

# Online Reference Guide for Plan Members



You have a great dental plan – now learn how to make full use of it to ensure proper dental health for you and your family.

## With online access you can:

1. View benefits information, eligibility and claims
2. Print or view Explanation of Benefits (EOBs)
3. Locate a provider, by ZIP code or address

## Getting Started

1. Go to [MutualofOmaha.com/dental](http://MutualofOmaha.com/dental)
2. Click on the “Member Portal Link” and select the “Register Now” button. You will enter your Member ID number (located on your member ID card) or the last 4 digits of your Social Security Number and follow the instructions to create your user name and password.

Visit as many times as you need to view or print copies of your coverage information.

**Note:** Due to HIPAA a spouse and adult child will have to register separately.

## Logging On

1. Go to [MutualofOmaha.com/dental](http://MutualofOmaha.com/dental)
2. Enter your username and password
3. Click the “Login” button

## Online Tools

This section provides you with an overview of your access to benefits information including:

- View your coverage information and eligibility
- Individuals included under your plan
- After you’ve visited the dentist, use the “Claims” tab to find historical claim data
- View or print your Explanation of Benefits (EOB) from the “Documents” tab

## Access a Claim Form

If you visit an out-of-network provider, you can download a claim form from the home page.

## Locate a Provider Two Ways

You have complete freedom to select a provider of your choice, either in network or out of network. You can access the provider search two ways! From the home page, use the Provider Quick Search tool to locate a provider by using your ZIP code or address. You also have access to a provider search page after you log into the Member Portal via the “Providers” tab.

## Request an ID Card

800-927-9197

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