Job Aid – Print a Temporary ID Card

1. As a client user click on Online Enrollment → Member Eligibility Search → Enter member details

DentaQu	est	Client						
Welcome Jamie		Home Ghost Sign Out						
Administration Online Enrollment	Home Member Eligibility Search							
Member Eligibility Search Add Member Request List Eligibility Listing Billing & Payment	This functionality will allow you to perform member eligibility checks: To check eligibility, please enter a Service Date, Date of Birth and either Mamber Number or Mambar's complete last Name and al least a partial first name. If you feet a member is eligible for service but a check indicates the member is non-eligible or it is a non-participating provider, please contact a service representative. All dates must be entired in the following format. MMODOYYYY: Stankes must also be entired. To navigate through the screen, please use the Tab Key.							
Tools	Service Date (33/16221) (30/16221) Dete Of Birth (0.000D0YYYY) * SSN (0.000D0YYYY) Member Kwinder (0) Member First Name (0) (0) (0)							
	k [Search]							

2. From Result screen, click on the name of the member. (Member name becomes URL if eligible/active member)

DentaQu	est								Client	
Welcome Jamie									Home Ghost Sign Out	
Administration Online Enrollment • Member Eligibility Search • Add Idember	Hone + Member Eligibility List This page displays the Members meeting the search criteria. You can conduct another search by closing search again, view Member estable by closing search again the search integration of the fractory, including but not instead to eligibility changes, covered services and benefit installons. Televisian of the installons of the fractory again the search by closing search again, view Member estable by closing search again, view Member estab									
Elipshity Lining Billing & Payment Tools	Active Member Number Date Of Birth	Member Name Effective	Dates Subgroup	Benefit Usage	Client Number	Network Name	Paid Through Date	Download File 💣 Printe	r Friendly Format 🤹 Add New Member Dentist Effective Date	
	Member Number Note: If you wish to search again, the informa	Date Of Birth	Member Name	Eligibility Effect No Rexults Found armation you previously entered. Search Again	ive Date		Eligibility E	xpiration Date		

3. From Member Details page \rightarrow click on Print Temporary ID Card link (highlighted below

Client:						
Members						
Select Member Name		Relationship		Member Number		
		Self				
				🥖 Benefit Maintenance 🍳 View Benefi	t Maximums 🍳 View Claims 🍳 View Servic	e History Q View Provider Directory
Member Number						
Date Of Pirth						
Gender MALE						
Gender MALL						
Address						
						Q View Eligibility History
Eligibility Information						
Subgroup		Coverage Level Code	Benefit Effective Date	Termination Date	Paid Through Date	Print Temporary ID Card
		Enrollee Only	10/01/2016			Print Temporary ID Card
Primary Care Dentist						
Dentist/Office Name		Pr	ovider Type	Network Name	Dentist Effective Date	
			No Results Found			
Other Coverage						
LOB Coverage Type	COB Code	Effective Dates	Insurer Name	Insurer Payment Order	ID Number	Policy No
			No Results Found			
User Account Information						
						Q View Requests
Confirmation Number		Date Submitted				
			No Results Found			