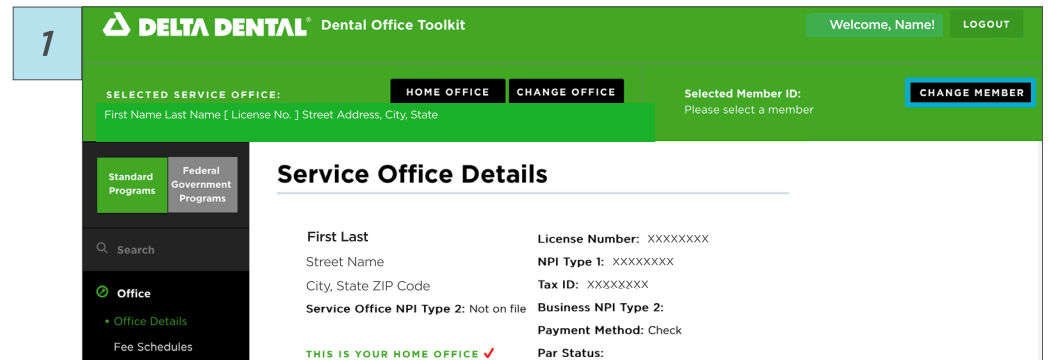


Dental Office Toolkit (DOT) Quick Guide

How to view and print member benefits

1. On the DOT home screen, click **Change Member**.

Image 1

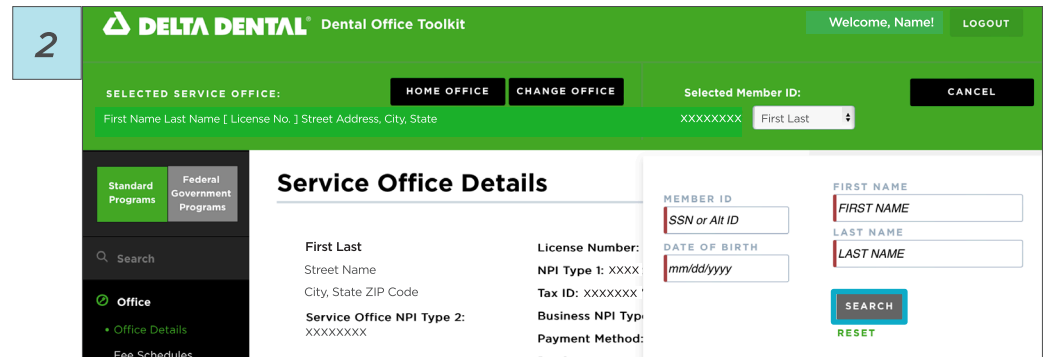


2. Enter the following subscriber information:

- Delta Dental Member ID or SSN
- Date of Birth
- First Name
- Last Name

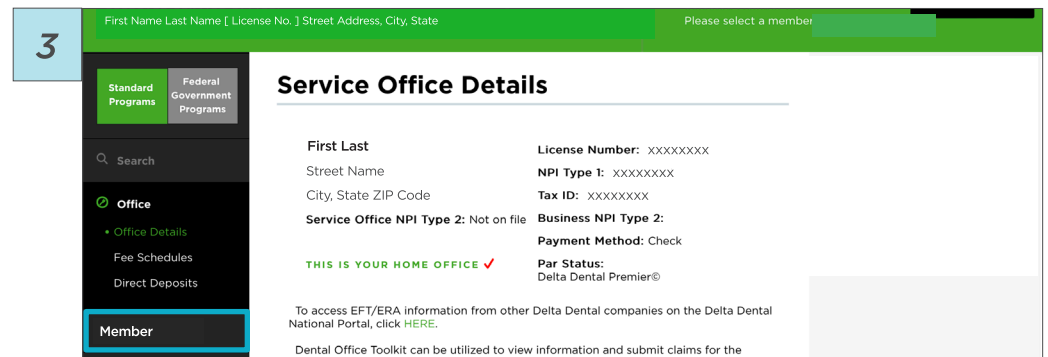
All fields are required. Click **Search**.

Image 2



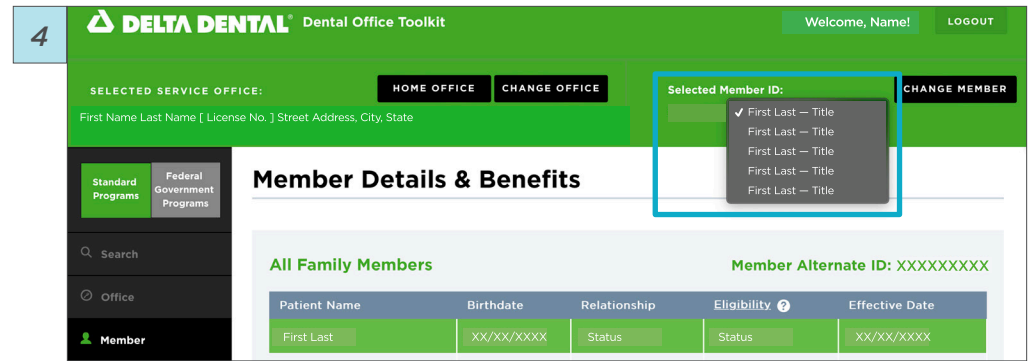
3. On the left navigation bar, click the **Member** tab.

Image 3



- Using the Selected Member ID drop down menu, select the member or family member to view their Member Details & Benefits. On this screen, your selection will be highlighted in green.

Image 4



- Below the All Family Members table, click **Print All**.

Image 5

