

# Using My Contracted Fees



## Take care of business in one convenient place

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

**Register at [dd.deltadentalins.com/provider-tools](https://dd.deltadentalins.com/provider-tools)**

If you already have an online account, you can skip this section.

Before you begin, please have a recent Delta Dental claim payment document handy. This document will show exactly how your practice name, license number and more appear in our system.

1. On **deltadentalins.com** click **Log in** in the upper right-hand corner of the screen.

**Log in**  
Access your online account.

Username

Password

**Log in**

2. Select **Create an account**.

**Or, create an account**

Here are the benefits of creating an account:

1. View plan information
2. Download forms
3. View claims
4. Track dental activity

**Create an account**

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

Please select your user type:

User Type

**Next** **Cancel**

4. Enter the information requested, exactly as it appears on the claim payment document.

- 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 at your practice may register.

5. When registration is successful:

- a. You can use the **My account**, **My claims**, **My documents** and **Reference library** tools right away.



- b. Important: Within 45 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 45 days from the date you registered.

## Log In

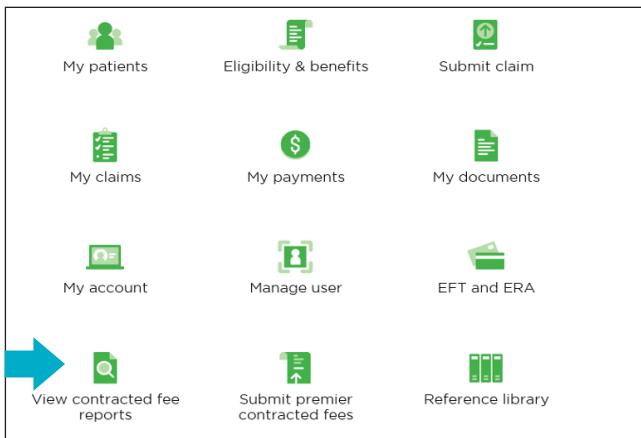
1. At **deltadentalins.com**, enter your username and password. Click **Log in**.
2. Welcome to Provider Tools!

## Email your NPI

To enable access to all of the functionality of 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**. Please also include the dentist's name, practice name, address and license number.

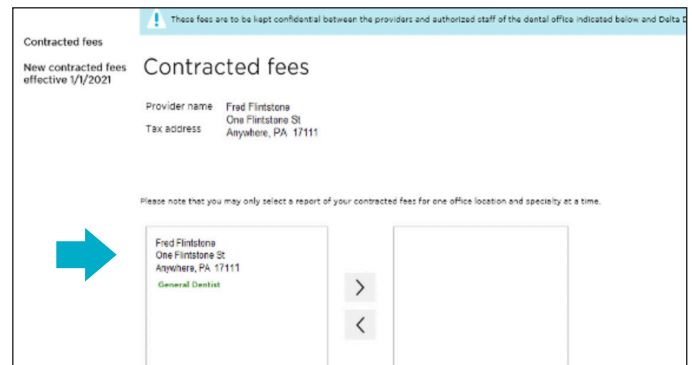
## My Contracted Fees

1. Click **View contracted fee reports**

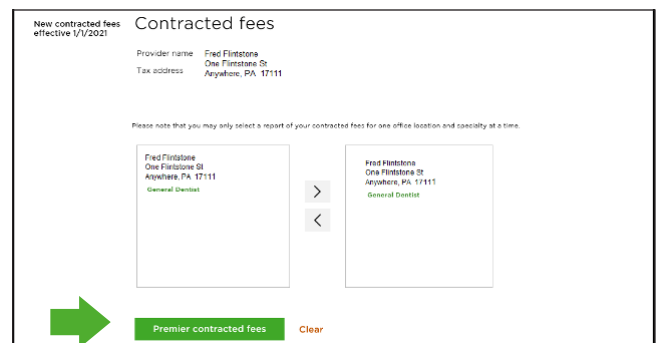


2. Click on the specialty link for the location you want to view.

3. Click the ">" to move your selection to the box on the right side.

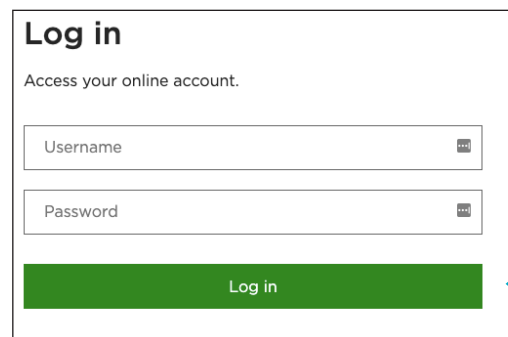


4. Your available fee report(s) will appear at the bottom of the screen. Select one to open, review, save or print.



## 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 and 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 and 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 Web Support at **800-589-4712**.

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