

# How to Enroll a New Employee

Step-by-Step Guide





DentalSelect

Menu [Find a Provider](#) [Find a Plan](#) [Login](#)

Hi.  
Welcome to Dental Select.  
Are you looking for a plan or provider  
or something else?  
(just start typing and press enter)

## New Vision Plans are Here

We're excited to announce that we are now offering VSP® group vision benefits. As one of the largest vision insurers in the country, this partnership means employers can now deliver the benefits employees are asking for.

[Learn More](#)



DentalSelect + VSP.

**Login to the portal  
at dentalselect.com.**

- Admin -
- Account
- Security
- Log Out

Group Details

Plans

Enrollment

Billing

Change Log

Correspondence

Resource Center

## A Company



-4498



Group Number: 00000000

Effective: 11/1/2018

New Hire Period:

Subscribers: 6

Plan Year: 11/1/2020 - 10/31/2021

1st of the month following 60 Days

### Your Subscribers

	Subs	Plan Name
+	6	Platinum PPO R&C
+	6	VIS 12 Select

### Most Recent Invoice

Amount Due:

**\$0.00**

\$424.04 Paid

Due:

**09/01/2021**

[View All Invoices](#)



**Click on the enrollment button.**

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

## A Company

Group Number: 000000000 ACTIVE

-4498



### Member Search

Member Name or Last 4-Digits of SSN



Include Subgroups

### Member List

Add a New Member

Active



Name	Member ID	Group	Effective	Dental Plan	Vision Plan	Coverage	Term Date
Smith, John	000000	A Company	1/1/2021	Co-Insurance - PPO R&C	VIS 12	ESP	-
Smith, John	000000	A Company	1/1/2021	Co-Insurance - PPO R&C	VIS 12	FAM	-
Smith, John	000000	A Company	7/1/2021	Co-Insurance - PPO R&C	VIS 12	FAM	-
Smith, John	000000	A Company	1/1/2021	Co-Insurance - PPO R&C	VIS 12	ESP	-
Smith, John	Pending	A Company	10/1/2021	Co-Insurance - PPO R&C	VIS 12		-
Smith, John	Pending	A Company	9/1/2021	Co-Insurance - PPO R&C	VIS 12		-



Click on the Add a New Member button.

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

## A Company



Group Number: 00000000 ACTIVE

-4498



### Step 1: Qualifying Event

Please Choose a Qualifying Event:

#### Open Enrollment

Select to make changes during Open Enrollment (11/1/2021).

#### New Hire

Select for hire or re-hire.



or

Choose other even... ↓

Step 2: Group & Coverage

Step 3: Subscriber Details

Step 4: Spouse & Dependents

Step 5: Review and Confirm

Select either the New Hire or Open Enrollment button.

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

## A Company



Group Number: 000000000 ACTIVE

-4498



### Step 1: Qualifying Event

Qualifying Event: [New Hire Change](#)

Enter Date of Hire : 08/16/2021

July							August							September							October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21		
25	26	27	28	29	30	31	29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28		
																					31	1	2	3	4		



Cont

Step 2: Group & Coverage

Step 3: Subscriber Details

Step 4: Spouse & Dependents

Select the individual's hire date.

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

## A Company



Group Number: 00000000 **Active**

**-4498**



### Step 1: Qualifying Event

New Hire on 06/21/2021 [Change](#)

### Step 2: Group & Coverage

#### Dental Coverage

Dental Group

A Company (00000000)

Plan

None  
No Dental Coverage

Platinum PPO R&C  
No Dental Coverage



#### Vision Coverage

Vision Group

A Company (00000000)

Plan

None  
No Vision Coverage

VIS 12 Select  
Effective 9/1/2021

Select which dental and vision plan they have chosen.

Cont

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

## A Company



Group Number: 00000000 ACTIVE

-4498 ↓

### Step 1: Qualifying Event

New Hire on 06/21/2021 [Change](#)

### Step 2: Group & Coverage

A Company - Platinum PPO R&C & VIS 12 Select (Effective:9/1/2021) [Change](#)

### Step 3: Subscriber Details

Please Enter Subscriber SSN

123-33-3333

First Name

MI

Last Name

John

Smith

Address

Line 3

123 Fake Street

City

State

Zip

San Antonio

TX

↓

1111

Date of Birth

03/20/1975




Cont

**Enter the individual's information.**

### Step 4: Spouse & Dependents



- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

**A Company**   
Group Number: 00000000 ACTIVE

**-4498** 

**Step 1: Qualifying Event** New Hire on 06/21/2021 [Change](#)

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**Step 2: Group & Coverage** A Company - Platinum PPO R&C & VIS-12 Select (Effective:9/1/2021) [Change](#)

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**Step 3: Subscriber Details** John Smith (Age 46) [Change](#)

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**Step 4: Spouse & Dependents**

Is the subscriber enrolling a **spouse**?  Yes  No

[Continue](#)

---

**Step 5: Review and Confirm**



Select whether the individual is enrolling a spouse.

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

## A Company

Group Number: 00000000 ACTIVE

-4498



### Step 1: Qualifying Event

New Hire on 06/21/2021 [Change](#)

### Step 2: Group & Coverage

A Company - Platinum PPO R&C & VIS 12 Select (Effective:8/1/2021) [Change](#)

### Step 3: Subscriber Details

John Smith (Age 46) [Change](#)

### Step 4: Spouse & Dependents

Not enrolling a spouse. [Enroll Spouse](#)

Is the subscriber enrolling any **dependents**?

Yes

No



No More Dependents

### Step 5: Review and Confirm

Select whether the individual is enrolling any dependents.

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

# A Company



Group Number: 00000000 ACTIVE

-4498



- Step 1: Qualifying Event New Hire on 08/21/2021 [Change](#)
- Step 2: Group & Coverage A Company - Platinum PPO R&C & VIS 12 Select (Effective:9/1/2021) [Change](#)
- Step 3: Subscriber Details John Smith (Age 46) [Change](#)
- Step 4: Spouse & Dependents No Dependents [Change](#)
- Step 5: Review and Confirm

## Qualifying Event

New Hire  
Date of Hire: 08/16/2021

## Subscriber Details

Name: John Smith  
SSN: \*\*\*-\*\*-3333  
DOB: 3/20/1975 (Age 46)  
Address: 123 Fake Street  
San Antonio, TX 11111

**Check the box if you want a print confirmation.**

	1st Infinity Enterprises Dental Platinum PPO R&C	1st Infinity Enterprises Vision VIS 12 Select	Effective Date
John Smith <small>Subscriber - 3/20/1975</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/1/2021



Print Confirmation

Submit Enrollment

- Admin +
- Group Details
- Plans
- Enrollment
- Billing
- Change Log
- Correspondence
- Resource Center

# A Company



Group Number: 00000000 ACTIVE

-4498



## Step 1: Qualifying Event

New Hire on 06/21/2021 [Change](#)

## Step 2: Group & Coverage

A Company - Platinum PPO R&C & VIS 12 Select (Effective:9/1/2021) [Change](#)

## Step 3: Subscriber Details

John Smith (Age 46) [Change](#)

## Step 4: Spouse & Dependents

No Dependents [Change](#)

## Step 5: Review and Confirm

### Qualifying Event

New Hire

Date of Hire: 08/16/2021

### Subscriber Details

Name: John Smith

SSN: \*\*\*-\*\*-3333

DOB: 3/20/1975 (Age 46)

Address: 123 Fake Street

San Antonio, TX 11111

**Review the form then hit the Submit Enrollment button.**

	1st Infinity Enterprises Dental Platinum PPO R&C	1st Infinity Enterprises Vision VIS 12 Select	Effective Date
John Smith Subscriber - 3/20/1975	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/1/2021

Print Confirmation

**Submit Enrollment**

