



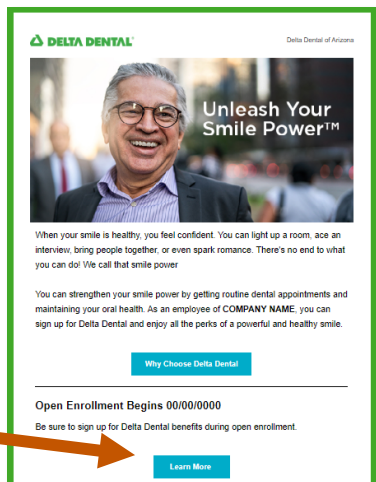
Delta Dental of Arizona

**Open Enrollment Toolkit:
Deployment Guide for
Small Businesses**

Before Open Enrollment

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

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 them, choose **link** and paste the URL in the **address** field.*



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

During Open Enrollment

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



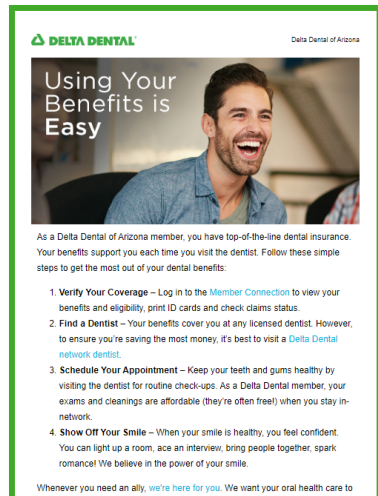
Dental Benefits Overview PowerPoint

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

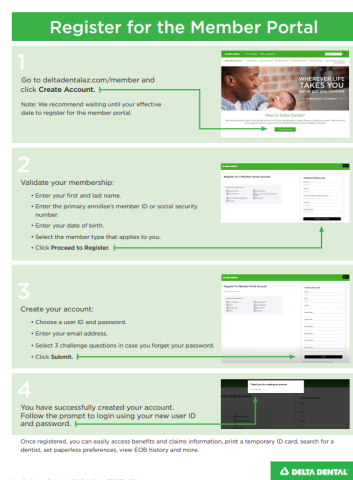
After Open Enrollment

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!

After Open Enrollment

Give your employees the resources they need to understand how to use their dental benefits to maintain their oral health throughout the year.



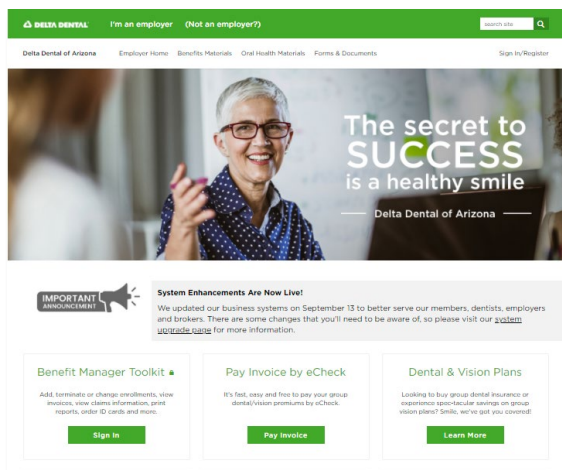
Dental Benefits Guide (Brochure)

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.

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.



Still Want More?

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

Don't Forget!

Your dental benefits broker and Delta Dental of Arizona account executive are here to help. Let us know if you have questions or would like assistance deploying this Open Enrollment Toolkit.

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>