

## Online Enrollment for Benefits Administrators

**Delta Dental of Nebraska's Online Enrollment tool is just one of the many ways we make sure our dental plans are easy to use.**

Online Enrollment is designed to assist you with daily maintenance of your membership data with Delta Dental. Once you've completed membership changes online, you can quickly view and change information and print a report of the data. Here are the online enrollment capabilities we offer:



### **Subscriber Search**

- Perform a General Subscriber Search by Name or Subscriber ID
- Sort Search Results

### **Subscriber Changes**

- Add a Subscriber
- Update a Subscriber
- Change a Coverage Type
- Terminate a Subscriber
- Transfer a Subscriber into a new Group/Sub-Group
- Reinstate Coverage
- Modify Coverage Effective and Term Dates

### **Dependent Updates (Dependent Reported Groups Only)**

- Add a Dependent
- Update a Dependent
- Terminate a Dependent
- Reinstate Coverage

### **Reports**

- Print a Transaction Report
- View Historical Coverage

### **Replacement ID Cards**

- Order Replacement ID Cards  
(when original ID cards have been lost)

**To begin, please fill out an Online Enrollment User Request form on our Web site at [www.deltadentalne.org](http://www.deltadentalne.org). Click on Employers; then Forms & Publications.**