



Dakota County United Educators
Dental Reimbursement Fund

New Hire Enrollment Information

6950 146th Street West
Suite 114
Apple Valley MN 55124
952-432-4033

Enroll

Notice will be given to DCUE Dental of your hire and eligibility.

You will be emailed information on completing your online enrollment with DCUE Dental after August 1st and/or after DCUE Dental is notified of your hire from the District.

1) Login and complete the Online Enrollment form once notified from DCUE Dental. Full details on how to enroll are listed below.

You will receive a confirmation email when you complete the online enrollment.

In your Dental Members account you will also see a red thumbs down or green thumbs up to indicate if enrollment is completed or not.

DCUE Dental Plan Information

DCUE Dental is a reimbursement fund, not a dental insurance company. The Fund directly reimburses the Member and therefore does not provide benefit cards containing Group ID or Plan Numbers.

Open enrollment window for DCUE Dental is August 1 – June 1, every year. Annual online enrollment is required every year, for every member that would like to utilize the plan.

Learn more about dental benefits at www.dcue.org, under the Dental Tab and review Plan at a Glance.

New Employee Information

(Full time; .75 FTE and Part time; .5 - .74 FTE or job share paying 1/2 premium)

In order to participate in the plan you will need to complete the Online Enrollment form.

As soon as DCUE Dental is made aware of your eligibility information will be emailed to your District email address on how to enroll. You are NOT automatically enrolled upon hire and eligibility.

New member dental coverage begins at the start of the new plan year; September 1. If you are hired after September 1, your dental coverage begins when the District begins to cover your premium and you have enrolled.

This dental benefit is offered to you and your entire family. You can enroll yourself, spouse and/or children (natural, step, adopted and/or qualified foster). Children can be covered up to age 26.

If you and/or your dependents have dental coverage through another dental insurance or program you can enroll and use DCUE Dental as secondary coverage. *Please contact us if you have questions.*

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). Enrollment window is August 1st – June 1st, every year.
- Review your information before submitting your online enrollment form.
- DEADLINE to enroll is June 1st.

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

GOOGLE CHROME is the recommended Web browser.

It is highly recommended to **type the web address in full vs. using your computers history.**
Clearing your computers history and cache may be needed if you cannot get logged into your page.

New Hires:

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 (leave other fields on the page blank)
- Click Request Temporary Password

You will receive a temporary password in your District Email inbox (this may be delayed during the first couple months of enrollment due to an influx in website use by Members.)

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

The form will indicate (at the top of the page) if a field is not complete before it will save and submit to administration. Make sure your enrollment goes through and you receive a confirmation email.

New Hires and Return to Work:

DCUE Dental is notified by the District of your coverage, there may be a short delay in getting this information.

You will receive a Welcome email with instruction from DCUE Dental when you are able to go and enroll in the dental benefit plan.

If you have not received this email you are likely not in our system and will not be able to receive a temporary password and get enrolled.

Please contact DCUE Dental if you have not received a Welcome email within 2 months of hire.

Helpful Tips:

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

-Type your dates in this format, 09-01-2024, 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, clear your history and cache then re-open, typing our web address in full and do not let it populate from memory.

-If you are still unable to access your Dental Members page request a new Temporary Password (bottom right corner of the screen, all other fields need to be left blank).

-Temporary Passwords may take longer to receive during the first months of enrollment due to an influx in website use by Members. If you request more than one temp password you will want to make sure you use the latest one.

-It is helpful to copy and paste the temp password from your email to the website. Be sure not to include extra spaces or characters.

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