. Below the welcome statement, there are four circular buttons labeled 'Dentists', 'Brokers', 'Employers', and 'Subscribers'. The 'Employers' button is circled in green and labeled with a green '3' and a line pointing to it.

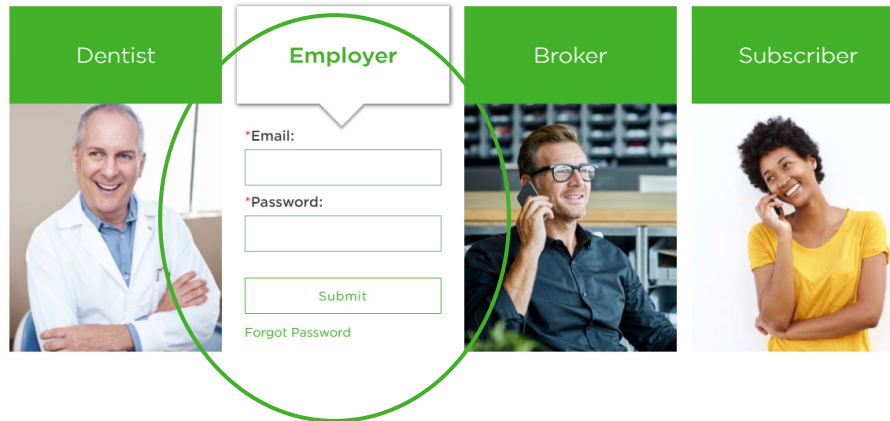
LOGIN

Please choose your customer type to login.



LOGIN

Please choose your customer type to login.



If you click on "Login" in the upper right-hand corner of the website, it will take you to the login screen.

Click "Employer" and it will give you an area to enter in your email and your password.

**Please note that your email must be the same email Delta Dental of Wyoming has on file for you.

If we do not have it on file you will need to contact Delta Dental of Wyoming.



UNLEASH YOUR SMILE POWER

Delta Dental of Wyoming



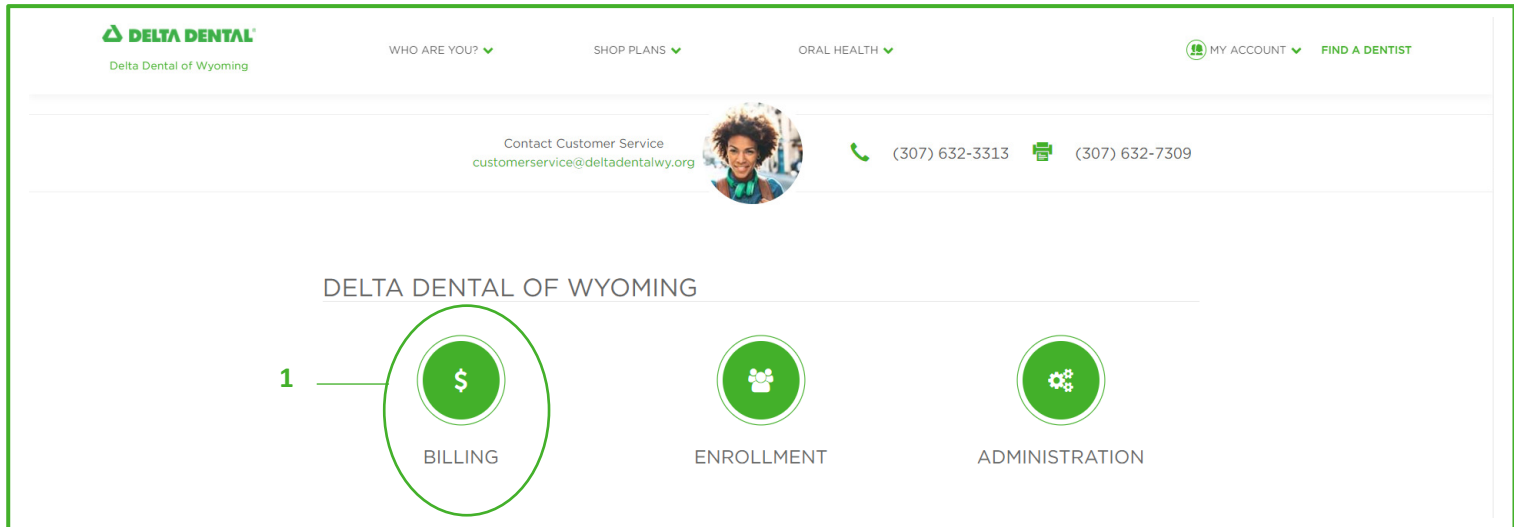
EMPLOYER LOGIN
Login to access your benefits
[Forgot Password](#)

*Email: *Password:

Protecting Your Employees' Smiles

If you click on **“Who are you”** at the top of the welcome page or you click **“Employers”** further down, it will take you to a login screen. Note: Although these login screens look different it takes you to the same place.

****Please note that your email must be the same email Delta Dental of Wyoming has on file for you. If we do not have it on file you will need to contact Delta Dental of Wyoming.**



Once you login, you will be taken to the secure section of the website.

Here you will have the option to select:

1 – Billing 2 – Enrollment 3 - Administration

DELTA DENTAL
Delta Dental of Wyoming

WHO ARE YOU? ▾ SHOP PLANS ▾ ORAL HEALTH ▾ MY ACCOUNT ▾ FIND A DENTIST

BILLING INFORMATION

Please select Group or Subgroup

Refresh Billing Data

BALANCE FORWARD CURRENT CHARGES CREDITS AND PAYMENTS

Net Due

View Current Bill

When you click on **“Billing”** it will take you to the billing page. The billing page will provide you with any balance forward, your current charges and your credits and payments. It also shows you your net due.


There is also a tab to allow you to view your **current bill**. When you click on it, an excel spreadsheet will be downloadable with your charges and credits, payments, and statements.

The **billing reports** section allows you to print your bill.

DELTA DENTAL
Delta Dental of Wyoming

WHO ARE YOU? ▾ SHOP PLANS ▾ ORAL HEALTH ▾ MY ACCOUNT ▾ FIND A DENTIST

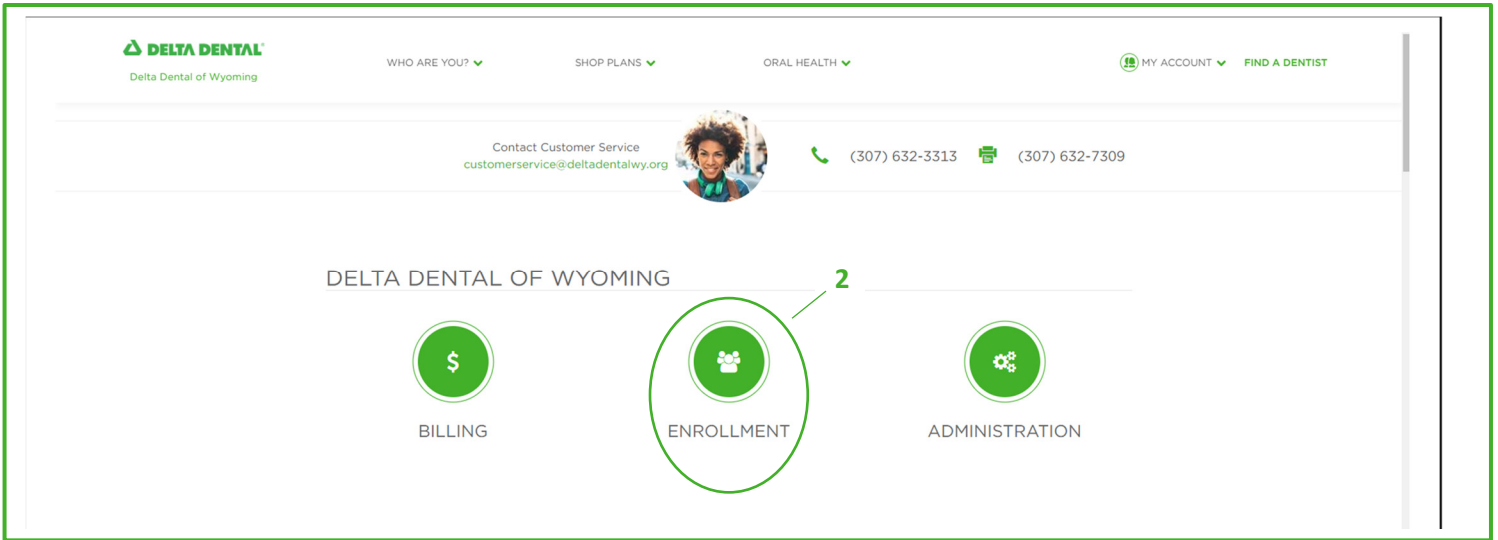
BILLING REPORTS

 **Print Bill**

This report will generate your current and past billings. Select a bill period and select how you would like the report generated (PDF or Excel). Be sure to update your billing with any relevant enrollment changes before you print it.

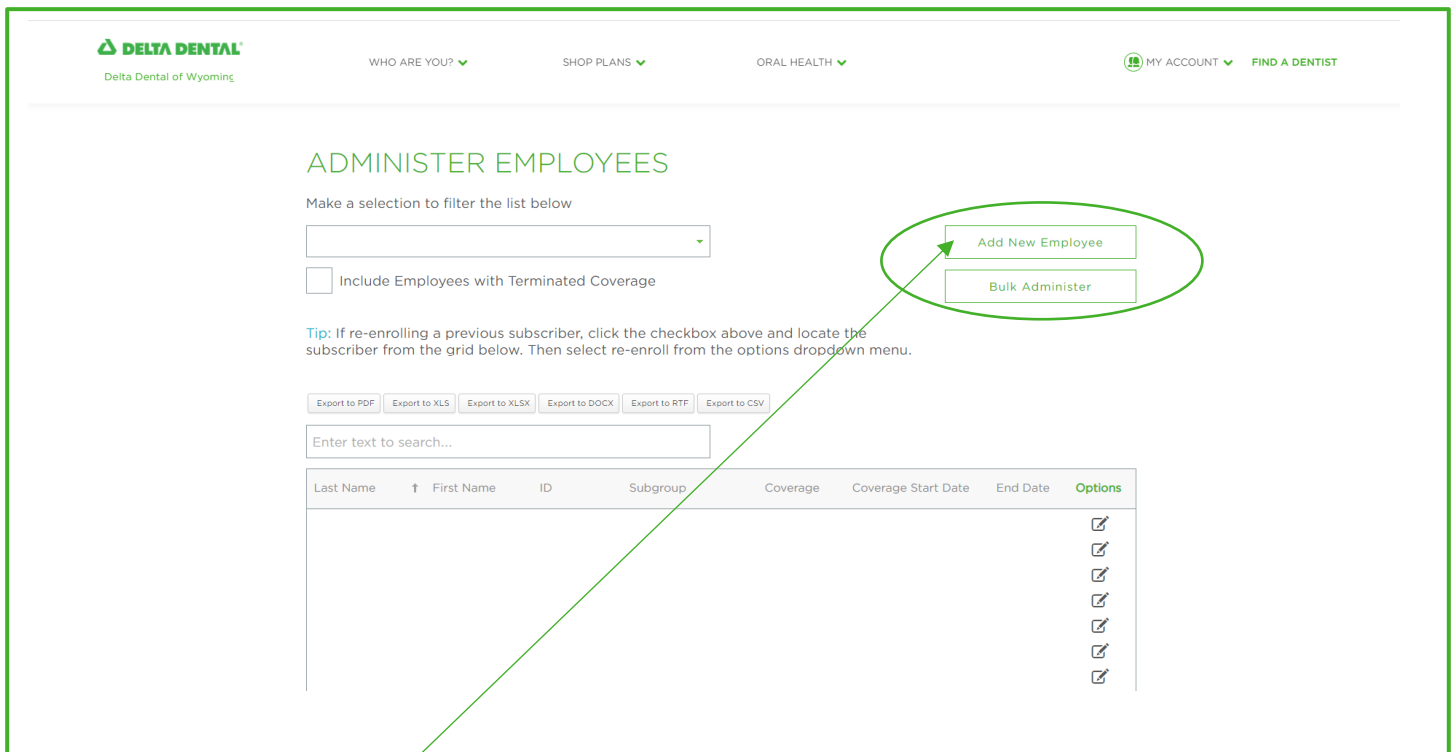
_____ Sep 2020

PDF Excel



When you click on “**Enrollment**” button it will take you to an “**Administer Employees**” page. On this page you can view your employees, their coverage, etc.

*Note – If you currently submit your enrollment files via 834 any changes you make to enrollment via the website will be overridden by the submitted files.



You can click on “**Add New Employee**” and it will bring up a screen to load a new employee. This will load the employee into our eligibility system.

DELTA DENTAL
Delta Dental of Wyoming

+ Add Subscriber

MY ACCOUNT **▼** FIND A DENTIST

Select Subgroup

Required

Subscriber

First Name Last Name

SSN Date of Birth

Gender Phone

Email

Address

Address 1

Address 2

Zip City

State Country

Once you click “**add new employee**”, the screen to manually enroll employees will pop up. Here you can choose which subgroup to add the employee to (if any).

DELTA DENTAL
Delta Dental of Wyoming

WHO ARE YOU? **▼** SHOP PLANS **▼** ORAL HEALTH **▼** MY ACCOUNT **▼** FIND A DENTIST

BULK ADMINISTER EMPLOYEES

Select a bulk administer action you wish to perform from the drop down below.

Order ID Card
Transfer
Terminate

Under “**Bulk Administer**” you can order ID cards for employees who may have lost theirs, you can transfer employees to other subgroups or terminate employees.

DELTA DENTAL
Delta Dental of Wyoming

WHO ARE YOU? ▾ SHOP PLANS ▾ ORAL HEALTH ▾ MY ACCOUNT ▾ FIND A DENTIST

ADMINISTER EMPLOYEES

Make a selection to filter the list below

▾

Include Employees with Terminated Coverage

[Add New Employee](#)

[Bulk Administer](#)

Tip: If re-enrolling a previous subscriber, click the checkbox above and locate the subscriber from the grid below. Then select re-enroll from the options dropdown menu.

[Export to PDF](#) [Export to XLS](#) [Export to XLSX](#) [Export to DOCX](#) [Export to RTF](#) [Export to CSV](#)

Enter text to search...


Last Name	↑ First Name	ID	Subgroup	Coverage	Coverage Start Date	End Date	Options
							<ul style="list-style-type: none"> Edit Manage Dependents Transfer Print Enrollment Record Terminate Coverage Cancel Enrollment Re-Enroll

You can click on “options” for each employee listed and it will allow you to edit, manage dependents, transfer the employee, print their enrollment record or terminate coverage.


DELTA DENTAL
Delta Dental of Wyoming


WHO ARE YOU? ▾ SHOP PLANS ▾ ORAL HEALTH ▾ MY ACCOUNT ▾ FIND A DENTIST

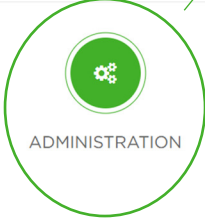
Contact Customer Service
customerservice@deltadentalwy.org

 (307) 632-3313 (307) 632-7309

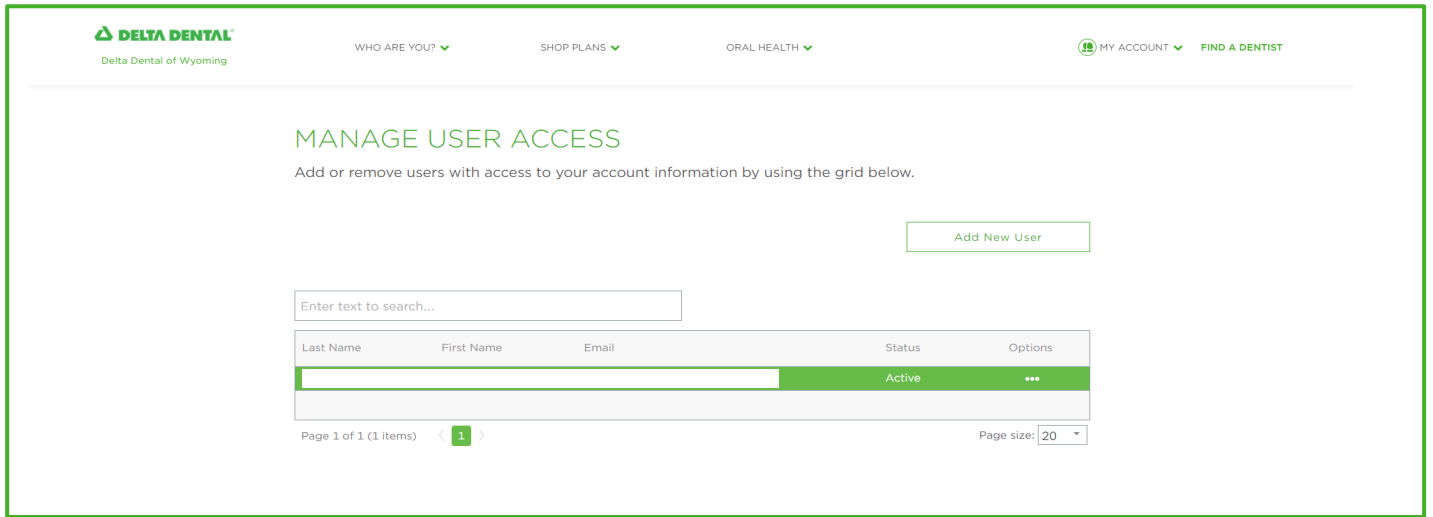
DELTA DENTAL OF WYOMING

 BILLING

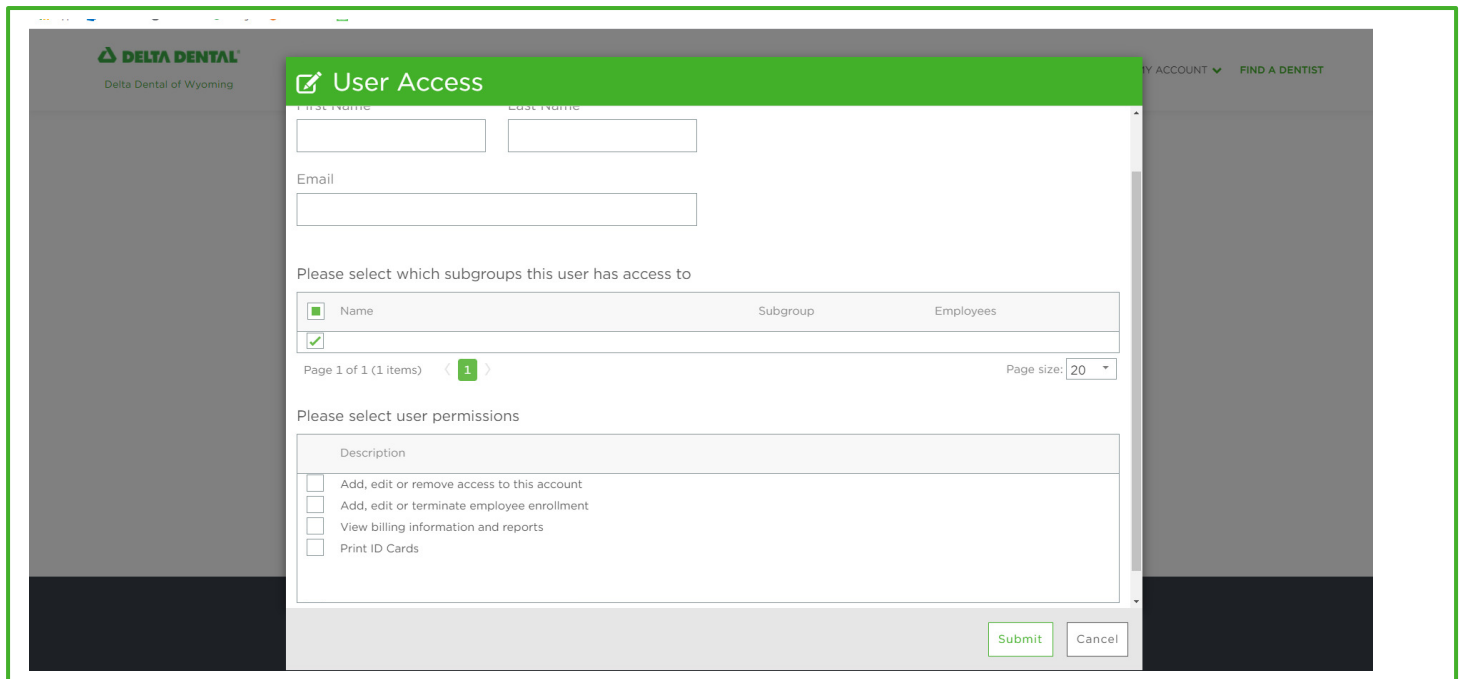
 ENROLLMENT

 ADMINISTRATION ³

When you click on the administration button it will give you the ability to manage user access, add new users within your HR department or company that can access your groups enrollment records, billings, etc.



After you click on **Administration**, you will be taken to the “**manage user access**” screen you can see who currently has access to your group account.



From the manage user access screen you can click on add new user. You can add the user to different subgroups (if you have them) as well as assign user permissions including whether they can view billing reports or request ID cards.