

GROUP MEMBER PORTAL USER GUIDE DECEMBER 2021

Your Guide to Accessing and Navigating the Group Member Portal

The Dental Care PLUS GROUP A DentaQuest Company

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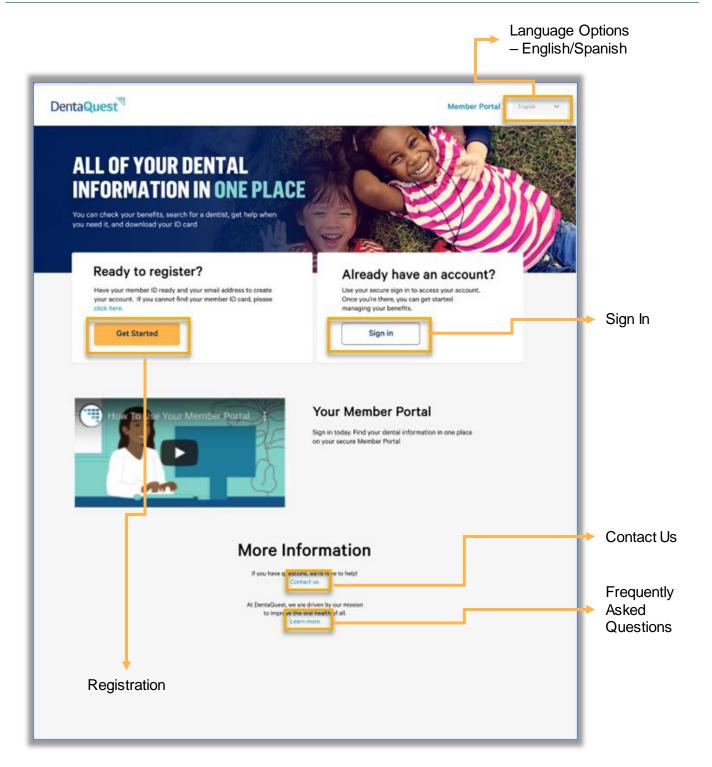
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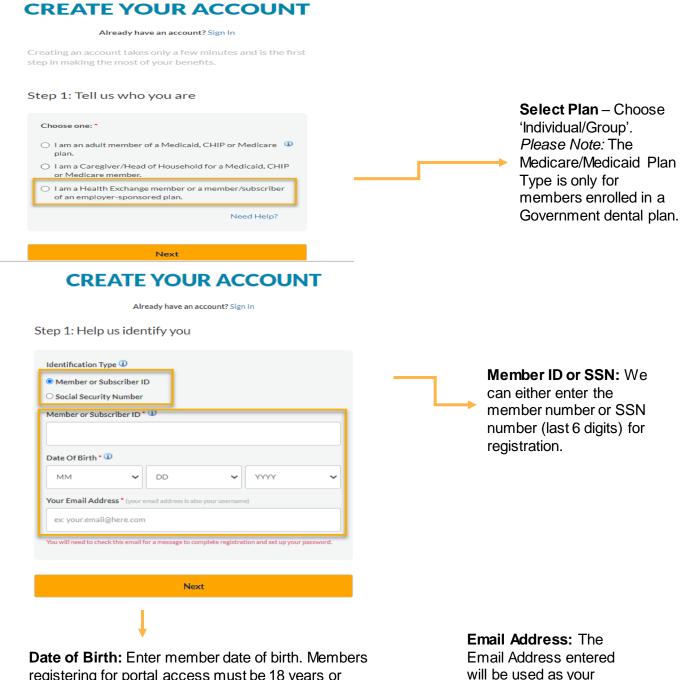
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Landing Page



Create Your Account



registering for portal access must be 18 years or older in order to create an account.

will be used as your Username when signing in to the portal.



Check Your Email



Check Your Email

We sent an email to you at liama123234213@mailinator.com

Click on the link in the email. The link will take you to a website page that well allow you to create a secure account.

If you don't see the email in your inbox, check your spam/junk folders. The email may have been delivered there.



Complete Registration

Hi SPENCER,

It's time to create a password, which is the last step to register for the portal. Please read the information below before you click.

Click Complete Registration and follow the steps to register:

NOTE: DO NOT click the button more than one time. Your account will be locked for security after one click and you will not be allowed to continue.

Complete Registration

2. After completing your registration:

a) Go to the Member Portal page below and login.

memberaccess.dentaquest.com

b) Bookmark the Member Portal page link and log in anytime.

If you need help to complete your registration, please contact us.

Secure Your Account

sername(Email)	
4666test@mailinator.com	
Create Password *	
Your password must contain a minimum of 10 characters, including 1 lowercase letter, 1	
uppercase letter, 1 number and one special character.	
•••••	
To complete registration, check the box to agree to terms & conditions	s

Password: Passwords must be between 8-15 characters, with a mix of letters, numbers, and special characters (such as & and %). Passwords must also match.

Sign In

DentaQuest. [#]		Member Portal English +
	SIGN IN Enter the email and password you created when registered.	
	Username(Email)* Password* Hitt: Your password is case sensitive.	
	SIGN N Forgot Password? Need to register? Create an Account	

Sign In: Use the email address and password created during registration to sign into the portal.

Forgot Password

DentaQuest ¹¹¹	+ <u>*</u> *	Member Portal Tinglin 🛩
	FORGOT PASS	WORD
	Please verify your identity Enter Your Username (Email) *	
	Next	
	Cancel	1

Enter Your Username: Enter the email address provided during portal registration.

Forgot Password (cont.)

DentaQuest¹¹

FORGOT PASSWORD

2. Check your Email Inbox

A reset email has been sent to your email address. If not found, please check your junk or spam email folder as well.

Hint: The Reset link in the email is good one time. Repeat Step 1 if your link expired or is locked.

CLICK TO SHARE

English -

DentaQuest

Hello JENNIFFER,

You have received this email to reset your Member portal password.

Click Reset Password below to set up a new password.

Reset Password

If you need further help with your log in, please contact us.

Thank you,

Customer Support

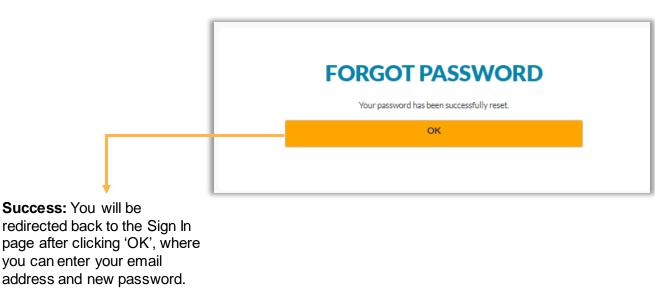
Please do not reply to this auto-message. You will not receive a response.

Email – An Email will be sent with a link to reset the password.



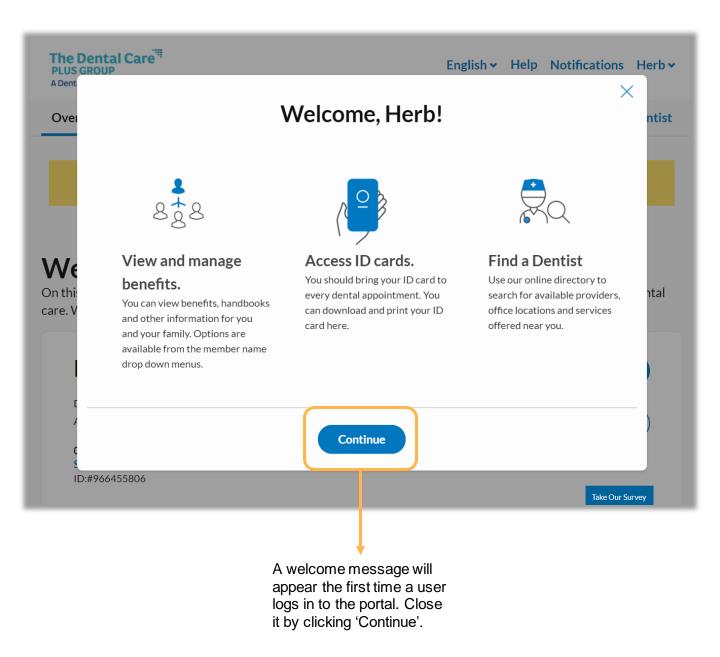
Forgot Password (cont.)

FORGOT PASSWORD Please follow these guidelines when creating a new password: At least 8 characters long. At least 1 lowercase letter. At least 1 uppercase letter. At least 1 number. New Password * Confirm Password *	New Password: Password must meet password requirement.
Next Cancel	





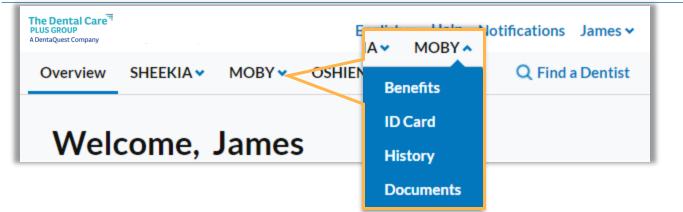
Welcome Message



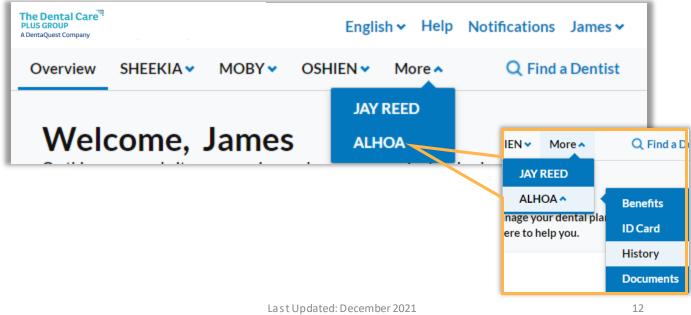
One Subscriber/Member Navigation Bar

The Dental Care PLUS GROUP A DentaQuest Company	I			English 🗸	Help	Notifications	Mike 🗙	ifications	Mike 🔨
Overview	Benefits	ID Card	History	Documents		Q Find a	Dentist	Accour Setting	
Wel	come,	Mik	е					Add Depend	dents
								Sign ou	t

Subscriber with Multiple Members Navigation Bar



Subscriber with 4⁺ Members Navigation Bar



Group Member Portal User Guide

Account Settings

You will be prompted to sign in again with your username and password after selecting 'Account Settings' from the Profile Menu.

ACCOUNT SETTINGS

Your information has been updated and your preference(s) saved. You can make changes to these settings at any time.

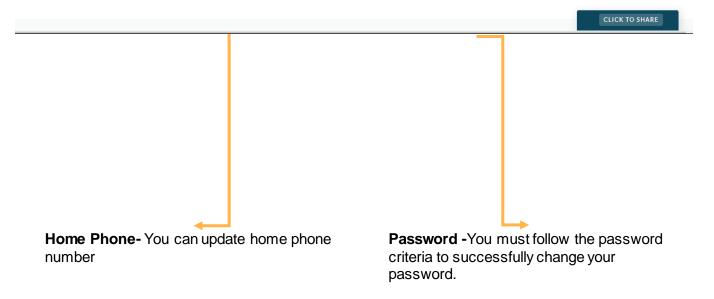
Contact Information

First Name

Last Name

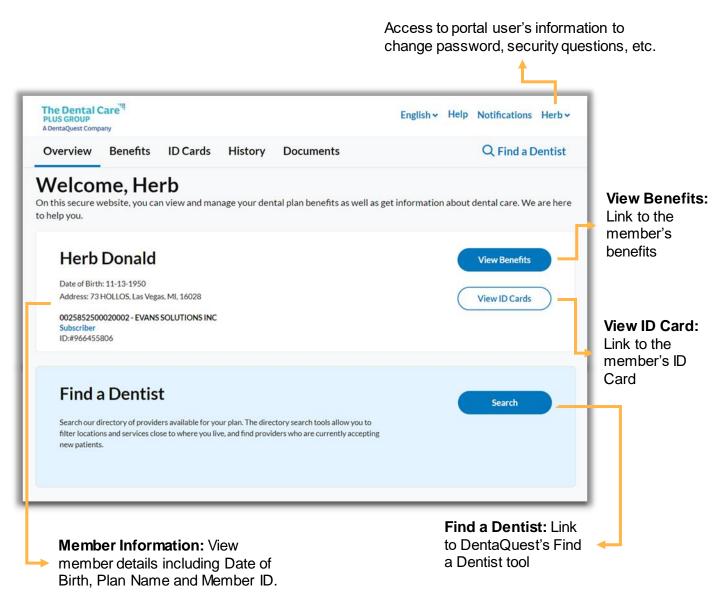
Home Phone Home Phone

t Information	Log In & Security
	Username(Email)
	est.com
	New Password
	New Password
	Confirm Password
e e e e e e e e e e e e e e e e e e e	Confirm Password
Save Cancel	



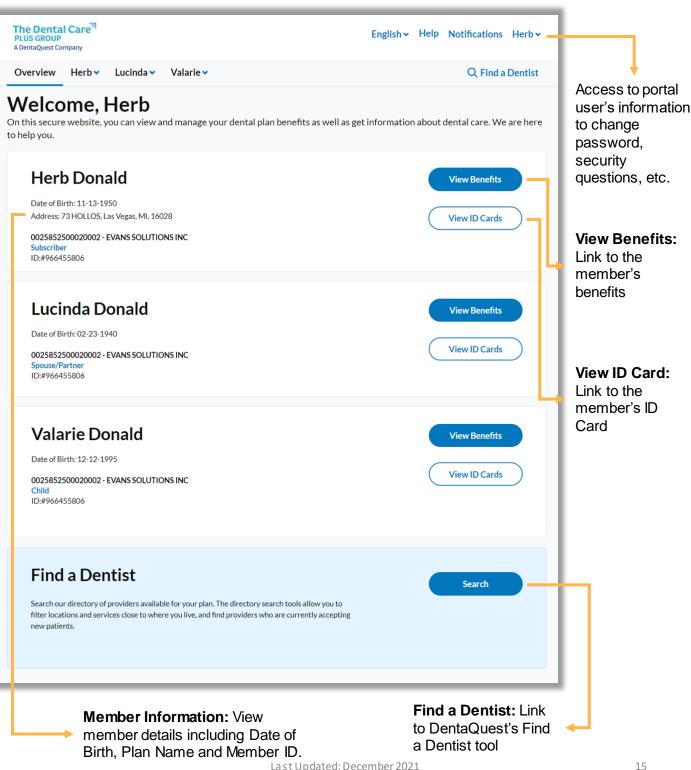
The Dental Care PLUS GROUP A DentaQuest Company

Single Subscriber/Member Overview Page



The Dental Care **PLUS GROUP** A DentaQuest Company

Multiple Subscriber/Members Overview Page



Benefits

Herb : Bener	fits Plan: 0070400000001001 - EQUITY EDUCATION MANAGEMENT				
Plan Name 0025852500020002 - EVANS SOLUTIONS INC	Coverage Effective Date Cover 07-01-2019 t guarantee or imply payment and is conting	94	ember ID Number 66455806 g but not limited to	pla ef da	an Information: View an details including the fective and termination ate of coverage and ember ID number.
Benefits Covera Plan Maximums				1	
Plan benefits will cover many dental used and what is left to use.	services, but there may be limits that apply.	This table shows how much is all	lowed, what has been		

Type and Time Period	Maximum	Applied	Remaining
Deductible Jan 1, 2021 · Dec 31, 2021	\$150.00	\$0.00	\$150.00
Annual Maximum Jan 1, 2021 - Dec 31, 2021	\$1,500.00	\$0.00	\$1,500.00

Applied and Remaining balance may not include additional provider submissions or processing time. As a result, totals may not be up to date and are for

Benefits Summary

Service Type	Coinsurance In Network	Coinsurance Out Of Network	Deductible Applies	Maximum Applies
Bitewings, Brush Biopsy, Diag Casts, Diagnostic, Fluoride, Full Mouth, Palliative, Panorex, Preventive, Pulp Testing, Sealant, Space Maintainer, Vertical Bitewings	100%	80%	Not Covered	In and Out of Network (Annual Maximum)
Orthodontic	50%	50%	Not Covered	In and Out of Network (Lifetime Maximum)
Adjunctive, Antimicrobial Agents, Bridge Recement, Core, Debridement, Denture Adjustment, Denture Repair, Endodontic, Perio Maintenance, Periodontic, Reline and Rebase, Restorative, Scaling and Root Planing, Tissue Conditioning	80%	60%	Out of Network Only	In and Out of Network (Annual Maximum)
Crown, Implant, Inlay, Onlay, Oral Surgery, Prosthodontic Fixed, Prosthodontic Removable, Section Fixed Denture, Simple Extraction, Surgical Endodontic, Surgical Extraction, Surgical Periodontic, Veneer	60%	40%	Out of Network Only	In and Out of Network (Annual Maximum)

Plan Documents

For information about this plan, what it covers and how it works, please download the Plan's Member Handbook. Other important documents specific to your plan can be downloaded by clicking on them below.

Member Handbook

TVS Vision and EPIC Hearing

Last Updated: December 2021

Privacy Notice

Group Member Portal User Guide

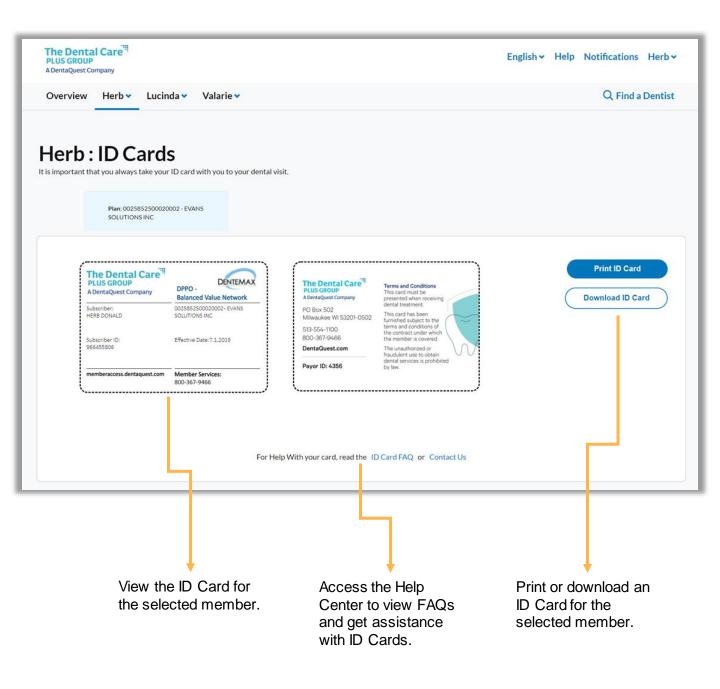
Plan Maximums: View your maximum and deductible amounts, how much has been applied towards each, and your remaining available amount.

Benefits Summary: View a breakdown of what's covered under your plan.

Plan Documents:

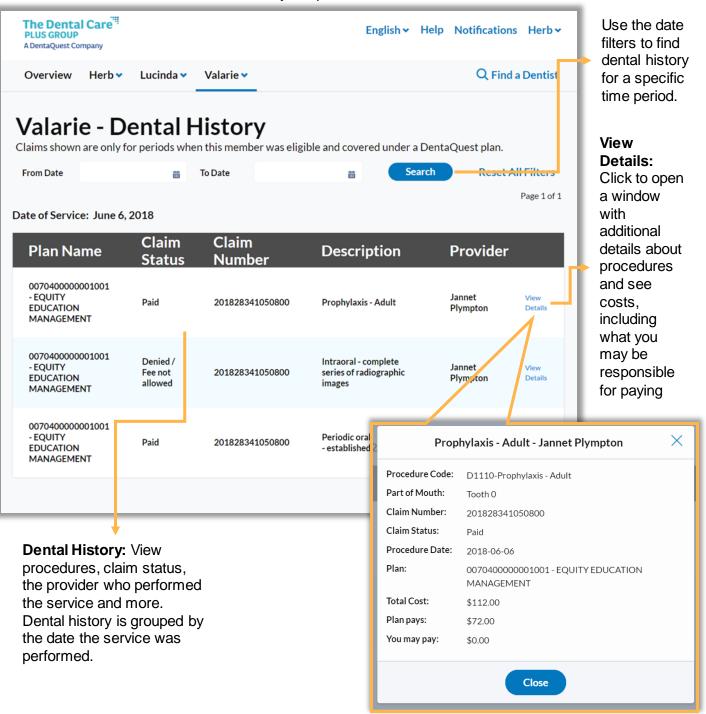
Download Member Handbooks and other important documents to get more information about your plan and how to use your benefits.

ID Card



Dental History

View dental history for members covered under the plan. History is available dating back to 1/1/2019 or from the effective date of your plan.



Documents

View explanation of benefits documents for details what portion of services were covered by your plan and what part you may be responsible for paying.

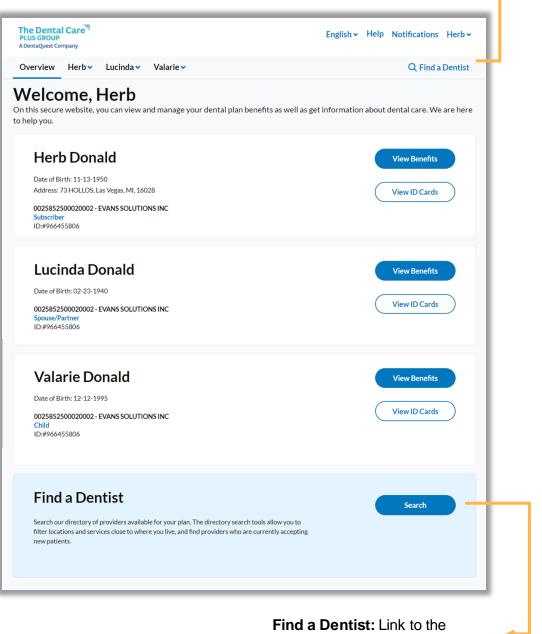
Overview Herb 🗸	Lucinda 🗸 Valarie 🗸		Q Find a Dentis
Valarie - Docum View health summaries from visits to your dental Provider and	ents other documents related to your dental care.		
Plan: Healthy Indiana Plan (Active			
HIS IS THE EXPLANATION OF BENEF	ITS		
Claim: 201827133486500	Claim: 201821251529400	Claim: 201815232043100	Claim: 201811433014900
Por Claim: 201808931696200	Claim: 201807950532100	Claim: 201803633852300	Claim: 201801531915800
Claim: 201731032493500	Claim: 201728433036100	Claim: 201716532881000	Claim: 201628432688300

Documents: Click on an available Explanation of Benefits document to download and view.

Find a Dentist

Use the Find a Dentist links in the portal to locate a dental provider.

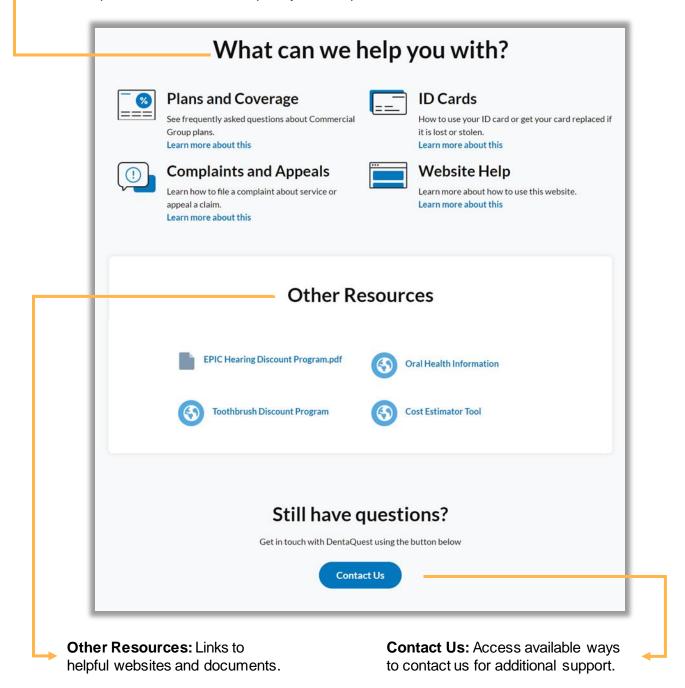
Find a Dentist: Find a Dentist link available in navigation bar in each page of the member portal.



Healthsparg Find a Dentist tool

Help Center Overview

FAQs: Click 'Learn more about this' under a help topic to view helpful information and frequently asked questions.



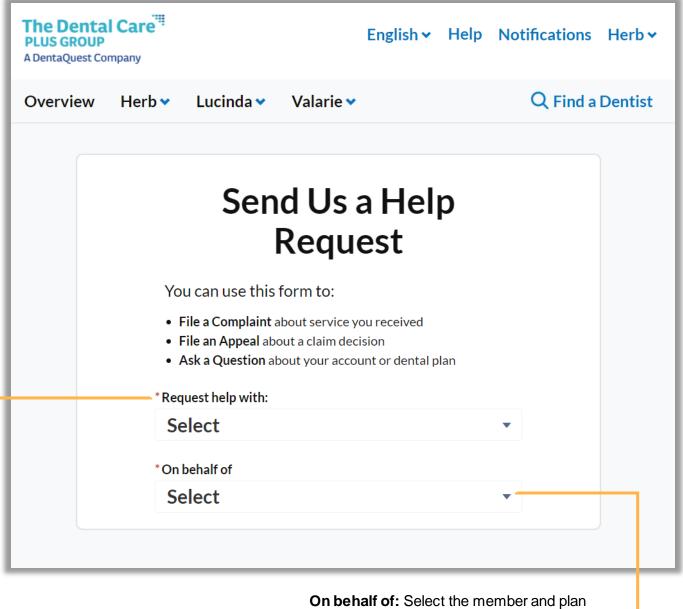
Contact Us Overview

Live Chat: Start a live chat session to Call Us: phone numbers to talk to a customer service customer service representative during business hours. Chat opens in a new window. Contact Us Chat with us Call Us Chat with a live person, right here on our website Talk to one of our customer support agents or get automated voice help. **Open Live Chat View Phone Numbers** Send Us a Help Request **Create Help Request** Ask a question about your account or the website • File a complaint at out service you received or File an appeal about a claim decision **View Past Requests** Create a Help Request: Submit a View past requests: Access all open and closed cases that have case to customer service to get

case to customer service to get help with submitting a complaint or appeal, or to ask a general question. View past requests: Access all open and closed cases that have been submitted through the portal.

Submitting a Help Request

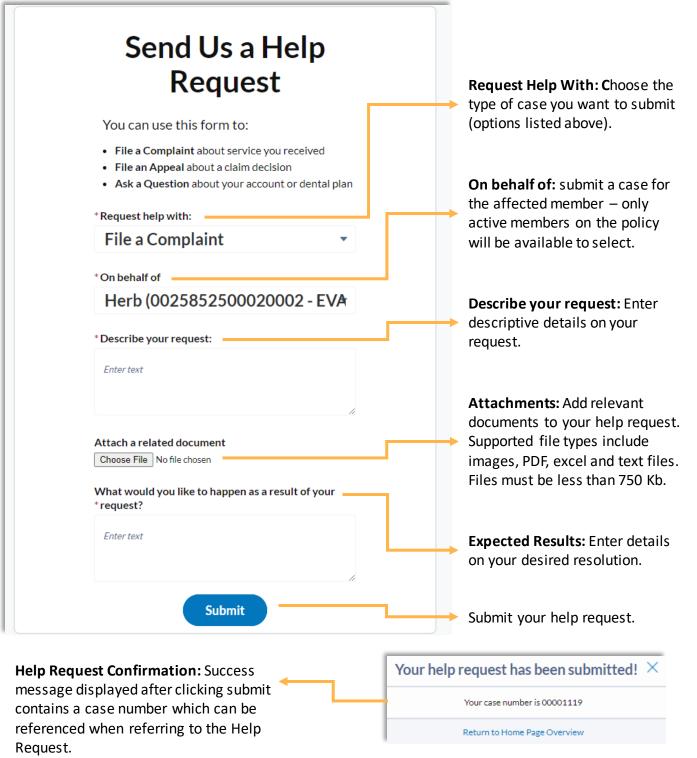
Click 'Create a Help Request' from the Contact Us page to submit a request for assistance to customer service.



Request Help: Select the topic for the help request you want to submit.

On behalf of: Select the member and plan the case is being submitted for so member information can be automatically added to the case for faster resolution by the customer service team.

Submitting a Help Request (cont.)



Last Updated: December 2021 Group Member Portal User Guide

Viewing Help Requests

Click 'View Past Requests' from the Contact Us page to submit a request for assistance to customer service.

	Help Requests List: View the status and details of open and closed cases (help requests). Click on 'View' to see additional information.
The Dental Care ^{म्म्} PLUS GROUP A DentaQuest Company	English → Help Notifications Herb
Overview Herb 🗸 Lucinda 🗸 Valarie 🗸	Q Find a Dentis
Subject	e submitted from this site. For more information about any prior requests, <u>Contact Us</u> Page 1 of 1 On behalf of <u>Case</u> Number
Subject File a Complaint herb	of Status Created On Number Herb Closed January 20, 2021 00209763 View
TREED	Donard

Create Help Request: Submit a case to customer service to get help with submitting a complaint or appeal, or to ask a general question.

Viewing Help Requests (cont.)

