

Benefit Manager Toolkit® Quick Guide

ID cards

1. Click on **Manage Eligibility**, search for the subscriber to find the ID card.
2. Select subscriber.
3. On the selected member's profile page, scroll down to the **Member Details** section, click **ID Card**.
4. From here, the ID card can be printed from the browser or emailed to the employee.

The screenshot shows the 'MANAGE ELIGIBILITY' section with a 'Member Details' dropdown menu. The 'ID Card' option is selected, leading to a page with 'ORDER' and 'PRINT ID' buttons. Below the buttons is a disclaimer and a preview of the ID card.

1 MANAGE ELIGIBILITY

3 Member Details

ID CARD | VIEW HISTORY REINSTATE | TRANSFER | COPY | EDIT

4 ID Card

ORDER PRINT ID

For your convenience, Identification Cards can be printed online. The card also will serve as identification for any eligible dependents. Simply print this page (using your browser Print option) and cut out the card along the lines. Present the card to your provider when making visits.

		<p>Submit Paper Claims: P.O. Box 9120, Farmington Hills, MI 48333-9120</p> <p>Customer Service: (866)827-3319 www.deltadentalne.org</p> <p>This card is for identification purposes only and is not a guarantee of coverage.</p>
<p>Test Group Name</p> <p>Member: TestFN TestLN</p> <p>Alternate ID: 00000001</p> <p>Payer: DDNE</p> <p>Group ID: 000001</p> <p>Subgroup ID: 0001</p>		