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 *(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 <u>select the date</u> 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 *(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

<p align="center">You can edit your form until it has been approved by DCUE Dental</p>

<u>Helpful Tips:</u>

-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 <u>select the date</u> 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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