DELTA DENTAL

Delta Dental of Virginia

Broker Connection

Quick Reference Guide

Registration and Password

- If you are appointed with Delta Dental of Virginia (DDVA), you may register on-line at **deltadentalva.com**.
- Log on to **deltadentalva.com**.
- Select Broker Connection on the navigation bar on the left.
- Select Broker Login. Click "Register as broker" at bottom of the page.
- Each registered user will create a User ID and then be assigned a password.
- If you are not appointed with DDVA or need assistance with the registration process, contact our Marketing Administration department at 1-888-335-8216.

Logging On

- Log on to **deltadentalva.com**.
- Enter your User ID and Password in the top left corner and select "I am a" Broker from the user type dropdown. Click the green arrow to the right.
- Broker Login page appears.
- From here you can access our Small Group Quoting Tool, view detailed product information, download applications, enrollment forms, and more.

Creating Quotes

- Follow the logging on instructions above.
- From the "Broker Login" page, select, "click here" under Create a Quote.
- Enter the name of the group, select the desired effective date, enter the zip code of the group and the number of employees you expect to enroll and indicate the number, if any, of out of state employees. Click "continue."
- Select the product you would like to quote from the "select a plan" dropdown box. Once you make your product selection, you will be prompted to select the options available for the selected product.
- Once all options have been selected, rates will appear at the bottom of the column.
- You may select "Add to rate quote" or continue to make changes to the options you selected.
- The plan will not be included in your quote unless you select "Add to rate quote."
- You may use the second and third columns to select products and options OR you can continue to make changes, using only the first column.
- Each time you select "Add to rate quote" the product you have selected will appear in your Plans Quoted "shopping cart."
- Like any other shopping cart, you may remove plans by clicking "remove this plan from your rate quote."
- Once you are satisfied with the rates and product options you have added to your Plans Quoted "shopping cart", click "Save and Continue."
- The quote has now been saved. From this point, you can view and print, or email the quote you just created.

Emailing Quotes

- To email a quote that you have just created, from the Quote Saved screen, click "Email the quote you just created".
- You will be prompted to enter To and From email addresses, your name, and a brief message. All of these boxes must be completed.
- You will also have the option to include additional information with your quote.
- To attach additional information, simply click in the box to the left of the item you would like to attach. When ready, click "Send Email."
- An email with your message, a PDF of the quote, and any other attachments you selected will be sent.

Saved Quotes

- To view previously created quotes, select, "click here" under Saved Quotes from the Broker Login Page.
- You will be able to view all quotes that have been previously saved under your User ID.
- You can view or email saved quotes from this page. You can also "Update" the status of the quote.
- The "Update" feature is optional and allows you to change the status of the quote from "on hold" to "sold" or "not sold" and add notes. Previously generated quotes cannot be changed.