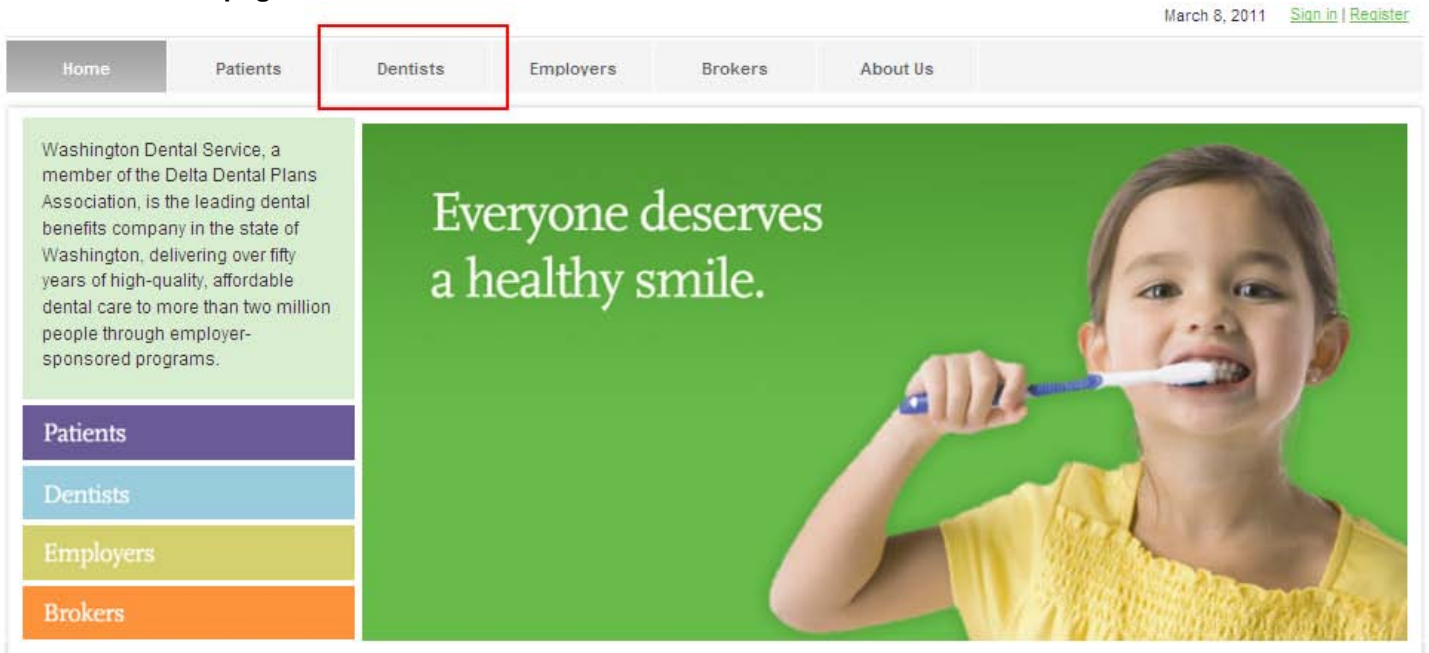


These instructions will guide you step by step through the process of registering to use the Members Only section of the Washington Dental Service Web site. The Members Only section allows you to view Patients' Benefits & Eligibility, Payment Vouchers, Predeterminations, Claims and Fee Filing.

1. Click the "Dentist" button located in the top navigation bar on the WDS Home page. This will bring you to the Dentist Home page.



2. From the Dentist Home page, you can click one of two locations to register:

- a. Under the "Sign In" button
- b. On the green "Register" link in the upper right-hand side

March 8, 2011 [Sign In](#) [Register](#)

The screenshot shows the 'Dentist Home' page with a navigation bar at the top containing 'Home', 'Patients', 'Dentists' (highlighted), 'Employers', 'Brokers', and 'About Us'. Below this is a secondary navigation bar with 'Dentist Home', 'Check Patient Benefits', 'Track Claims & Payments', 'Resource Center', 'Join WDS Networks', 'File Fees', and 'About Us'. The main content area is divided into three columns: 'Sign In', 'Check Patient Benefits', and 'Resource Center'. The 'Sign In' column contains a form with 'User Name:' and 'Password:' fields, a 'Sign In' button, and a link for 'Forgot your User Name or Password?'. At the bottom of this column is a link: 'New to the WDS Web site? Register'. The 'Check Patient Benefits' column has a 'Sign In to:' section with a bullet point: 'Check patient eligibility online - up to 12 searches at a time', followed by a green cartoon character icon and a link: 'View Check Patient Benefits demo.'. Below this is a 'Track Claims & Payments' section with a 'Sign In to:' section and two bullet points: 'Check predeterminations' and 'Track claims', followed by 'View weekly payment vouchers'. The 'Resource Center' column lists several links: 'New IVR Update', 'Clinical Review Updates', 'Claims Processing Improvements', 'Electronic Services', 'Download a Claim Form', 'Get Forms and Applications', 'CDT Procedure Codes', 'Workshops and Education', 'Policies and Documentation', 'Dentist FAQ's', and 'Medical Provider Forms'.

### 3. Initial Registration page for the Members Only section

a. Enter your first and last name, and your e-mail address

**NOTE:** This is the person registering, not the dentist.

b. Next, enter the Tax ID number, and the city and zip code associated with the Tax ID number.

c. Finally, enter the provider's first and last name, and license number.

d. Once you've completed all of these fields, click the "Continue" button.

**NOTE:** Registration for the Members Only section of our Web site is per dentist, per location. Anyone registering for a dentist with multiple locations must register for each location separately. If there are multiple dentists working at the same location, you must register for each dentist separately. Each User Name and Password is specific to one dentist at one location.

**NOTE:** Required fields are marked with a red asterisk.

Wed. Mar. 9, 2011

Home Brokers Dentists Patients Employers

## Please register to use the WDS Web site

**Required Information**

Information for person completing this form.	First Name*	<input type="text"/>	Required fields are indicated with an asterisk (*). If you are having difficulty registering ,please <a href="#">Contact Us</a> .
	Last Name*	<input type="text"/>	
	Email*	<input type="text"/>	
This information will be used to determine your office location for mailing purposes.	Business Tax ID*	<input type="text"/>	
	Business City*	<input type="text"/>	
	Business Zip*	<input type="text"/>	
This information will be used to validate your Registration request.	Provider First Name*	<input type="text"/>	
	Provider Last Name*	<input type="text"/>	
	License ID*	<input type="text"/>	
	License State*	Washington <input type="button" value="v"/>	

#### 4. Second page of Dentist Registration

The second page of the registration shows the information provided on the previous page and cannot be edited.

Below that section:

- a. Enter a User Name and Password - this will be your permanent Sign In information.

The “Check” button located next to the User Name field allows you to see if the User Name you’ve chosen is already in use in our system. If it is, the system will suggest alternatives to your original choice.

Your Password must be at least six characters, contain letters and at least two numbers, and be no more than 30 characters long.

- b. Select a Security Question from the list in the drop down box and provide an answer to the question.
- c. Once you’ve provided your Security Answer, click the “Register” button.

**NOTE:** Required fields are marked with a red asterisk.

Wed. Mar. 9, 2011

Home Brokers **Dentists** Patients Employers

## Please register to use the WDS Web site

### Create User Name and Password

The following Information has been validated in our records

Provider First Name	JOHN
Provider Last Name	DOE
License ID	123456789
License State	WA
Business Tax ID	567024338
Business Address	9706 4TH AVE NE SEATTLE WA. 98115
Business Phone	(206) 528-7329

Create sign in Information.

User Name\*

User Name can be an email address.

Password\*

Confirm Password\*

Your password must be at least 6 characters, contain at least two numbers, and only contain numbers and letters (no special characters.)

Security Question\*

Your Answer\*

Required fields are indicated with an asterisk (\*). If you are having difficulty registering, please [Contact Us](#).

## 5. Third Page of Dentist Registration

This next page explains that you are being granted temporary access to the WDS Web site, good for 14 days. We will mail you an authorization code and you will need to enter that code within 14 days to permanently activate your registration.

After reviewing the information on this page, click "See Terms of Use".

Wed, Mar 9, 2011

Home	Brokers	<b>Dentists</b>	Patients	Employers
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## Please view and accept the terms of use to sign in

### Information Received

Your User Name is Ellie98

Please make a note of your User Name and Password for future use.

Your account has temporary access over the next 14 days to the services available at [www.deltadentalwa.com](http://www.deltadentalwa.com). To permanently activate your account, you will need to enter an authorization code that will be sent in the mail. Once you receive the authorization code, return to [www.deltadentalwa.com](http://www.deltadentalwa.com) and sign in. You will be prompted for your authorization code. After you have entered your authorization code, your account will then be permanently activated.

Thank you for registering with Washington Dental Service.

To start using the site, please accept our Terms of Use.

Questions? Call Washington Dental Service Customer Service at (800) 554-1907 between the hours of 8:00 am and 5:00 pm PT.

## 6. Terms of Use

After reviewing the “Terms of Use”, click either the “Agree” or “Disagree” button.

**NOTE:** You must click the “Agree” button to be allowed access to the Members Only section of the Washington Dental Service Web site.

Wed, Mar. 9, 2011

The screenshot shows a web browser window with a navigation bar at the top containing links for Home, Brokers, Dentists (highlighted), Patients, and Employers. Below the navigation bar is a large blue header with the text "Please accept the terms of use to sign in". Underneath this is a grey bar with "Terms & Conditions" on the left and "Version:1223994191133" on the right. The main content area contains a scrollable text box with the following text:

The use of the Washington Dental Service web site (the "web site") is subject to the terms and conditions stated herein. Use of the Web Site constitutes an agreement by you, the provider, that your use is governed by these terms and conditions. You may be held liable under federal, state or local laws for your use of this Web Site in breach of these terms and conditions.

**Ownership of Copyrights/Usage Restrictions**

The works of authorship contained in this Web Site, including but not limited to all design, text and images, are owned, except as otherwise expressly stated herein, by Delta Dental Plans Association and its members, subsidiaries and affiliates (collectively, "Delta Dental"). The entire contents of this Web Site are protected by United States' and worldwide copyright laws and treaty provisions.

You may download one copy of the materials on this Web Site; provided that you do not modify or alter the materials in any way, nor delete or change any copyright or

Below the text box are two buttons: "Agree" and "Disagree". At the bottom of the page, there is a footer that reads: "Questions? Call Washington Dental Service Customer Service at (800) 554-1907 between the hours of 8:00 am and 5:00 pm PT."

**7. If you clicked “Disagree”, you’ll see the page below.**

You can decide at this point to either return to the “Terms of Use” and click “Agree”, or click the “Exit” button.

Please note if you do not agree to the terms & conditions, you will not be allowed access to the Members Only section of the WDS Web site, and you will not have access to view your fees online.

Wed, Mar. 9, 2011

The screenshot shows a web page with a navigation bar at the top containing links for Home, Brokers, Dentists (highlighted), Patients, and Employers. Below the navigation bar is a large blue header with the text "Please accept the terms of use to sign in". Underneath this is a grey bar labeled "Terms & Conditions". The main content area contains a paragraph stating that the Delta Dental Plans Association (DDPA) requires users to agree to terms and conditions before granting access to benefits, eligibility, and claims information. At the bottom of this section are two buttons: "Return to Terms of Use Form" and "Exit". A footer at the very bottom of the page provides contact information for Washington Dental Service Customer Service.

Home Brokers Dentists Patients Employers

## Please accept the terms of use to sign in

### Terms & Conditions

Delta Dental Plans Association (DDPA) has required that all users agree to the terms and conditions of the legal disclaimer prior to the DDPA granting access to benefits, eligibility and claims information.

[Return to Terms of Use Form](#) [Exit](#)

Questions? Call Washington Dental Service Customer Service at (800) 554-1907 between the hours of 8:00 am and 5:00 pm PT.

## 8. Authorization Code

When you click "Agree" you will see a new page, which asks for your Authorization code. (The Authorization code explained on the informational page you viewed earlier).

You will see this screen every time you log in until you enter the authorization code.

To enter the secured area of the Web site without entering your authorization code, simply leave the field blank and click "Continue".

If you have not entered your authorization code within 14 days the account will be closed and you will need to register again.

**NOTE:** Once you've entered your authorization code, you will not see this page again.

Wed, Mar. 9, 2011

Home	Brokers	<b>Dentists</b>	Patients	Employers
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### Please enter Authorization Code

When you registered for access to our system, an authorization code was mailed to your business office address. If you have received the code, please enter it at this time and press 'Continue'. If you have not received the code, you may bypass entering an authorization code, click 'Continue' and gain access to the site on a temporary basis. However, please note that temporary access will only be provided for 14 days from the time that you registered.

Authorization Code:

Questions? Call Washington Dental Service Customer Service at (800) 554-1907 between the hours of 8:00 am and 5:00 pm PT.

## 9. My Preferences page

After you click "Continue", you will see the My Preferences page. Select what type of user you are from the list in the drop down box.

March 9, 2011 | [Log Out](#)

Welcome, Leslie. You are signed in to view information for JOHN.

My Preferences

**Go Green!**

Who needs a bunch of paper documents and invoices cluttering your desk? Not you! Now you can receive email alerts when important WDS documents are ready to view online. To free yourself from paper once and for all, click the "Confirm" button below.

I am:

[View email policy](#)

Questions? Call Washington Dental Customer Service at (800)554-1907. [Click here](#) for hours of operation.

**10. Once you select what type of user you are, you will be offered choices on how you receive various communications from WDS.**

After making your selections here, click "Confirm" and you will see the Members Only home page, where you will be able to view Patients' Benefits & Eligibility, Payment Vouchers, Predeterminations, Claims and Fee Filing.

March 9, 2011 | [Log Out](#)

Welcome, Leslie. You are signed in to view information for JOHN.

My Preferences


**Go Green!**

Who needs a bunch of paper documents and invoices cluttering your desk? Not you! Now you can receive email alerts when important WDS documents are ready to view online. To free yourself from paper once and for all, click the "Confirm" button below.


I am:


We have your email address on file as [lmcculloch@deltadentalwa.com](mailto:lmcculloch@deltadentalwa.com)

**Go Green**


 Look for the Weecan boxes! They are paperless options.

**Office Preferences** ⓘ

  Do NOT send my office location Pre-Determinations via postal mail ⓘ

  Do NOT send my office location Payment Vouchers via FAX ⓘ

**Email Preferences**

  Send me the "Word of Mouth" Newsletter by email ⓘ

Send me Pre-Determination email notifications ⓘ

Send me Payment Voucher email notifications ⓘ


I would like to receive future Washington Dental Service communications via email

**Confirm**

[See official sweepstake rules](#)

[View email policy](#)

Questions? Call Washington Dental Customer Service at (800)554-1907. [Click here](#) for hours of operation.



**Weecan Make A Difference!**  
[Confirm Now.](#)