

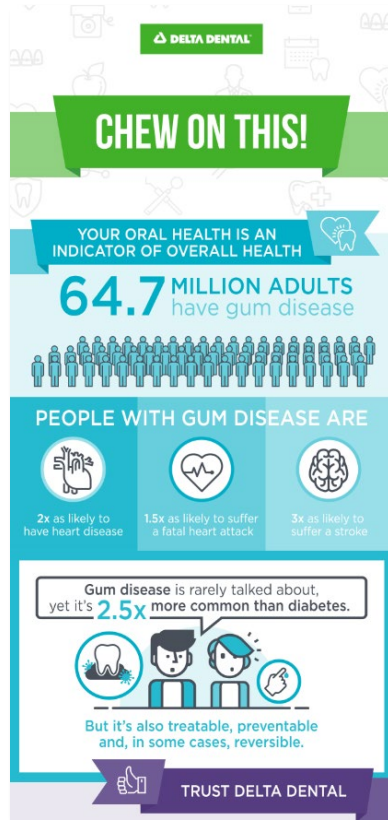


Delta Dental of Arizona

**Open Enrollment Toolkit:
Deployment Guide for
Employers**

Two Weeks Prior to Open Enrollment

This is a good time to encourage employees to start thinking about their oral health and the oral health of their dependents.



Delta Dental Infographics

Use these digital pieces to help employees make the connection between oral and overall health:

- Post them on your Intranet
- Use them in a company newsletter
- Email to employees if they ask for resources

One Week Prior to Open Enrollment

As you prepare to announce open enrollment, ensure employees have the resources they need to make the best choices.



Choosing the Right Plan White Paper

Use this white paper to help employees evaluate which plan best meets their needs:

- Post it on your Intranet
- Highlight it in a company newsletter
- Print and hang up in break rooms or place on lunch tables



The Value of Dental Insurance Flyer

Help employees understand the cost savings associated with dental benefits:

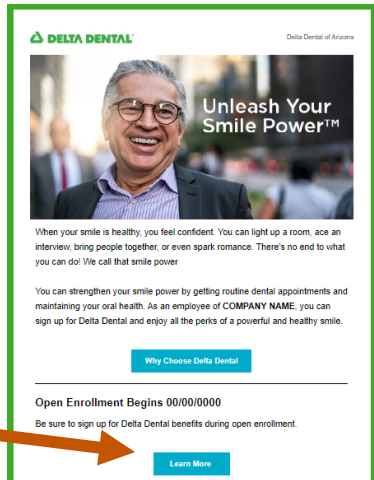
- Post it on your Intranet
- Print and hang up in break rooms or place on lunch tables

When You Announce Open Enrollment



As employees review their open enrollment options, they will likely seek out materials to answer some of their benefits questions.

Hyperlink the
“Learn More”
button to your
company’s internal
benefits page!



Delta Dental Open Enrollment Email

Customize this Outlook template with your COMPANY NAME and internal benefits page. Then, email to employees to encourage them to sign up for dental benefits.

Hint: To hyperlink the buttons, right click on them, choose **link** and paste the URL in the **address** field.

Dental Benefits Guide (Brochure)

There are two versions of this brochure: printable and digital. Print the printable version front-and-back on 8.5x11 paper, fold in half and hand out to employees. Or post the digital version on your company’s Intranet and email it to employees.



During Open Enrollment

As employees review their open enrollment options, they will likely seek out materials to answer some of their benefits questions.



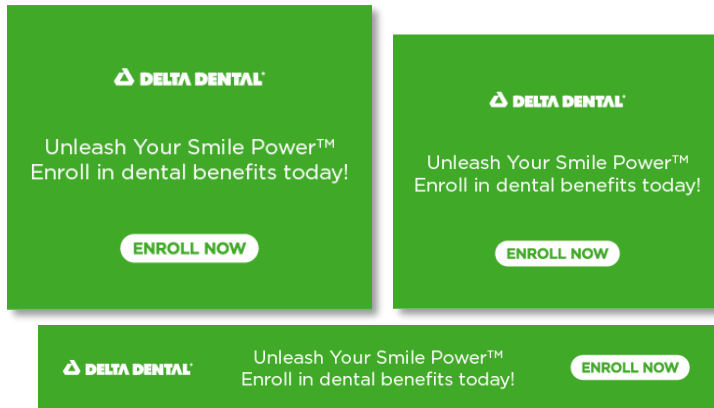
Dental Benefits Overview PowerPoint

This presentation is completely customizable for your organization. Use this at the beginning of open enrollment to explain dental benefits options to employees:

- All charts should be filled in with your group's covered services
- Refer to the notes section on each slide for instructions on which areas require customization
- The presentation also includes member resources for employees who enroll

Throughout Open Enrollment

Open enrollment is often a busy time. Employees may need a helpful reminder to enroll in their employer-sponsored benefits.



Delta Dental Open Enrollment Banners

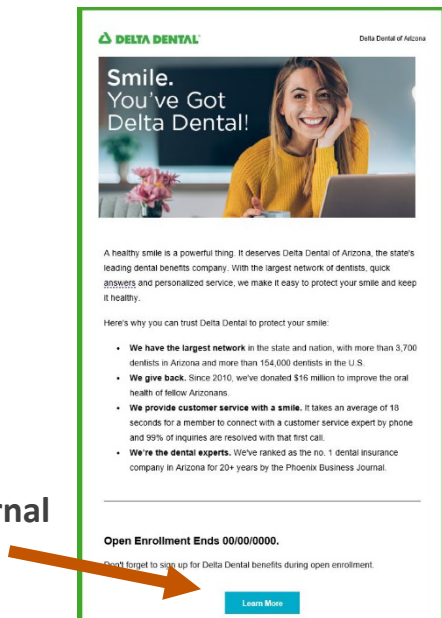
We're giving you three web banner sizes to use on your company's intranet site. These banners can link to open enrollment registration or one of the pieces previously mentioned in this presentation.

Delta Dental Open Enrollment Reminder Email

Customize and send this Outlook template to employees to remind them to sign up for dental benefits before open enrollment ends.

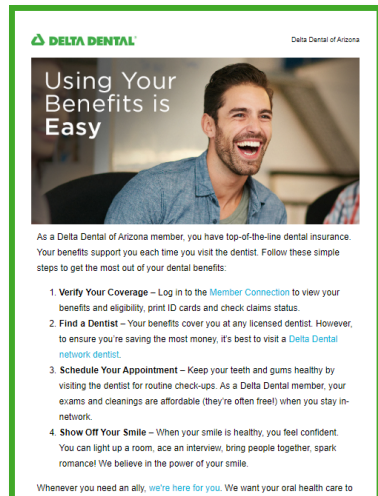
***Hint:** To hyperlink the buttons, right click on them, choose **link** and paste the URL in the **address** field.*

Hyperlink the
"Enroll Now"
button to your
company's internal
benefits page!



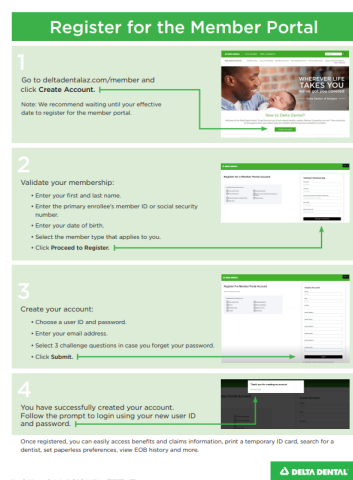
After Open Enrollment

We won't leave your employees saying, "now what?" Here are the tools they need to use their dental benefits to the fullest.



Delta Dental Post-Open Enrollment Email

This email gives employees step-by-step instructions on how to use their Delta Dental benefits. Customize and send this Outlook template to employees who enrolled in dental.



Instructions to Register for the Member Portal

This flyer will guide enrollees on how to sign up for the Delta Dental member portal. The online portal allows members to view benefits, check claims status, access their digital ID card and more!

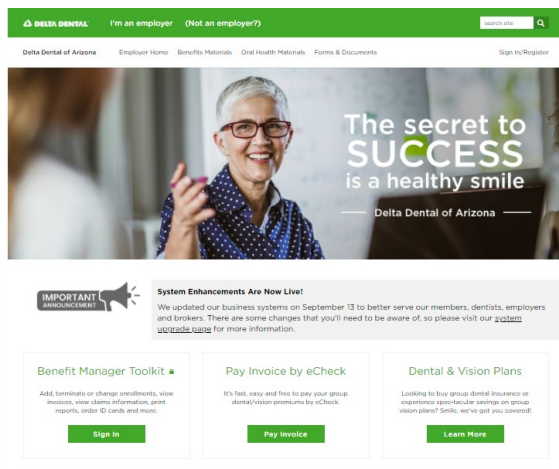
Need a Little Extra Help?

As a benefits administrator, your job never ends. We want to support you in the same way we support our members.



Helping Employees Get the Most Out of Their Dental Benefits White Paper

This quick-read will give you ideas on how you can encourage employees to use their benefits and improve the health of your workforce.



Still Want More?

Visit deltadentalaz.com/employer for tips, tools and resources to help you manage your benefits and encourage employees to maintain their oral and overall health.

Help Us Serve You Better

We value your feedback! After you deploy the Open Enrollment Toolkit, please take our survey and let us know if we hit the mark.

Take Survey:

<https://www.surveymonkey.com/r/OpenEnrollmentToolkit>