

Register for the Dental Office Toolkit (DOT)

1

Go to deltadentalaz.com/dentist and click **Create Account**.

2

Read through the registration requirements and ensure you have all pieces of information ready to register.

When ready, click **Next Step**.

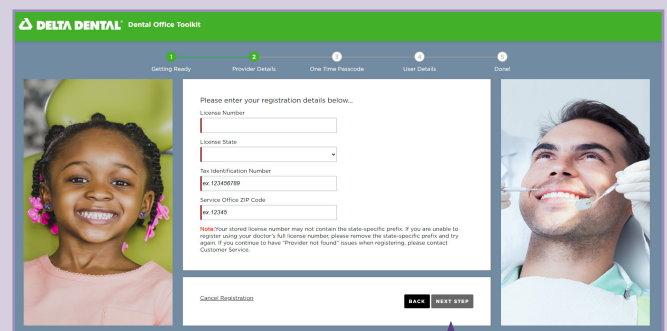
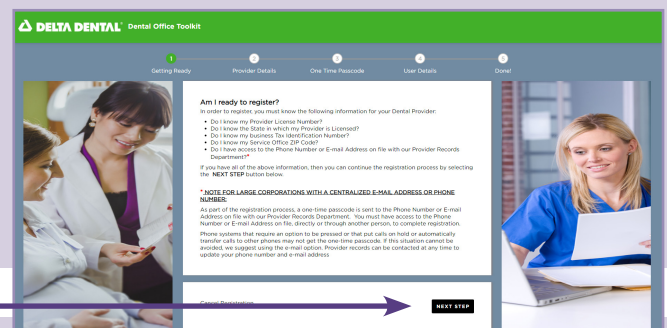
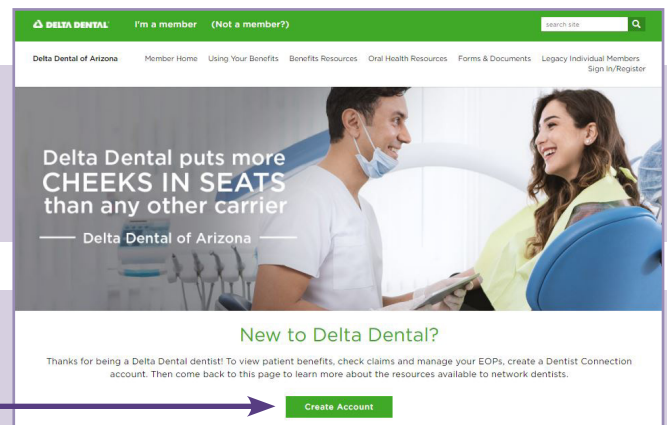
3

Complete the form by entering your information. The information you enter must match what Delta Dental has on file.

The most common mismatched details are the dentist's license ID and business tax ID.

- License ID: Do not include any dashes, letters or preceding zeros when entering your license number (i.e. correct entry: 2345; invalid entry: AZ2345).
- Business Tax ID: Do not include any dashes.

Once you enter your information, click **Next Step**.



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4

Choose where you'd like your one-time passcode to be sent, enter your name and click **Send passcode now**.

The service office will then receive an email from no-reply@mydeltadental.com with your registration passcode. Follow the prompts to enter your passcode and click **Submit**.

5

Enter your name and choose a unique username and password.

You will be prompted to select security questions to use in case you forget your login information.

When ready, click **Register**.

We encourage offices to use a separate DOT login for each user. Once you set up a DOT account associated to your service office and TIN, you'll be able to manage additional user roles and permissions.

Once registered, you can easily access important Delta Dental patient information, including benefits and eligibility.

Already use DOT for another Delta Dental member company? You do not need to re-register. Your existing DOT username and password will allow you to look up Delta Dental of Arizona members.