

DeCare Dental is based on the premise that an employee dental plan should be easy to understand and use. The option to enroll online is just one of the many ways we make sure it is.

Online Enrollment is designed to assist you with daily maintenance of your membership data with DeCare Dental. Once you've enrolled your employees online, you can quickly view and change information and print a report of the data.

## ONLINE ENROLLMENT CAPABILITIES

### Subscriber Search

- Perform a General Subscriber Search by Name or Subscriber ID
- Sort Search Results

### Subscriber Changes

- Add a Subscriber
- Update a Subscriber
- Transfer Subscriber to a different Group/Sub-Group
- Change a Coverage Type
- Terminate a Subscriber
- Reinstate Coverage
- Modify Coverage Effective and Term Dates

### Dependent Updates (Dependent Reported Groups Only)

- Add a Dependent
- Update a Dependent
- Terminate a Dependent
- Reinstate Dependent

### Reports

- Print a Transaction Report
- View Historical Coverage

### Replacement ID Cards

- Order Replacement Cards  
(when original ID cards have been lost)

To begin, please fill out an Online Enrollment User Request Form on our Web site at [www.decare.com](http://www.decare.com). Click on Group Administrators; then Forms & Literature.