Employer Services Portal (ESP) Quick Guide

How to utilize the Historical Auto-Term Report tab

- 1. On the left navigation menu, click **Eligibility**. *Image 1*
- 2. Click **Overage Dependent.** Image 2
- 3. Click the **Historical Auto-Term Report** tab. *Image 3*



	[▲] ≡ Eligibility	Elig	ibility									
	Billing	Search S	Subscribers	Add Subscriber	Active Er	nrollment Listing	Overage Dep	endent				
	anking	Search	Subscribers	ID or Name. At least	the first two letters a	re required for First N	lame . Use an asterisk () at the end of the	search criteria fo	or wildcard searc	ħ.	
	Benefits	Sea	arch by ID riber/ Alternate ID			or S	Search by Nam	e	Las	t Name		
	Reports				0/9							
	Users		New As Of Da	ate Functionalit	У							
,	Search Subsc	ribers Add Sebr	orber Active En	rofment Listing O	verage Dependent							
,	Search Subsc Overage D Overage D Overage D Overage D © Nete User © Reter User	ribers Add Sub opendent Opendent Report opendent Report nor enty are address tale beings to	orber Active Exe Historical Auto-Terre Re nation Rey have access to the dependents enrolment in	pert	verage Dependent							
	Seerch Subac Ovorrage D Ovorrage D Ovorrage D Ovorrage D Ovorrage D Ovorrage D Ovorrage D Ovorrage D	elbers Add Sete oppendiont Dependiont oppendiont Report or an only one underet of the offensional Amount of the set of the set of the set of on Theoretical Amount of the set of on Theoretical Amount of the set of the set of the set	Collier Active Exe HistoreCall Auto-Terre Bay matter Bay have access to the departed services of the departed services of Auto-stanylas of Calming	oofment LiatingO	9 Juine all cheric here	•	Submit					
	Search Subac Overage D Overage D Overage D Generation Statistics Statistics	Add Sate opendent Oppendent Report opendent Report on enty are allowed for also offense state benegit on Resentert Are (b area)	Active Exe Historical Auto Teves Rep Instan Rep New access In the departure's inclinant re Adv-read/bit- Adv Control	pen sort	verage Dapandert	•	Submit				Dave	opar a tul report here 💽
	Seech Subsc Overage D Overage C Overage C Overage C Overage C Sector Sector Sector Sector Sector Sector	apendent apendent Dependent Report apendent Report apendent Report are eth se abder ihr and are debe abder ihr and	Added the first fi	oofment Listing O	a hate of basis basis	Paraseles Free Asso	Submit	Dependent Ager	End of Your Age	Spenid Alti Stude	Deer Status	titude as last response hores e Throations their e T
	Seech Subsc Overage D Overage D Over	apendent apendent Dependent Report apendent Report appnontent Re	Interdier Active Ener Interdierd Ausse Terre Rie meter bei verscher Ster Ster Aller Besterkter Freier Rie Aller Besterkter Freie Neuer Besterkter Freie Neuer	offnent Listing O	a Autor and Autor New Bud-Sheet Rese	Panalati Pat New	Submit	Dependent Age S	Ebd of Your Age	Special Attribute	Door Refer T	totad a lul report here Protive that T XXX/2220
	Swerch Subscr Overage D Overage D Ov	Add Safet appendixed Dependent Report appendixed	Needer Active Env Henolisal Auss Terri Re meter bis performance for All and All and Descritor Front Neer Territor Territoria	oofment Listing O	* verlage Dependent	Denselis Free Asian Basedon Free Asian Status Status	Submit Supersidere Birthdere Dependere Birthdere	Papanine Age 7 14	End of Your Age	Renid Attende	Deer Salas	Thesister base Thesister base The thesis The thesis The thesis The thesis The thesis The thesis The thesis The the the the the the the the the the t

Δ delta dental^{\circ}

Employer Services Portal (ESP) Quick Guide

4

How to utilize the Historical Auto-Term Report tab

4. Click on the Subscriber ID to access the subscriber record

The results shown are for the current month with a notification period of two months prior. If your group is enrolled in autoterm, coverage for dependents is canceled two months before their birthday. For example, August birthdays will be processed in June.

If you do not see results on screen, no overage dependents have been terminated during the selected time period, or your group isn't enrolled in auto-term.

Use the Active Enrollment Listing tab for a full list of subscribers and dependents. *Image 4*

5. Click the **Download** icon for a full listing of dependents who have or will reach the maximum age on the plan. *Image 5*

Overage Deper	ndent Report Historica	I Auto-Term Report					
Historical Auto-	-Term Report						
 Delta Dental and 	DeltaVision® standard process for	the notification period is 2 months	before the overage-dependent birth	date.			
I am looking f	or dependents for 06/2024	<u> </u>	nis group's notification perio	d is 2 months prior +	1 Submit		
							_
						Download a	full report here: 📊
Subscriber ID	Subscriber Last Name	Subscriber First Name	Dependent First Name	Dependent Birthdate	Sub-client Number	Sub-client Name	Term Date
XXX-XX-0001	Last Name	First Name	Name	05/04/1998	0003	Minnesota Option I	06/01/2024
		First Mana	Name	05/05/0008	10001	Minnerote Ontion I	05/03/00034
	Last Name	First Name		05/06/1996	0000	Thinkson Option	06/01/2024

						Download a full report here	
Subscriber ID	Subscriber Last Name	Subscriber First Name	Dependent First Name	Dependent Birthdate	Sub-client Number	Sub-client Name	Term Date
XXX-XX-0001	Last Name	First Name	Name	05/04/1998	0003	Minnesota Option I	06/01/2024
XXX-XX-0001	Last Name	First Name	Name	05/06/1998	0003	Minnesota Option I	06/01/2024
XXX-XX-0001	Last Name	First Name	Name	05/13/1998	0003	Minnesota Option I	06/01/2024
XXX-XX-0001	Last Name	First Name	Name	05/24/1998	0003	Minnesota Option I	06/01/2024
XXX-XX-0001	Last Name	First Name	Name	06/02/1998	0003	Minnesota Option I	07/01/2024
XXX-XX-0001	Last Name	First Name	Name	06/03/1998	0003	Minnesota Option I	07/01/2024