



Dakota County United Educators  
Dental Reimbursement Fund

## **New Hire Enrollment Information**

6950 146<sup>th</sup> 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 1<sup>st</sup> 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.*

## **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.

Learn more about dental benefits at [www.dcue.org](http://www.dcue.org), under the Dental Tab and review Plan at a Glance.

## **New Employee Information**

(Full time; .75 FTE and job share paying 1/2 premium)

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

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.

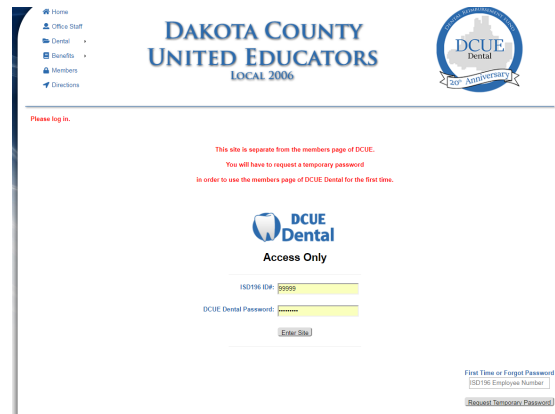
This dental benefit is offered to you and your entire family. You can enroll yourself, spouse and/or children (natural, step, adopted and/or qualified foster). Children can be covered up to age 26.

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).
- 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.

### New Hires

#### **If you do not have a DCUE Dental Member password:**

- Go to [www.dcue.org](http://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.*