



Delta Dental of Virginia

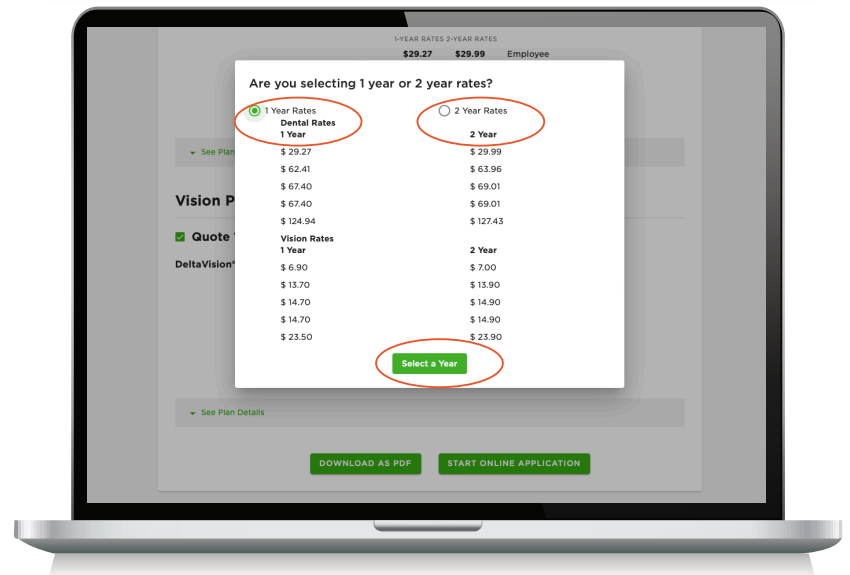
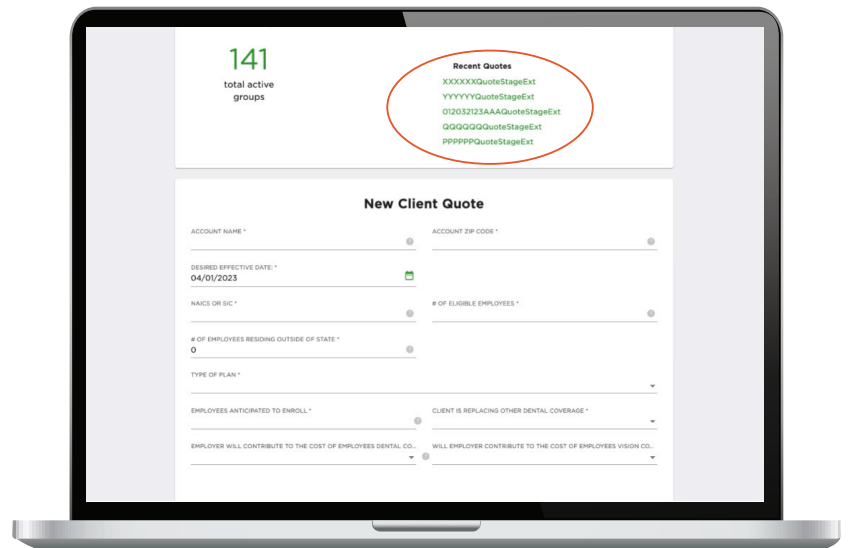
Quote to Covered Steps

Delta Dental of Virginia is always looking for ways to improve processes for our brokers. We are excited to offer a new, online implementation process to sign up clients with Delta Dental and DeltaVision® benefits. Follow the steps below to go from Quote to Covered™ in just a few minutes — completely paper free! **The new implementation process is for new business only. Note: for changes to existing business, contact your sales representative or email smallbizsupport@deltadentalva.com for assistance.**

Step 1. After logging in to the broker portal, view your saved quotes under your Quote History tab. Locate the group quote you wish to enroll and select the applicable dental and/or vision plan to begin the online application process by clicking the ‘Start Online Application’ button.

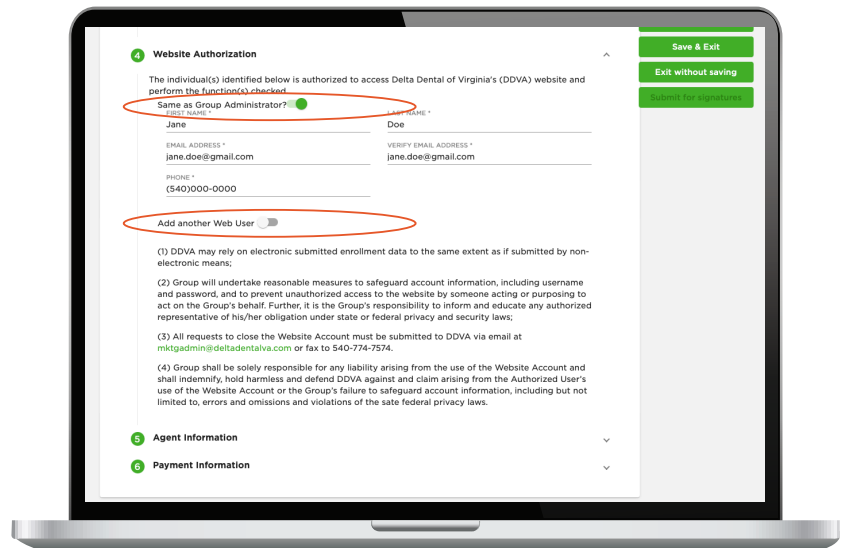
Step 2. Select 1 or 2 year rates. Add all necessary information to the application; fields with an asterisk indicate a required field. Note: Sections that include a gray slider button will automatically populate information from a previous section.

Note: Rates and benefits have been prepopulated into sections 2 and 3. Instructions to waive benefit waiting periods are found in section 3 (if applicable).

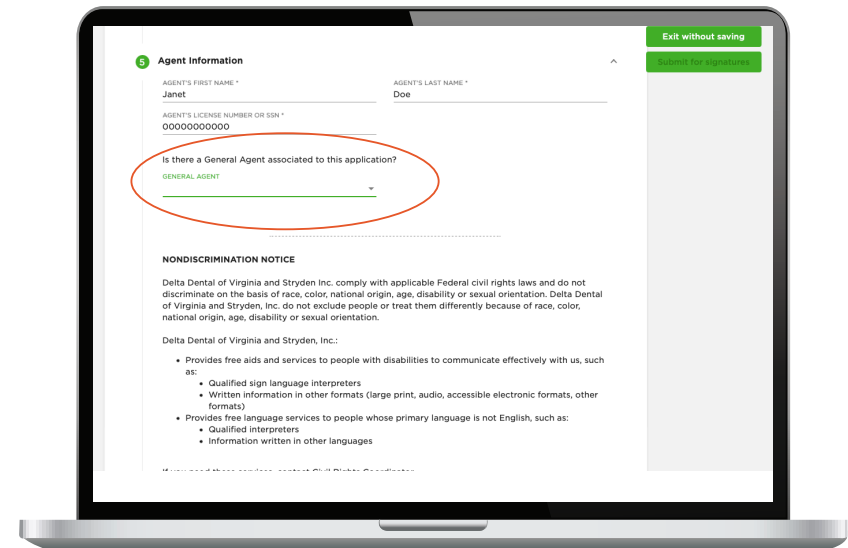


Continued on next page

Step 3. Complete the web authorization section to grant web access to any appropriate group contacts. Remember, you can prepopulate the group administrator's information in these fields by selecting the gray slider button. Broker will have automatic group access within the broker portal.

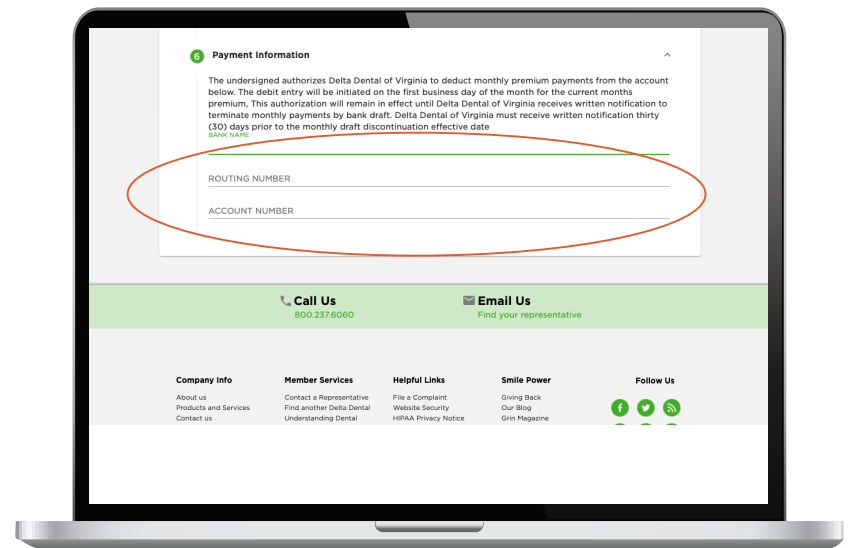


Step 4. Include your information in the agent information section. The general agent dropdown should only be used if applicable.



Step 5. Enter the group's ACH information in the payment information section.

Note: If you save and exit, this section will need to be filled out again before submitting your completed application!



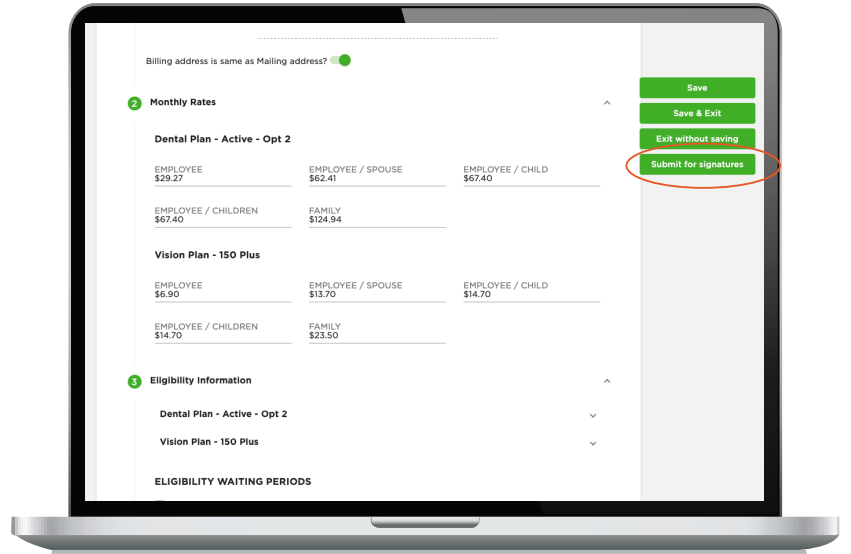
Continued on next page



Step 6. Download the enrollment template and select the acknowledgment check box.

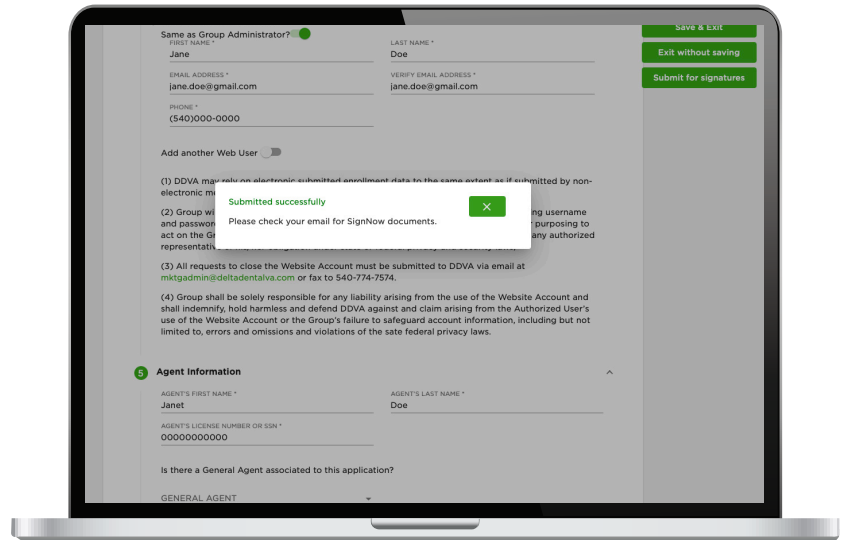
You are now ready to submit your application for signatures!

Note: If the submit for signatures button is gray, review the application for any missing required information indicated in red.



Step 7. You will receive a pop-up notification that your application has been submitted successfully and to check your email for signature documents from SignNow.

Note: The group administrator will also receive a SignNow email to complete the signature process.



Step 8. Once the broker and group administrator have signed their section of the application, you will receive the welcome email indicating the account was created successfully; you can now proceed with loading enrollment on your broker portal!

Note: Please complete the enrollment process by utilizing the new “Bulk Enrollment” feature or the standard enroll a new employee function. A copy of the enrollment template is included within your welcome email.

For questions, email smallbizsupport@deltadentalva.com or contact your sales representative.

