

# The Benefits of Delta Dental of Colorado's Website

## *A guide for brokers and consultants*

Delta Dental of Colorado's website, [www.deltadentalco.com](http://www.deltadentalco.com) is your source for access to Delta Dental information 24-hours a day, seven days a week. Log in to quote small groups, view client reports (groups of 100+), view your clients' coverage and more.

### Follow these simple steps - it's as easy as 1, 2, 3!

1. Go to [www.deltadentalco.com](http://www.deltadentalco.com) and click on the Brokers tab.
2. Enter your username and password in the Broker Login box.
3. Click "Login."

Brokers who are appointed with Delta Dental may self-register instantly on our website.

If you are not currently appointed with Delta Dental, please contact us at [brokersupport@ddpco.com](mailto:brokersupport@ddpco.com).

### Your Source for Client Information

Our Broker site is designed to provide easy access to your clients' dental insurance information. It allows you to view bills and track important notes about your clients for future reference. You may also access forms in this section.

#### To view client information:

- Once logged into the Broker section, go to the Clients tab
- Click on a client name
- Click on Coverage Info tab
- Select GSD
- View the client's benefit coverage, bills and other important information using the tabs at the top of the screen
- To view a different client's information, return to the Clients tab

You'll even be able to update your clients' eligibility information once you receive authorization. Make updates to employer group eligibility through the Employer section of the website.

### Questions? We're here to help.

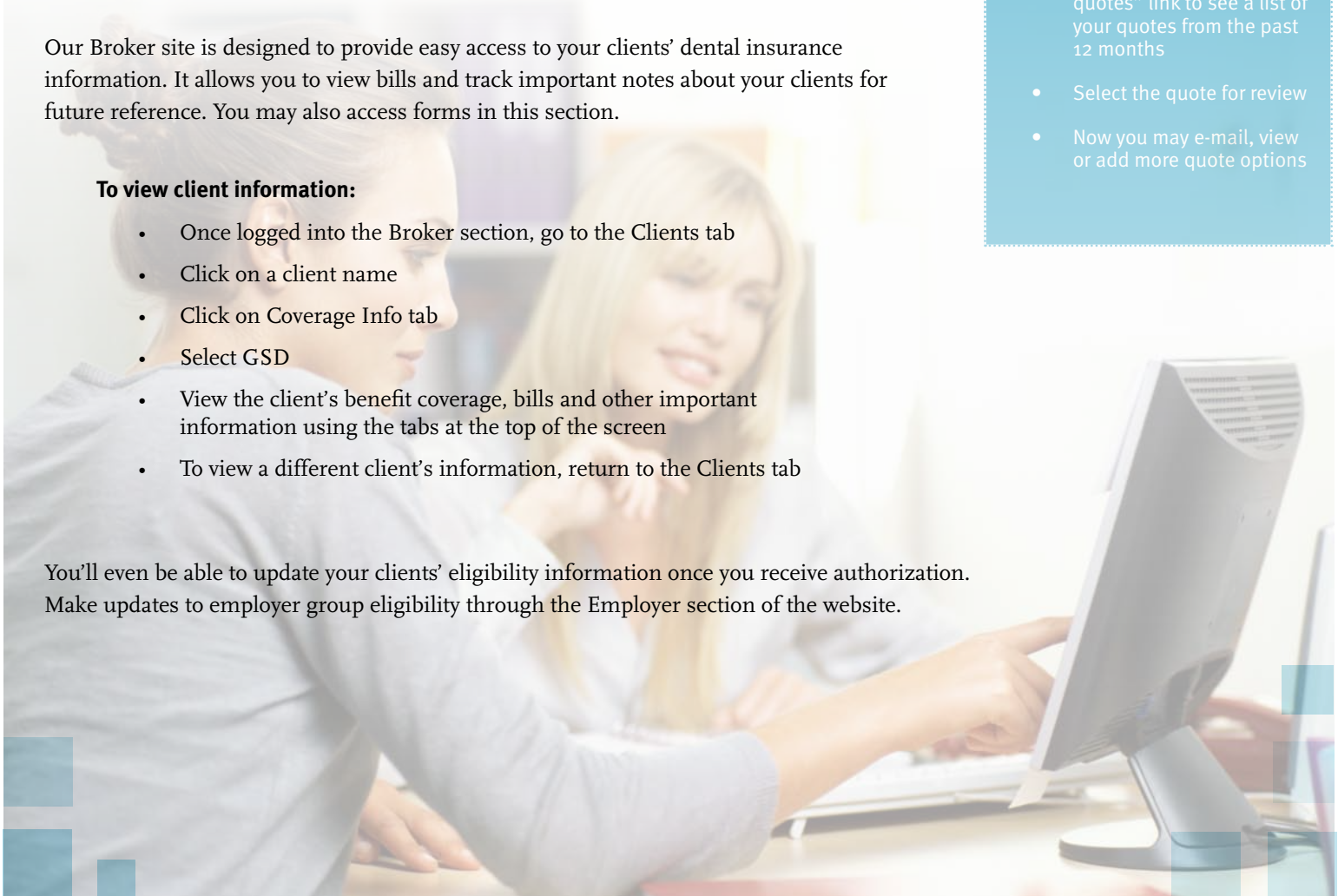
Contact Delta Dental Sales & Marketing:  
303-741-9300 ext. 3300, or  
[brokersupport@ddpco.com](mailto:brokersupport@ddpco.com).

### E-mailing Quotes

- Click on the E-mail link in the middle of the page
- Complete the required information and type a short message in the box (you must include a message)
- Select any additional attachments you'd like to include
- Click "Send E-mail" and your quote will be on its way

### Saved Quotes

- From the Easy Quote page, click on the "View all saved quotes" link to see a list of your quotes from the past 12 months
- Select the quote for review
- Now you may e-mail, view or add more quote options



## Using Easy Quote

Once logged in, you may quote small groups from 1-100 enrolled employees with a few clicks of your mouse.

All you need is the group name, effective date, zip code, industry code and the number of employees enrolling in the plan. You will receive a competitive quote that you can print or e-mail immediately.

### Using Easy Quote

1. Log into our website as a broker.
2. Click on the “Create a Quote” link.
3. Enter the required group information. Click “Submit.”
4. Select from the drop down menu the product you would like to quote. Select specific options based on the product. Rates will appear once you have made a selection for all options.
5. Adjust your quote (by changing products/options) until you are satisfied. For any quotes that you would like to save, click the “Add to rate quote” link at the bottom of the page.
6. You may now view or e-mail your quote, or create a new quote.
7. View your saved quotes from the past 12 months through the main Broker page - just look for the “Recent Quotes” link.

## Access to Client Reports

You may access group-specific reports for groups of 100+ using the Clients tab. Data is divided into categories that include utilization of service and networks, treatment savings, and demographics and financials. Client reports are not available on voluntary and pooled group products.

### Client Reports:

- Log into our website as a broker.
- Review the Clients tab on the broker home screen.
- Select your group from the list.
- Select the Reports tab.
- Select “Add a New Report.”
- Choose a report from the drop down list.
- Click on “Save.”
- Select “Run” (enter the requested information) and select “Run Again.”

**Tip:** If report does not display, your pop-up blocker may be on. To override, press and hold the Control key after selecting “Run.” Your report will now display.