Job Aid – Forgot Password

If you do not know your password, you can request it by clicking the **Forgot Password?** link.

Retrieve Your Password:

1. Click the **Forgot Password?** link below the **Login** button on the left side of the page.

Members	Dentists	Employers	Brokers	Dental Plans	Your Oral Health	
		Client Lo	ogin – Delta De	ental of Massachuse	etts	
Existing User User ID Password Cogin Eorgot Password	2	Managing you Delta Dental pla Just log in and Enter, edit a Update mer • Review plar • NEW - Man • View elect - Download • Make elect - Save mult - Receive e Not registered If you need to r	r plan is easy! an doesn't have you can: nd terminate er nber benefit info age and pay yo rronic invoices o subscriber and tronic payment urring online pa iple banking inf mail notification ? egister for the e	Taking care of simple to be a pain. Our en prollee eligibility prmation ur bills online claims reports in Ex s from your bank acc ayments ormation for future us when your invoice is employer portal, conta	e administrative tasks for you nployer portal makes it easy. cel for easy reconciliation sount se s available act your Account Executive to	ur company's

The FORGOTTEN PASSWORD RESET page appears.

- 2. Type your User ID (Username) into the User ID field.
- 3. Click OK.

A DELTA DENTAL	Massachusetts	Delta Dental Massachusetts
		Forgotten Password Reset: Please enter the following to identify yourself

- 4. Enter your First Name.
- 5. Enter your Last Name.
- 6. Enter the **Answer** to the **Password Hint** (security question/answer).

If you do not know the answer to the security question, please contact Customer Care at 800-872-0500.

A DELTA DENTAL	Massachusetts	Delta Dental Massachusetts			
			Forgotten P • = Required	assword Reset: Please answer the	e following question
			User ID	YOUR USER ID	
			First Name	JOHN]
			Last Name	Smith]
			Password Hint	In what city/town did your parents meet]
			 Answer 		
					OK Cancel

7. <u>Click OK</u>.



- 8. Enter a new password in the **Password** field.
- 9. Enter the same password in the **Confirm Password** field.
- 10. Click Submit.

Joer ID	YOUR USER ID	
irst Name	John	
ast Name	Smith	_
Password		
Confirm Password		

- 11. The first time you log in, you are prompted to accept the **Terms of Use**:
- a. If you accept the terms, select Yes, I agree.
- b. Click the **Next** button. Your **Home** page appears after a successful login.

