

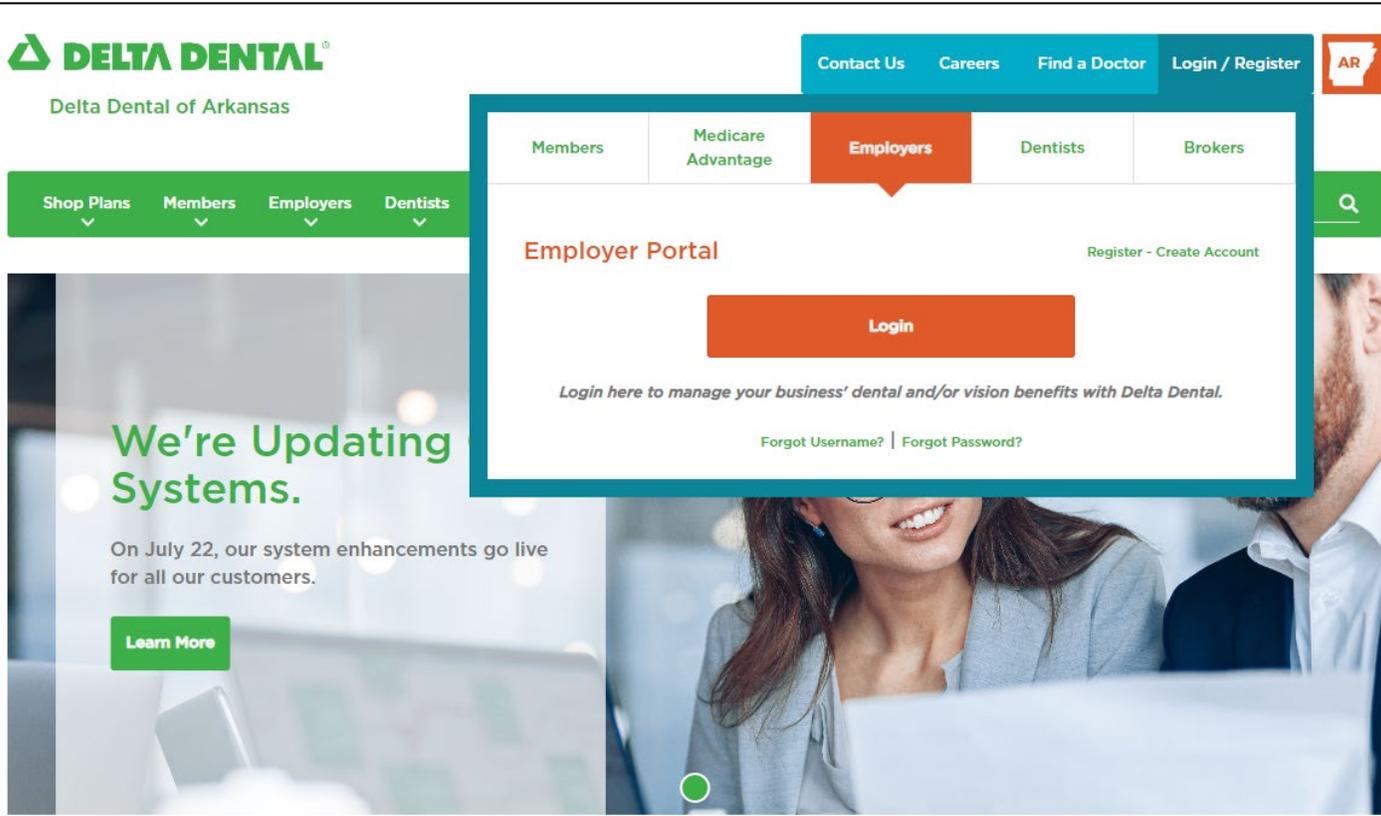


Program Heart

Billing – Fully Insured Groups

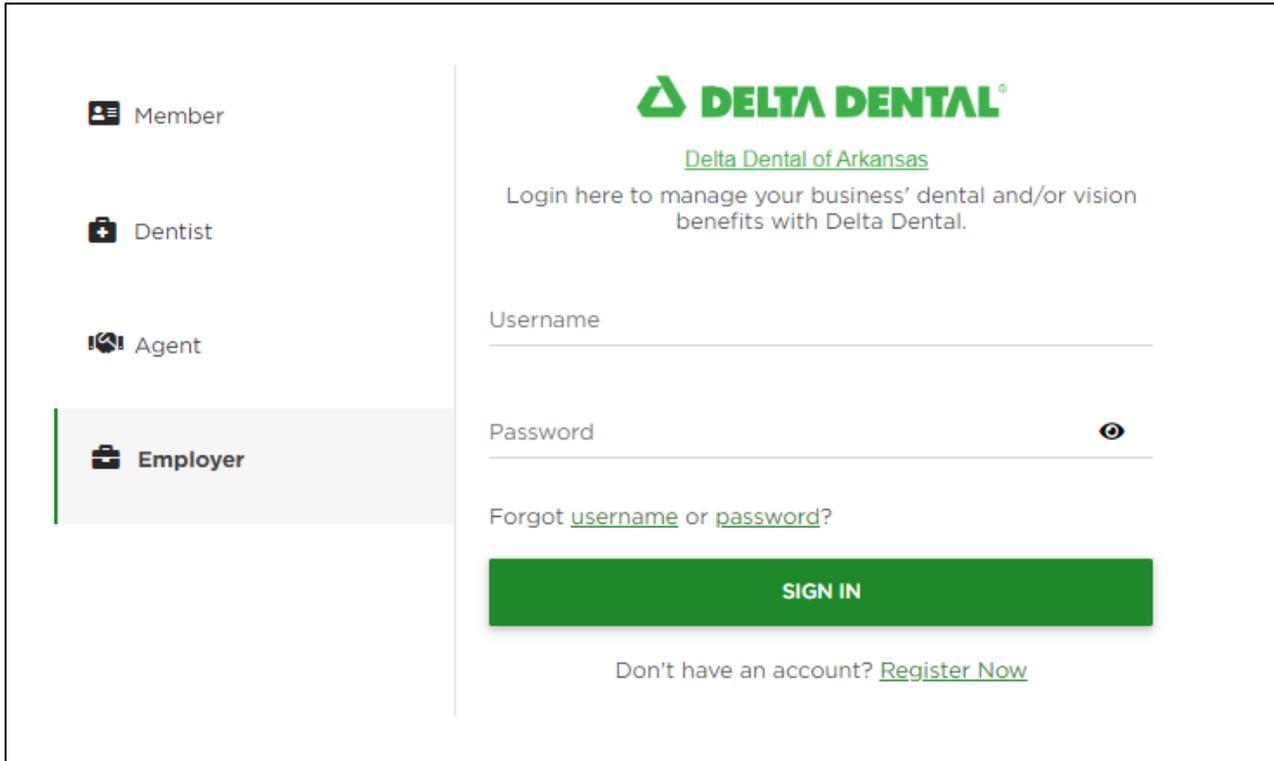
Logging In

LOGGING IN FOR THE FIRST TIME



- Navigate to www.deltadentalark.com and select the applicable tab for Brokers and Employers.
- Click the Login button

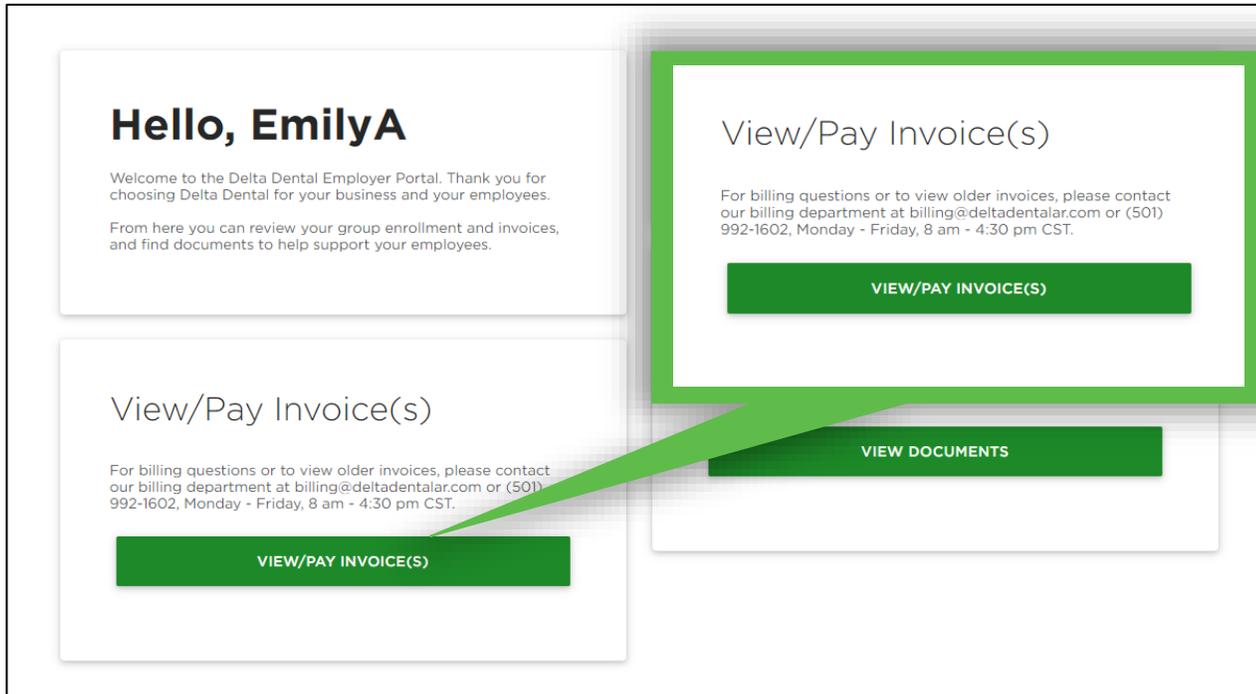
LOGGING IN FOR THE FIRST TIME



The screenshot shows the Delta Dental login interface. On the left, there is a vertical menu with four options: Member, Dentist, Agent, and Employer. The Employer option is highlighted with a green bar. The main content area features the Delta Dental logo at the top, followed by the text 'Delta Dental of Arkansas' and a sub-header 'Login here to manage your business' dental and/or vision benefits with Delta Dental.' Below this are two input fields: 'Username' and 'Password'. The Password field has a toggle icon (an eye) to its right. Under the Password field, there is a link that says 'Forgot [username](#) or [password](#)?'. At the bottom of the form is a large green button labeled 'SIGN IN'. Below the button, there is a link that says 'Don't have an account? [Register Now](#)'.

- After clicking the “Login” button, you’ll arrive on the sign on screen
- Use the user name and password you created during the registration process.

LOGGING IN FOR THE FIRST TIME



- Once logged in, click “View/Pay Invoice(s)”,
- This will take you to the billing home page

[View Invoice](#)

Viewing and Paying Invoices

VIEW INVOICE

The screenshot displays the 'Current Total Amount Due' section with a table of charges:

Category	Amount
New Charges Due	\$73,772.44
Outstanding Balance Due	\$0.00
Total Balance Due	\$73,772.44

Below the table are buttons for 'View Details' (circled 1) and 'Pay Balance'. The 'Last Transaction' section shows a balance of \$0.00 (circled 2) and a 'View Transaction History' button. The 'Auto Pay' section shows 'None' (circled 3) and a 'Set up your Auto Pay now' button. At the bottom, a summary bar shows 'Current Invoices 87 / Past Due Invoices 0' and a table with columns: DATE, INVOICE TYPE, INVOICE NUMBER, ACCOUNT ID, ACCOUNT NAME, DUE DATE, AMOUNT, and a 'PAY' button.

DATE	INVOICE TYPE	INVOICE NUMBER	ACCOUNT ID	ACCOUNT NAME	DUE DATE	AMOUNT	PAY
08/23/2024	Premium						

- Once on the Online Payment Dashboard, you have the option to pay the current balance in full or select a past due invoice to pay (1).
- There are also buttons to view transaction history (2) and set up Auto Pay (3)

PAY INVOICES

✓ Invoice Details — ✓ Payment Method — Review

Choose a payment method

PAY WITH ACH FROM YOUR BANK

STORED PAYMENTS

- Next, groups will be prompted to select a payment method.
- Groups can enter banking information and make a payment, or in the future, select from stored payments.

PAY INVOICES

Invoice Details Payment Method Review

Choose a payment method

Pay with ACH from your bank **1**

Payment Information
*Required fields

NAME ON ACCOUNT *
Name on Account

ROUTING NUMBER *
Routing Number

ACCOUNT NUMBER *
Account Number **?**

Account Type*
 Checking Savings

Billing Address

ADDRESS 1 *
Address 1

ADDRESS 2
Optional

CITY *
City

STATE *
State

ZIP *
Zip

Save Account to Profile

I'm not a robot

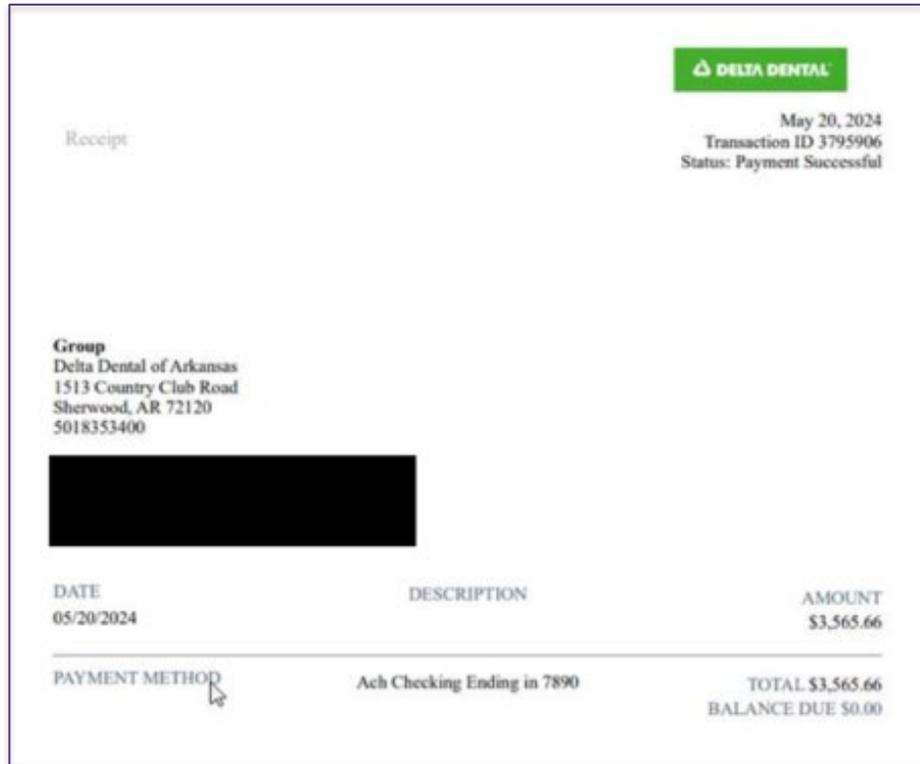
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- Select a payment method (1).
- Please note, account numbers must be seven digits in length. If the account number is less than seven digits, pre-fill the account number with zeros.
- Finally, pay the invoice by clicking on the “Submit” (2) button at in the lower right hand corner.

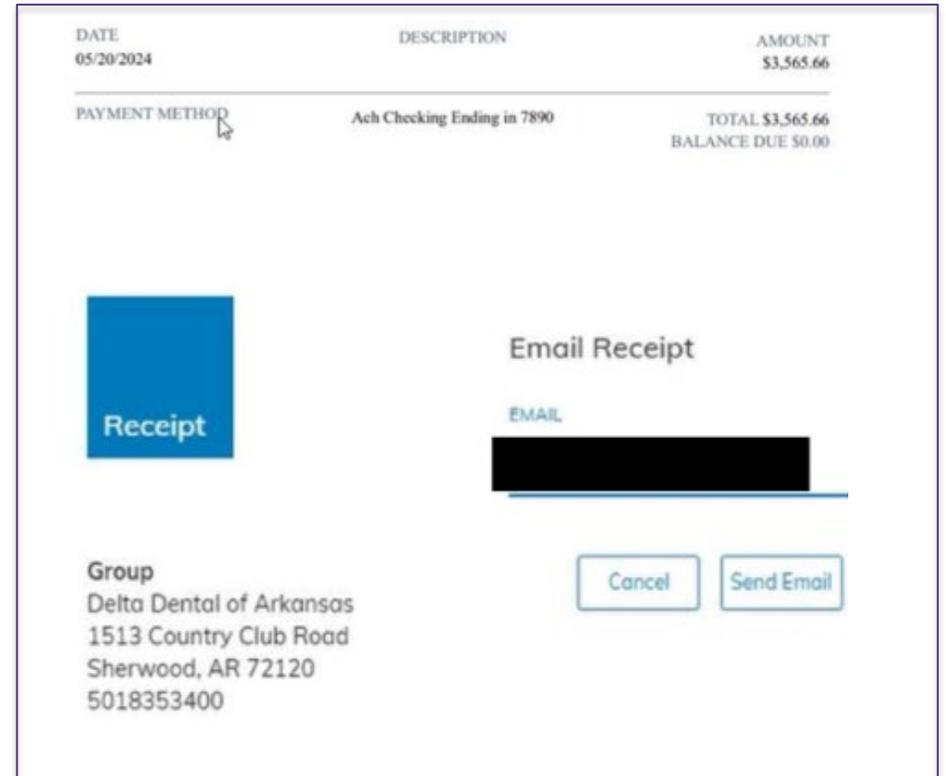
PAY INVOICES

- Once payment has been submitted, groups will have the option to print a receipt, or receive it by e-mail.

Printed Receipt



E-Mailed Receipt



Autopay

SETTING UP AUTOPAY

The screenshot displays the Delta Dental Online Payment Dashboard. It is divided into several sections:

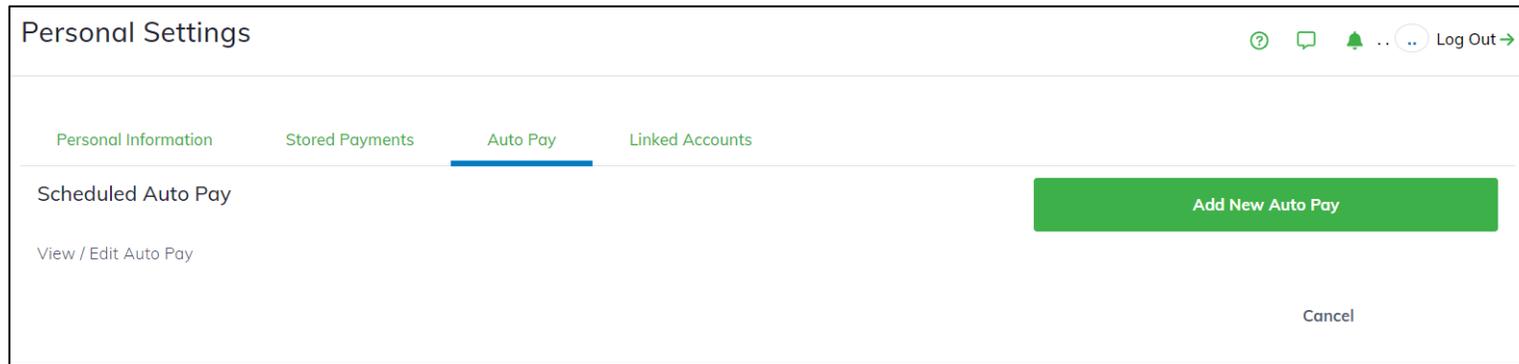
- Current Total Amount Due:** A summary table showing:

New Charges Due	\$73,772.44
Outstanding Balance Due	\$0.00
Total Balance Due	\$73,772.44

Below the table are two buttons: "View Details" and "Pay Balance".
- Last Transaction:** Shows a transaction for \$0.00 with a "View Transaction History" button.
- Auto Pay:** Shows "None" with a red circle containing the number "1" and a "Set up your Auto Pay now" button.
- Current Invoices:** A summary showing 87 Current Invoices and 0 Past Due Invoices.
- Table:** A table with columns: DATE, INVOICE TYPE, INVOICE NUMBER, ACCOUNT ID, ACCOUNT NAME, DUE DATE, AMOUNT, and PAY. The first row shows: DATE: 08/23/2024, INVOICE TYPE: Premium, and a "PAY" button.

- Delta Dental of Arkansas is excited to announce our new Autopay feature!
- On the Online Payment Dashboard, click on the “Set up your Auto Pay now” button at in the lower right hand corner (1).

SETTING UP AUTOPAY



- Select “Add New Autopay”

SETTING UP AUTOPAY

Enroll in Autopay

Standard Autopay

The full balance will be automatically deducted five days prior to each invoice due date each month. Cancel anytime. Please allow one business day for us to process your payment. Automatic Payments Terms & Conditions apply. [AutoPay Program Terms and Condition.](#)

Select Account(s) you want to setup Autopay for:

0000-10000000

0000-20000000

0000-30000000

0000-40000000

Payment Method

Payment Method ▼ Add a New Payment Method

Cancel Save

- Select the account(s) that you want to set up for Autopay.
- Select or Add a payment method and select “Save”
- Payments are deducted five (5) days prior to the due date, and autopay can be cancelled at any time.