

## Important Update: October 2024 Invoices

October invoices have been posted to the Delta Dental of Arkansas' Broker and Employer Portals as of Friday, September 27th for all fully insured groups currently set up for online bill pay.

Please follow the easy steps below to login, view, and pay the October invoice.

- Login: Visit <u>deltadentalar.com</u> and select the login tab for Brokers and Employers. Click on the login button and log in to the Broker Portal or the Employer Portal.
- View/Pay Bill: On the portal dashboard, select "View/Pay Invoices", and you will be taken to the online billing home page, where you can view, pay, and download your bill.
  - Please note that to protect member data, DDAR is no longer posting the SSN on invoices.
  - Also, please note that all groups should pay as invoiced. Any eligibility changes not reflected on the
    current invoice should be made via the Broker Portal or Employer Portal, and will be reflected on the
    following month's invoice. The billing cutoff date is the 14<sup>th</sup> of the month or the first business day
    following.
- Billing Notifications E-mailed: Once a web user is set up with online billing access and has logged in, the user will be set up to receive all future notifications for bills being posted to the portals. The notifications will come from <a href="mailto:donotreply\_deltadentalar@payspan.com">donotreply\_deltadentalar@payspan.com</a>.

As a reminder, there will <u>not</u> be a claims hold placed on group accounts for October premium until October 31, 2024, which will allow extra time for payment.

For more information, please review the <u>Billing Help Guide</u> posted on our System Upgrade page. If you have any questions or need further assistance, please don't hesitate to your Delta Dental Account Manager, or our Sales Support Team, available Monday through Friday from 8 a.m. to 4:30 p.m. CST, at (501) 992-1883 or <u>ARSalesSupport@deltadentalar.com</u>.

Thank you for your understanding and continued partnership with Delta Dental of Arkansas.

Yours in good health,

**Delta Dental of Arkansas**