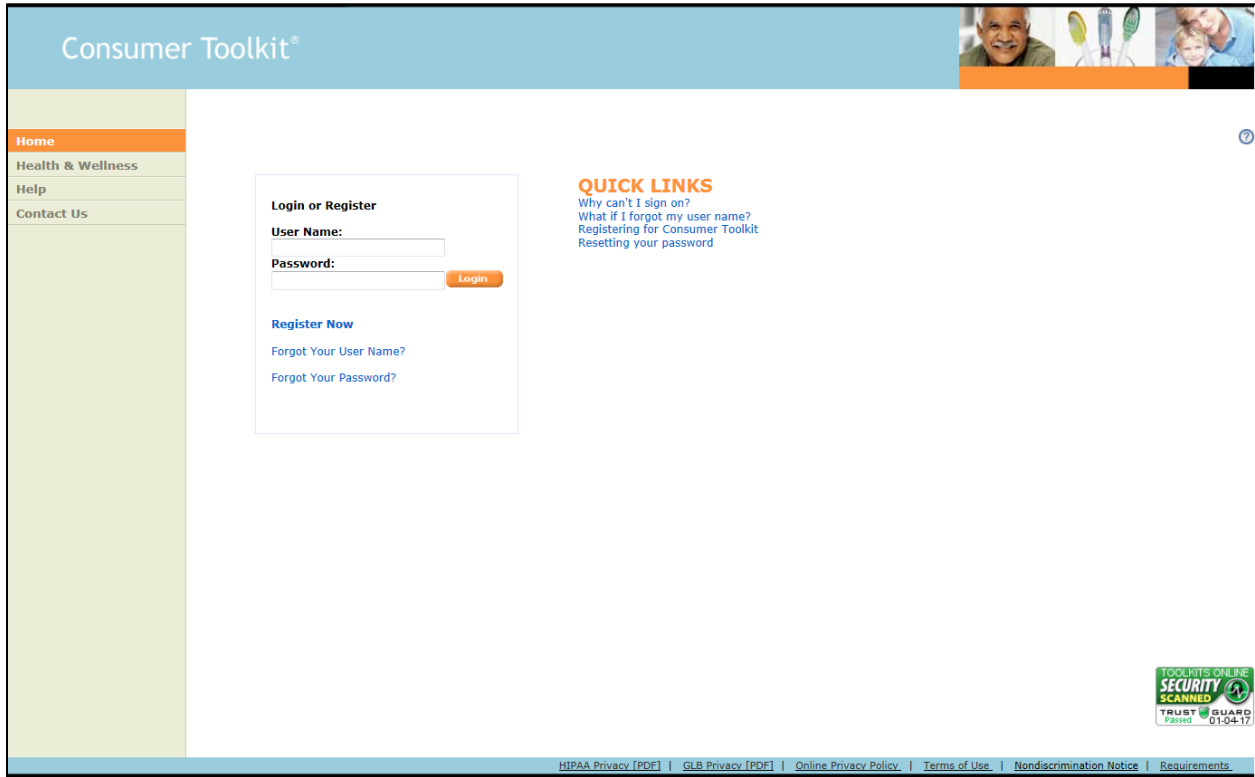


Instructions for Printing a Personalized ID Card from Consumer Toolkit

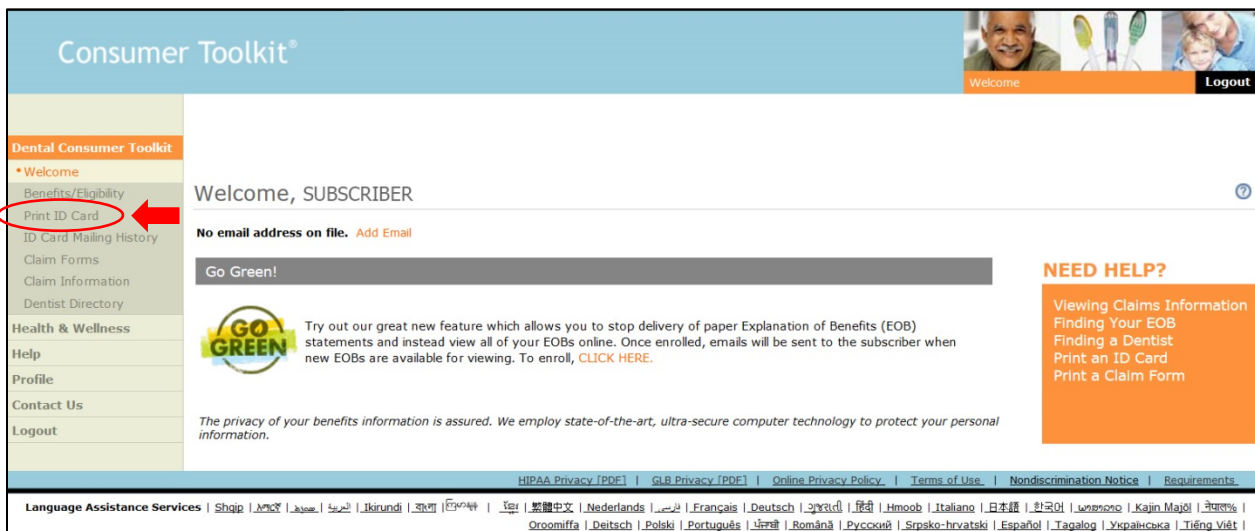
1. Go to the Delta Dental of New Mexico home page at www.deltadentalnm.com
2. If you have a Consumer Toolkit login, you can enter your username and password in the fields at the bottom left-hand side of the home page, under “Toolkits & Resources”
 - a. Make sure “Consumer Toolkit” is selected in the dropdown menu
 - b. With your login info entered, click “Log In” to access the Consumer Toolkit
3. If you do not have a login, you can click “New User” under “Toolkits & Resources” to register. Follow the instructions to create your login, and then log in when prompted to.

The screenshot shows the Delta Dental of New Mexico website. At the top left is the Delta Dental logo. The navigation menu includes Home, About, Members, Groups, Brokers, Dentists, Find a Dentist, Wellness, and Help. A search bar is located on the right. The main content area features a large image of a woman on the left with the text "Manage costs without sacrificing benefits." To the right are two promotional boxes: "Considering Delta Dental?" and "Manage Benefits for Your Business". Below these are buttons for "Contact Us" and "Benefit Manager Toolkit". A secondary navigation bar includes "Individuals / Members", "Groups", "Brokers", and "Dentists". The "Toolkits & Resources" section is circled in red and contains a login form with a dropdown menu set to "Consumer Toolkit", fields for "user name" and "password", and "Log In" and "New User" buttons. A red arrow points to the "Log In" button. Below the login form is a "Find a Dentist" button. To the right of the login form is the "Health & Wellness" section, which includes a video thumbnail and links to "Visit our Health Resource Center" and "Watch Oral Health Videos". Further right is a "Fluoridated Water - Tap into it!" banner with a "Learn More" button.

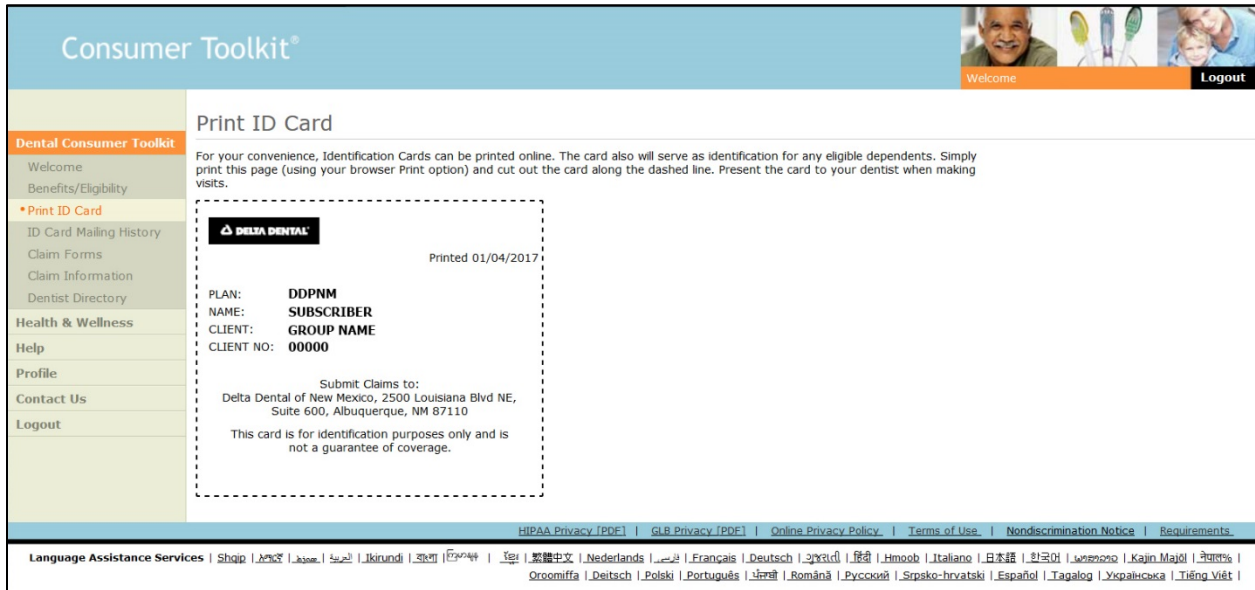
4. You can also find the Consumer Toolkit from any page on the site. Simply mouse over the “Members” link at the top of the page, click on “[Consumer Toolkit](#),” and then click the green “Log In” button on that page.
 - a. The main Consumer Toolkit page also gives you options to log in or register for a new account



5. Once logged in, select “Print ID Card” from the menu on the left



6. An ID card will be generated with the subscriber name, group name, and group number
7. From here, you can print the page from your browser and cut out your ID card
 - a. **Note:** You do not need to present an ID card to your dentist's office to use your dental benefits, but it may be helpful to carry one for reference



Consumer Toolkit®


Welcome Logout

Dental Consumer Toolkit

- Welcome
- Benefits/Eligibility
- *Print ID Card**
- ID Card Mailing History
- Claim Forms
- Claim Information
- Dentist Directory
- Health & Wellness
- Help
- Profile
- Contact Us
- Logout

Print ID Card

For your convenience, Identification Cards can be printed online. The card also will serve as identification for any eligible dependents. Simply print this page (using your browser Print option) and cut out the card along the dashed line. Present the card to your dentist when making visits.

 Printed 01/04/2017

PLAN: **DDPNM**
 NAME: **SUBSCRIBER**
 CLIENT: **GROUP NAME**
 CLIENT NO: **00000**

Submit Claims to:
 Delta Dental of New Mexico, 2500 Louisiana Blvd NE,
 Suite 600, Albuquerque, NM 87110

This card is for identification purposes only and is not a guarantee of coverage.

[HIPAA Privacy \[PDF\]](#) | [GLR Privacy \[PDF\]](#) | [Online Privacy Policy](#) | [Terms of Use](#) | [Nondiscrimination Notice](#) | [Requirements](#)

Language Assistance Services | [Shqip](#) | [العربية](#) | [Kiswahili](#) | [ភាសាខ្មែរ](#) | [हिन्दी](#) | [繁體中文](#) | [Nederlands](#) | [العربية](#) | [Français](#) | [Deutsch](#) | [ગુજરાતી](#) | [Hmong](#) | [Italiano](#) | [日本語](#) | [한국어](#) | [Kajin Majal](#) | [ಕನ್ನಡ](#) | [Oromiffa](#) | [Deutsch](#) | [Polski](#) | [Português](#) | [සිංහල](#) | [Română](#) | [Русский](#) | [Srpsko-hrvatski](#) | [Español](#) | [Tagalog](#) | [Українська](#) | [Tiếng Việt](#)

8. That's it! While you're logged into the Consumer Toolkit, feel free to review information about your benefits and eligibility, claims, health and wellness, and more.