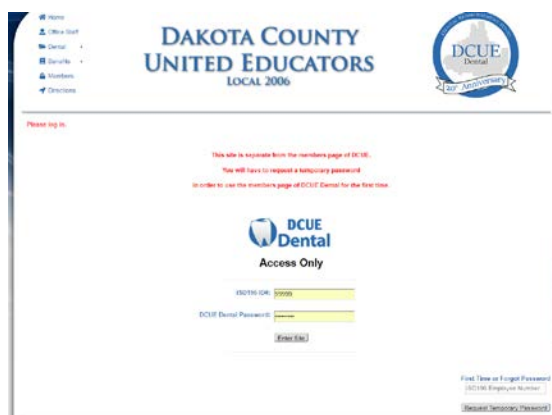# DCUE Dental Reimbursement Plan
Online Enrollment Instructions

• 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, 09-01-2019, 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 and do not let it populate from memory.

-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.

-Go to www.dcue.org *(manually type in address bar)*
-Click on <mark>Dental Members</mark> *(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

<u>Helpful Tips:</u>
-Leave the dcue page open when you open your email to receive your temporary password

-Type your dates in this format, 09-01-2019, 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.

-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
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DCUE Dental
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