

## Add New Member

Users will select the Add New Member EXR at the bottom of the page.

**DELTA DENTAL**

MESSAGES LOGOUT

Employees Resources My Groups

### Employees

To search for a Member using the Basic Search, select the option in the drop-down to search by Member ID or SSN.

To search for a Member using the Advanced Search, enter:

- "Group" to list all Members and any dependents. You must enter at least one group number
- "Last Name" and "Group" to search for a specific Member. You can also enter the "First Name" and/or "Date of Birth"
- Click on the "Search" button

Any Member(s) found will be listed below. To review the current eligibility status for a specific Member, click on the Member's Name.

**Before Adding a New Member, use the search options to perform a search of the Subscriber. If no results are returned, click on the Add New Member button at the bottom of the page.**

Search by Member ID ▾
 Advanced search

Separate Member IDs by commas

Users click on the appropriate group number.

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Employees Resources My Groups

To add a member, please select a group and click on the "Add New Member" button.

| Group Number | Group Name                        | Available Coverage Codes                          | Effective Date | Termination Date |
|--------------|-----------------------------------|---|----------------|------------------|
| 0001367401   | Faber Daeufer & Rosenberg PC      | EMP-Enrollee Only, FAM-Family                     | 3/15/2007      | 2/28/2010        |
| 0001369999   | Faber Daeufer & Itrato PC - COBRA | EMP-Enrollee Only, E1D-Enrollee + One, FAM-Family | 6/1/2023       | 12/31/9999       |
| 0009009181   | Faber Daeufer & Itrato PC         | EMP-Enrollee Only, E1D-Enrollee + One, FAM-Family | 3/1/2010       | 12/31/9999       |

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Verify that the correct subgroup has been selected and click on Add New Member.

The screenshot shows the Delta Dental Employer Portal interface. At the top, there is a navigation bar with 'Employees', 'Resources', and 'My Groups'. Below this is a message: 'To add a member, please select a group and click on the "Add New Member" button.' A table lists available groups with columns for Group Number, Group Name, Available Coverage Codes, Effective Date, and Termination Date. The first row shows Group Number 0001367401, Group Name Faber Daeufer & Rosenberg PC, and Effective Date 3/15/2007. Below the table, a detailed view for 'Group Faber Daeufer & Rosenberg PC' is shown, featuring an 'Add New Member' button and a form with the following information:

|               |                              |                 |            |
|---------------|------------------------------|-----------------|------------|
| Group Name:   | Faber Daeufer & Rosenberg PC |                 |            |
| Group Number: | 0001367401                   | Effective Date: | 03/15/2007 |
| Status:       | TE                           | Term Date:      | 02/28/2010 |
| Renewal Date: | 03/15/2007                   |                 |            |

The SubGroup Number and SubGroup Name will auto-populate on the EXR.

This screenshot is similar to the previous one, showing the Delta Dental Employer Portal. The 'Add New Member' button in the detailed group view is highlighted with a green border, indicating it is the next step in the process.

## Add New Member

Please use this form to enroll a new member/family.

Complete Section A with Subscriber information only.

Complete Section B for all spouse/partner and/or dependents that are being added to the Subscriber's plan. **Effective dates for all spouse/partners and/or dependents should be the same or after the Subscribers coverage effective date.**

NOTE: Do not complete Section B if there are no spouse/partners and/or dependents to be added.

**Section A: Please enter the Subscriber information only**

SubGroup Number  
0001367401

SubGroup Name  
Faber Daeufer & Rosenberg PC