

## DCUE Dental Reimbursement Plan 2018-19 Online Enrollment Instructions

- This is an Annual Enrollment- every Member must submit a current form online each Plan Year.
- Temporary password requests are emailed to your District email.
- Review your information before submitting- account/personal changes during 2017-18 Plan Year did NOT change on your 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 page password:**

- Go to [www.dcue.org](http://www.dcue.org) (manually type in address bar)
- Click on Dental Tab
- Click on Dental Members option
- 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

*REVIEW your information*

Add/Delete necessary information

- Enter your initials on the bottom of the form
- Click Complete Enrollment

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

### **Helpful Tips:**

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

-Type your dates in this format, 09-01-2018, 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.

**If you DO NOT know your DCUE Dental Member page password:**

- Go to [www.dcue.org](http://www.dcue.org) (*manually type in address bar*)
- Click on Dental Tab
- Click on Dental Members option
- 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 quickly receive a temporary password 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
- Click Enter Site

*You should now see:*

Welcome to your DCUE Dental Members Area

- Click on the image that says OPEN ENROLLMENT

*Complete ALL applicable fields on the form*

- Enter your initials on the bottom of the form
- Click Complete Enrollment

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

**Helpful Tips:**

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

*-**Copy/Cut and Paste** the temporary password from your email into the website (be sure to include all characters and no additional spaces).*

*-Type your dates in this format, 09-01-2018, 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.*

Contact me with any questions.

Thank you.

*Justine Kolb*

Fund Administrator

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