

The Benefits of Delta Dental of Colorado's Website

A guide for employers and group administrators

Your job just got easier with a cutting-edge benefits administration system that manages your group's benefits anytime, day or night. Data that you enter is updated in real time, so your group information is always current.

Getting Started

- Register for a username and password - this will give you access to the secure portion of Delta Dental of Colorado's website
- To obtain a username and password, download a Website Access Authorization form located on the Employers/Forms and Reference Materials page of www.deltadentalco.com
- Complete the form and e-mail it to employerconnect@ddpco.com or fax it to 303-773-3880
- We will send you a username and password via e-mail

New Enrollments

- Go to www.deltadentalco.com and click on Employers
- Enter your username and password in the Employer Login box and click Login
- Select the Add a New Employee link on the left side of the page
- Complete all fields and click Submit.

Helpful hints:

- Select correct group, sublocation and division
- Enter the subscriber's Social Security Number (SSN) or ID number without dashes
- Effective date must be the first of the month, unless otherwise specified in contract
- Hire date/Effective date - both must match the group's contract
- Complete the Coverage Information fields
- Complete the Employee Information fields (the employee's city and ZIP code must match, based on USPS records)
- Enter dependent information, if applicable
- Click Submit
- Data is immediately verified and errors show at once. (Note: hire date and effective date must match the group's contract - see example below.)
- Once errors are corrected, clean information is posted to the system instantly

Example:

Our site verifies that both dates match the group contract. They must match to continue.

Date of Eligibility

	Hire Date	Contract Eligibility Rule	Effective Date
Example	04/15/11	First of the month, following three months	08/01/11



Enrollment Changes

- Go to www.deltadentalco.com
- Log into the Employer page
- Go to “Find an Employee” and search by name, SSN or alternate ID number
- Select the subscriber whose information you wish to edit

Coverage Tab

- Make changes to sub-locations
- Terminate or reinstate coverage
- Change rate level

Employee & Dependent Tab

- [Edit employee information](#)
- [Edit dependent information](#)

Find Benefits

Search by sublocation, or click “All Sublocations” to view benefits for group

Tips & Hints

- If “locked out,” you can log in again after 20 minutes
- Forgot your password or username? Use the links on in the Employer Login box for reset help.
- The system will log you off after 20 minutes of inactivity.
- You will need Internet Explorer V7.0 or higher, or Mozilla Firefox V4.0 or higher.
- Adobe Reader 5.0 or higher is required.
- Trouble printing an ID card? Configure your browser to allow pop-ups.

Special Situations

Certain situations must be handed by a Delta Dental representative. Call 303-741-9300 ext. 3200 for help with:

- Adding twin children
- Subscribers who are currently active in another Delta Dental group
- Student status for dependents

Contact Us

E-mail:

membershipacctg@ddpco.com

Call:

Denver-metro
303-741-9300 ext. 3200

Toll-free
1-800-233-0860 ext. 3200

Monday — Friday
8:00 a.m. to 4:30 p.m. (MST)