

# Sign up for electronic dental benefits statements

Help reduce paper use and enjoy the convenience of accessing your dental benefits statements online anytime. Sign up to receive e-mail notification and discontinue your mailed statements.

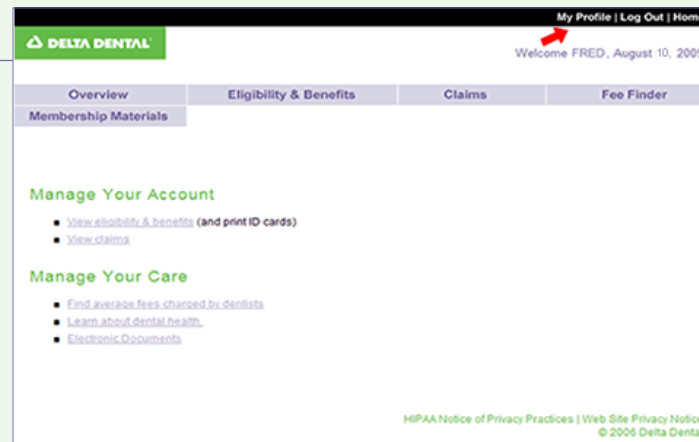
➔ It's simple to sign up. Go to [www.deltadentalins.com](http://www.deltadentalins.com).

1.



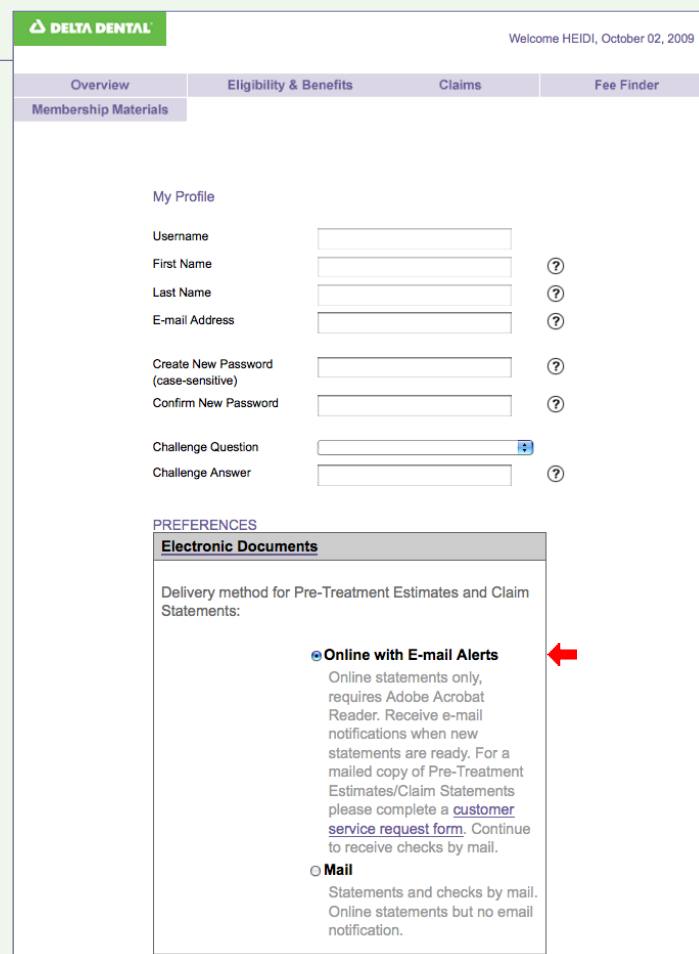
Sign in to Online Services with your username and password\*

2.



Click the **My Profile** link.

3.



Go to the **Preferences** section and select the **Online with E-mail Alerts** button. Press **Submit**.

\* If you haven't already registered for an Online Services account, click on the **Register Today** link on the home page to take advantage of these other convenient services:

- Check benefits, eligibility and claims status
- Print your ID card
- Find the average cost of a dental procedure in your area

## ➔ Frequently Asked Questions

### **What are online dental benefits statements?**

Delta Dental now offers an online archive of your claims statements. They are available behind secure login and can be accessed when you log in to your Online Services account. You can also elect to receive an e-mail notification any time a new document is added to your online account and stop receiving paper statements in the mail.

### **How do I access the documents?**

To access these documents, you must set up an online account with a valid e-mail address in your profile. To receive e-mail alerts and to disable the paper mailings, select the 'Online with E-mail Alerts' option under 'My Profile.' Once the account is set up, you can log in to Online Services, select the Electronic Documents link under the 'Manage Your Care' section of your user profile and access all available documents.

### **Who can use this web feature?**

Electronic documents are stored and available for all eligible users in California that have fee-for-service (Delta Dental PPO<sup>SM</sup> or Delta Dental Premier<sup>®</sup>) plans.

### **How long are statements saved?**

Documents are saved for seven years. Claims documents created prior to May 1, 2009 will not be available as electronic documents.

### **What if I want to change my e-mail address?**

You can change your e-mail address by logging into Online Services, clicking on 'My Profile' and submitting your new e-mail address.