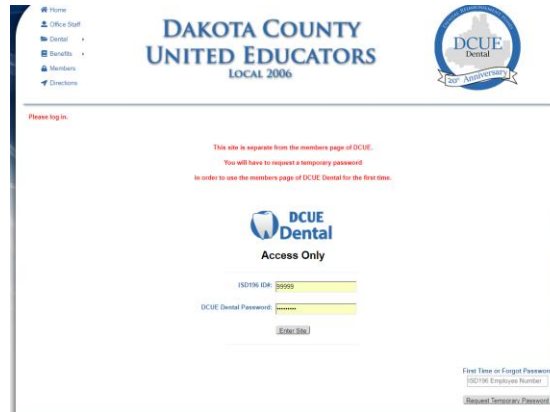


DCUE Dental Reimbursement Plan Online Enrollment Instructions

- This is an Annual Enrollment- every Member must submit an online enrollment form each plan year (plan year begins 9/1).
- Review your information before submitting your online enrollment form.

Make sure you are logging in on the Dental Members Page, which looks like this:



Your enrollment process will run much smoother if you use GOOGLE CHROME as your Web browser.
Make sure you are on a refreshed page.

If you know your DCUE Dental Member password:

- Go to www.dcue.org (manually type in address bar)
- Click on **Dental Members** (located top left)
- You should see DCUE Dental Access Only in the middle of the page
- Enter your Employee Number in the ISD 196 ID#: field
- Enter your Password in the DCUE Dental Password: field
- Click Enter Site

You should now see:

Welcome to your DCUE Dental Members Area

- Click on the image that says OPEN ENROLLMENT
- Make any necessary changes by adding or deleting information
- Enter your initials on the bottom of the form
- Click Complete Enrollment

Helpful Tips:

-Chrome is the most compatible web browser with our website.

-Type your dates in this format, 09-01-2020, the auto calendar will pop-up to the appropriate year for you to select the date from the calendar.

-If you are prompted to complete a “security question” multiple times close your web browser and re-open, typing our web address in full and do not let it populate from memory. You may need to clear the browsing history.

-You can edit your form until it has been approved by DCUE Dental.

-If you are having trouble logging in make sure you are accessing the DCUE Dental tab vs. DCUE (union) tab.

If you DO NOT know your DCUE Dental Member password:

- Go to www.dcue.org (manually type in address bar)
- Click on **Dental Members** (located top left)
- Scroll to the bottom right of page
- Enter your Employee Number in the First Time or Forgot Password field
- Click Request Temporary Password

You should receive a temporary password within 24 hours in your District Email inbox. When you receive the temporary password go back to the DCUE Dental Members page and:

- Enter your Employee Number in the ISD 196 ID#: field
- Enter your Temporary Password in the DCUE Dental Password: field
- Copy/Cut and Paste** the temporary password from your email into the website (be sure to include all characters and no additional spaces).
- Click Enter Site

You should now see:

Welcome to your DCUE Dental Members Area

- Click on the image that says OPEN ENROLLMENT
- If you are a new member or never enrolled complete ALL applicable fields on the enrollment form
- If you're not new then make any necessary changes by adding or deleting information
- Enter your initials on the bottom of the form
- Click Complete Enrollment

Helpful Tips:

-Leave the dcue page open when you open your email to receive your temporary password

-Type your dates in this format, 09-01-2020, the auto calendar will pop-up to the appropriate year for you to select the date from the calendar.

-If you are prompted to complete a "security question" multiple times close your web browser and re-open, typing our web address in full. Do not let it populate from memory. You may need to clear the browsing history.

-You can edit your form until it has been approved by DCUE Dental.

-If you are having trouble logging in make sure you are accessing the DCUE Dental tab vs. DCUE (union) tab.

Contact me with any questions.

Thank you.

Justine Kolb

Fund Administrator

DCUE Dental

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