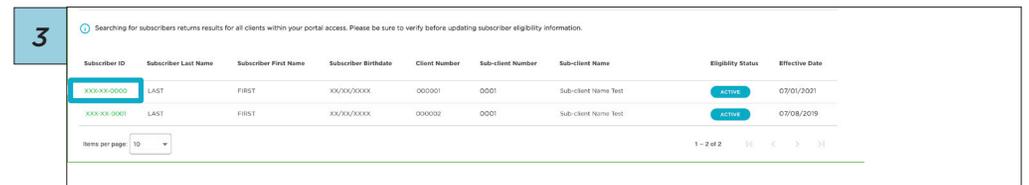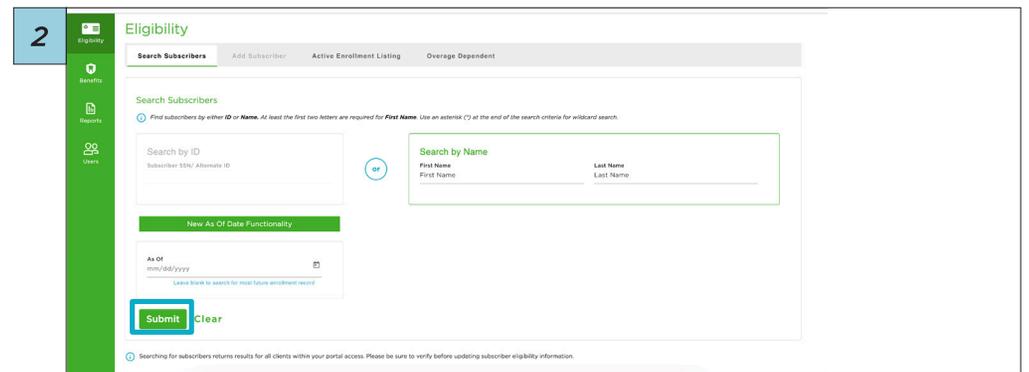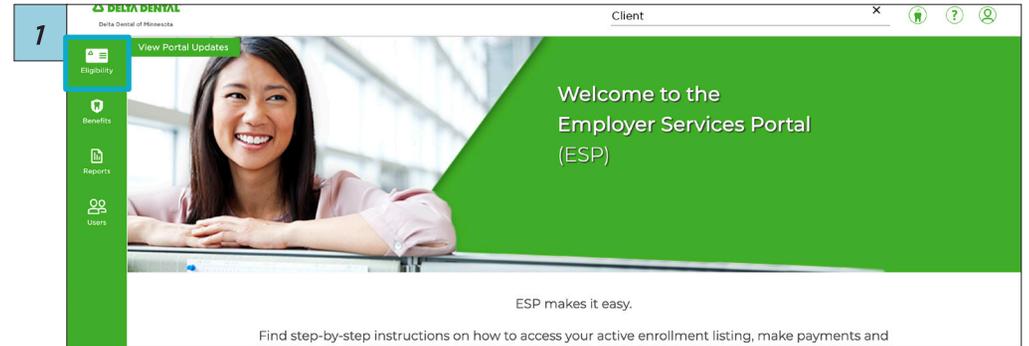**△ DELTA DENTAL®**

Employer Services Portal (ESP) Quick Guide

How to reinstate dependents

1. On the left navigation menu, click **Eligibility.**
   Image 1

2. Search for the intended subscriber on the search subscriber tab by name or ID. Click **Submit.**
   Image 2

3. Click the **Active Subscriber ID.**
   Image 3

![Delta Dental logo]

Employer Services Portal (ESP) Quick Guide

How to reinstate dependents

4. Click **Reinstate Dependents** below the dependent information.
   Image 4

5. Select an effective date and the dependent(s) to be reinstated.
   Click **Submit.**
   Image 5

6. The screen will show a green highlight over the dependent's name and Success.
   Image 6

4

Dental Dependents

Dependent Type	Last Name	First Name	Middle Name	Birthdate	Eligibility Status	Effective Date
Non-Spouse	LAST	FIRST	MIDDLE	XX/XX/XXXX	INACTIVE	01/01/2025
Non-Spouse	LAST	FIRST	MIDDLE	XX/XX/XXXX	ACTIVE	11/01/2024

Add New Dependent   Term Dependent   **Reinstate Dependent**

5

🦷 Reinstate Dental Dependents

Effective Date*
1/15/2025

Select dependent(s) to reinstate

	Member Type	Name
☑	Non_spouse	FIRST LAST

Submit   Cancel

6

Special Attributes
Special Attributes

Dental Depende...

🦷 Reinstate Dental Dependents

Effective Date*
1/15/2025

Select dependent(s) to reinstate

	Member Type	Name	
☑	Non_spouse	FIRST LAST	Success

Submit   Cancel

Dependent Type		Effective Date
Non-Spouse		01/01/2025
Non-Spouse		11/01/2024

Add New De...