

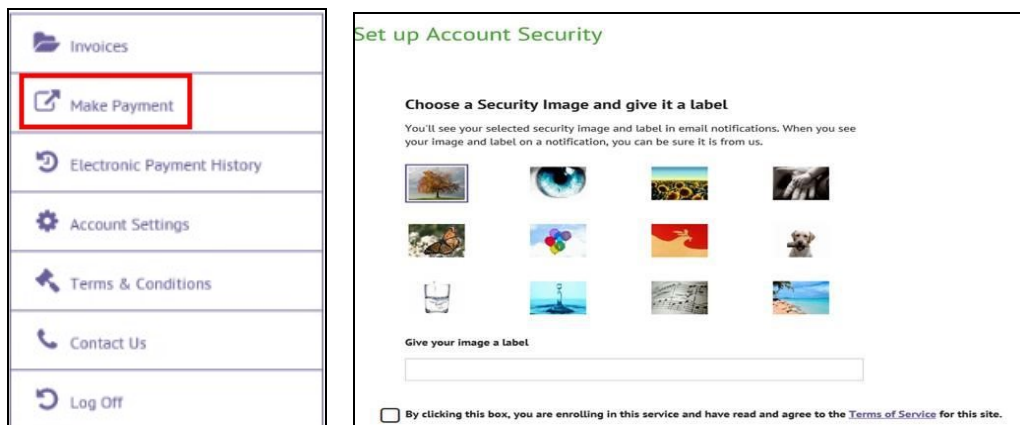
Job Aid – Make a Payment

Make a One Time Payment:

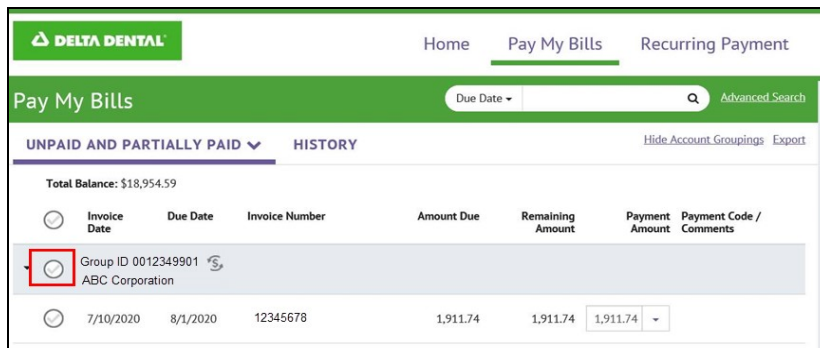
1. Click **Make Payment** to make a onetime or recurring payment online.

Notes:

- This only displays if you have the necessary security to make a payment.
- The first time you make a payment, you will be asked to choose a security image and give it a label. This will help you confirm when a notification is received from Delta Dental Plan.



2. Click on the circle to the left of the current invoice.



3. Click on the down arrow in the **Payment Amount** column, to view the total amount due:
 - a. **Risk/Premium/Fully Insured** groups will only see the total amount due for this invoice.

Notes:

- This will reflect the total amount due (invoice amount plus any amount past due and credits).

- This will not reflect payments made outside the portal (i.e. via check or ACH/wire transfer).
- b. **Self-Insured** groups will see the claims and admin.
- In the Amount Due, you will see the claims and admin for the current month plus any past due amount
 - In the Claim Amount Due (self-insured only) you will only see the current month's claims.
 - In the Administrative Amount Due (self-insured only) you will only see the current month's administrative cost.

Amount Due	\$226,371.86
Claims Amount Due	\$208,209.99
Administrative Amount Due	\$22,919.20

Notes:

- This will reflect the total amount due (invoice amount plus any amount past due and credits).
 - This will not reflect payments made outside the portal (i.e. via check or ACH/wire transfer).
4. Enter the amount you want to pay in the **Payment Amount** column.

Note: if you are paying the amount listed, you do not have to type anything.

DELTA DENTAL Home Pay My Bills Recurring Payment Test_Group_Name

Pay My Bills Due Date Advanced Search

UNPAID AND PARTIALLY PAID HISTORY Hide Account Groupings Export

Total Balance: \$662,745.24

Invoice Date	Due Date	Invoice Number	Amount Due	Remaining Amount	Payment Amount	Payment Code / Comments
Group ID 001234-9901 Test_Group_Name						
7/1/2020	7/13/2020	12345678	43,326.72	43,326.72	43,326.72	
6/1/2020	6/11/2020	98765432	29,440.71	29,440.71	29,440.71	

MESSAGES View

Go Green. Go paperless. Switching from paper billing and payment to paperless is quick and simple. Ask your Benefits

PAYMENT SUMMARY

0 Invoices \$0.00

Remove All

Payment Method Add A Payment Method

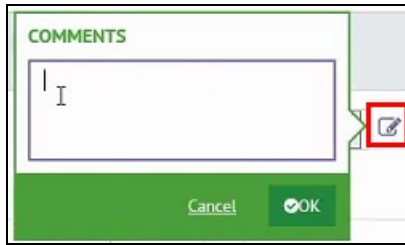
Pay Date 8/6/2020

Payments confirmed before Thursday, August 06, 2020 4:00 PM ET will be posted on Friday, August 07, 2020. Payments confirmed after Thursday, August 06, 2020 4:00 PM ET will be posted on Monday, August 10, 2020.

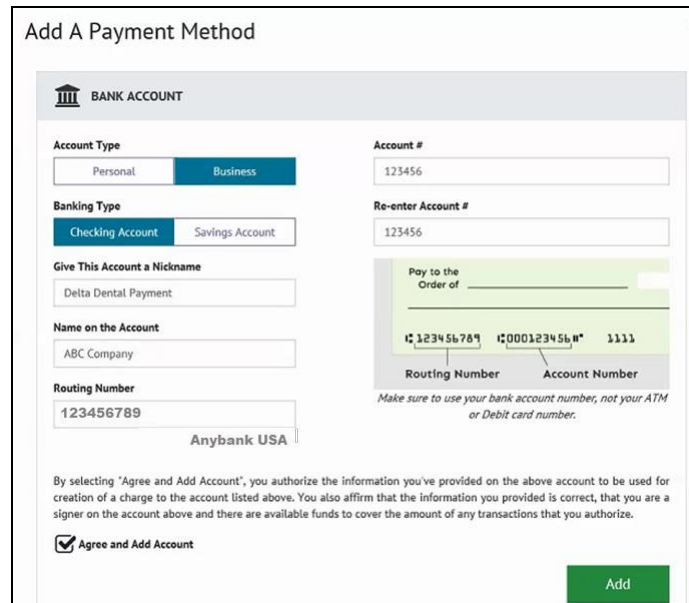
Cancel Continue to Payment

5. If you are paying an amount other than the total, you will be prompted to select a Payment Code. Choose the item from the dropdown that describes what you are paying.

6. Click on the Edit Comment Pencil to add a comment to explain your payment.



7. The Payment Summary box will display the number of invoices you've selected and the total amount to be paid.
- Remove all** will remove the invoices chosen.
 - Click **Add a Payment Method**, if you are a first-time payer or if you want to add a new payment method.
 - Enter the bank information.
 - Click **Add**. This will bring you back to the Payment page.



8. In **Payment Summary** section, choose the correct bank from the dropdown.

9. Click on the calendar in the **Pay Date** section, to choose the date you want the funds pulled from your bank account.
10. Click **Continue to Payment**.

PAYMENT SUMMARY

1 Invoice \$341.25

[Remove All](#)

Payment Method [Add A Payment Method](#)

Anybank USA

Pay Date 7/24/2020

Payments confirmed before Friday, July 24, 2020 4:00 PM ET will be posted on Monday, July 27, 2020. Payments confirmed after Friday, July 24, 2020 4:00 PM ET will be posted on Tuesday, July 28, 2020.

[Cancel](#) [Continue to Payment](#)

11. The **Verify Payment** screen will display. Validate that the bank, payment amount and payment date are correct.
12. Click the box for “**By checking this box you agree to the terms and conditions above**”.
13. Click **Make Payment**.
14. The **Payment Confirmation** page will appear. You can:
 - Print a Confirmation Page
 - Return to Pay My Bills
 - Log Out

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

ABC Co., Boston

Payment Date	7/20/2020
Payment Method	Delta Dental Payment Anybank USA *****6789
Total Payment	\$642.03

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Monday, July 20, 2020 4:00 PM ET will be posted on Tuesday, July 21, 2020.
Payments confirmed after Monday, July 20, 2020 4:00 PM ET will be posted on Wednesday, July 22, 2020.

If you have any further questions about payments to Delta Dental of Massachusetts, please contact our office at 800-872-0500 .

Description	Group ID	Confirmation #	Payment Amount	Number of Invoices
Dental Service of MA	0012349901	3100053665	\$642.03	1

[Return to Pay My Bills](#) [Log Out](#)

