

**Quick Help**

- Logging in
- Registering



## New User Registration

Enter your identifying information:	
Group Number	<input type="text"/>
Subscriber ID	<input type="text"/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>
Enter your contact information:	
First Name	<input type="text"/>
MI	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Select a unique user name and password:	
User Name	<input type="text"/>
Password	<input type="password"/>
Retype Password	<input type="password"/>

\* Password is case sensitive

Submit

Reset

Cancel

**Please review your Dental ID Card.** You will need to have it handy as you complete these instructions. You will find it handy to print this document and use it to record the User Name and Password in the spaces provided

**Step 1** In the field labeled Group Number, enter the Group No. on your ID Card followed by a hyphen\dash "-" followed by the Division No. For example if your Group No. is 999 and the Division No. is 01, enter 999-01

**Step 2** In the field labeled Subscriber Id enter the Subscriber Id Number printed on your Dental Id Card. This number will begin with the letter "A" and will be followed by 8 numbers.

Enter your First Name, Middle Initial and Last Name as it is printed on your Dental ID Card. If any of this information is incorrect please contact your HR area and correct the information.

**Step 3** In the field labeled Date of Birth, enter your Date of Birth. Please note that the Format should be MM/DD/YYYY for example if you were born on September 2, 1950 you would enter: 09/02/1950.

**Step 4** In the field labeled First Name, enter your first name as it has been recorded with the Subscriber's Employer.

**Step 5** In the field labeled MI, enter your Middle Initial

**Step 6** In the field labeled Last Name enter your Last Name, do not enter a suffix, e.g. Jr. or Sr.

**Step 7** In the field labeled Email Address, enter your email address. We recommend that, for privacy reasons you use your Personal email address rather than the email address you might use at work. One or the other will work, but your personal email address is only accessible by you.

**Step 8** Finally, create a user name and a password of your own choice. You will enter the password twice, this will validate the entry. Your User Name will need to consist of at least 8 characters. Your password will need to consist of at least 6 characters. While there are no specific requirements beyond the number of characters you use, we recommend that you use a combination of upper and lower case letters, numbers and the non-letter/number characters. Once you have successfully registered please make a note of your user name and password. We do not have access to this private information and can only reset your password at which time you will need to re-register. Please take some time to read the Help Topics, listed on the Registration Page. These topics contain important information regarding the internet options that you will need to reset. If you find you need assistance please call our Customer Service Center at the number listed on the back of your Dental ID Card.

### **Usage Agreement and Disclaimers**

**ERISA** – Certain plans administered by ACS may be self-funded and governed by the federal Employee Retirement Income Security Act of 1974 and, therefore, would not be subject to some state insurance laws, including state mandated benefits and eligibility requirements.

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