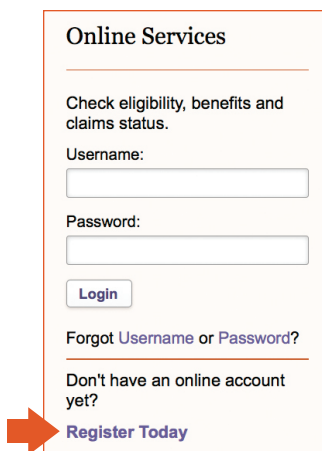# DELTA DENTAL®

Advance to Provider Tools!

Take care of business in one convenient place

These guidelines and tips for registering, logging in and using your **My Contracted Fees** tool help you save time and streamline administrative tasks.

Register at deltadentalins.com

If you already have an online account, skip to "Log In."

1. Have a recent Delta Dental claim payment document handy. It will provide you with exactly how your practice name, license number, etc., appear in our system.

2. In the Online Services box (right side of the page), click Register Today.

Online Services

Check eligibility, benefits and claims status.
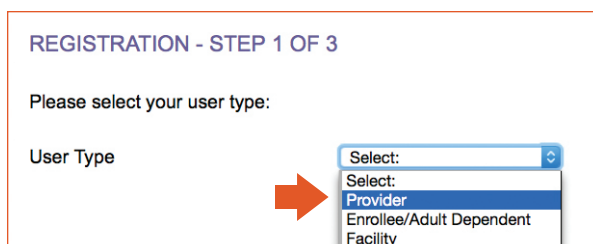
Username:

Password:

Login

Forgot Username or Password?

Don't have an online account yet?

➤ **Register Today**

3. Select Provider as your User Type and click Next.

REGISTRATION - STEP 1 OF 3

Please select your user type:

User Type   Select:
                 Select:
              ➤ Provider
                 Enrollee/Adult Dependent
                 Facility

4. Enter the information requested, exactly as it appears in our system.

   a) The First Name and Last Name requested can be anyone that the dentist authorizes to register on behalf of the practice.

   b) More than one person per practice may register.

5. When registration is successful:

   a) You can use My Account, My Claim Documents and Reference Library right away.

   b) **Important:** Within 10 days, we will mail you an Authorization Code. As soon as you receive your code, be sure to log in and enter it when prompted.

   c) Your registration will expire if you do not enter the Authorization Code within 10 days from the date you registered.

Log In

1. At deltadentalins.com, enter your Username and Password. Click Login.

2. Welcome to Provider Tools!

Email Your NPI

To successfully use all Provider Tools, we must receive your National Provider Identifier (NPI) by email and record it in our system. If you haven't already, email the treating dentist's Type 1 NPI and the billing dentist/ dental entity's Type 2 NPI (if different) to npi@delta.org, along with the dentist's name, practice name, address and license number.
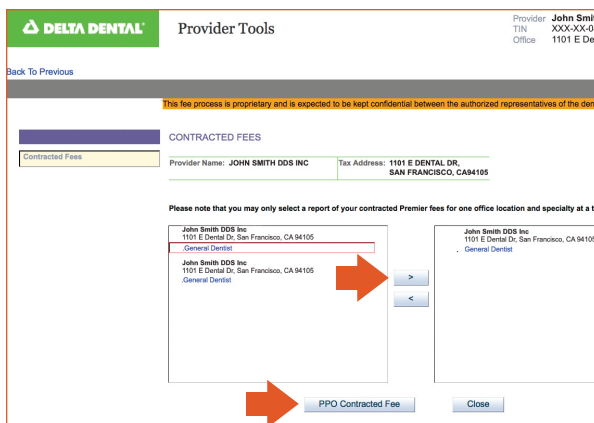
My Contracted Fees

1. Click My Contracted Fees, then View/Save Contracted Fee Reports.
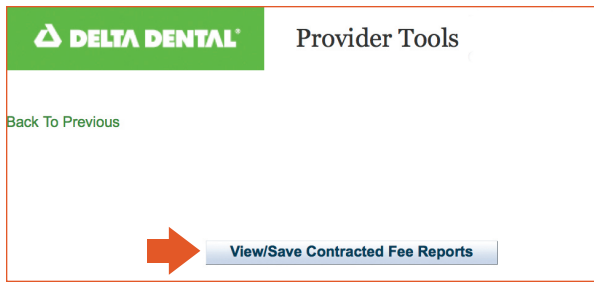
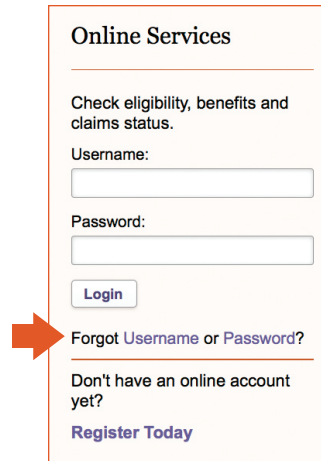2. Click on the specialty link for the location you want to view.
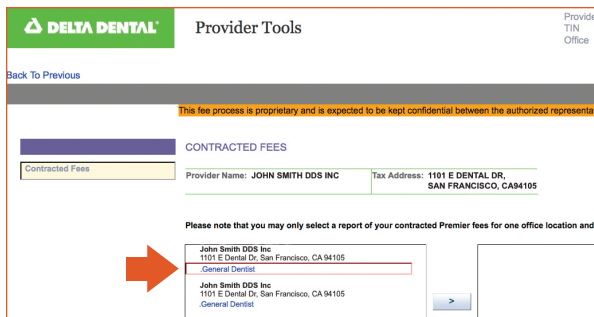
3. When the red box appears, click the ">" to move your selection to the box on the right side.

4. Your available fee report(s) will appear at the bottom of the screen. Select one to open, review, save and/or print.

Reset Username or Password

Click Username or Password.

Username

1. Select Provider (or select Facility for a DeltaCare® USA network facility).

2. Enter the information requested (first and last names, TIN, license number, business ZIP code, state).

3. Your Username will be emailed to the address you used when you registered.

Password

1. Enter the information requested (username, first and last names, email address).

2. After your username is verified, you'll be asked to answer your challenge question.

3. Create and confirm your new Password.

Help is available

If you are unable to reset your username or password, or get locked out while trying, please call Customer Service and ask for Web Support.

- Delta Dental of California: 888-335-8227

- Delta Dental Insurance Company: 800-521-2651 (AL, FL, GA, LA, MS, MT, NV, TX and UT)

- Delta Dental companies in DC, DE, NY, PA/MD and WV: 800-932-0783

Want more information about Provider Tools? Check out the Reference Library for an overview, user guide and the Dentist Handbook, too.