



Delta Dental of Washington

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**Online Reporting Application & Change Form**

Welcome! Delta Dental of Washington offers clients (*with 100 or more employees*) the ability to access reports through our Online Reporting tool. It is located on the DeltaDentalWA.com website. To obtain, grant or terminate authorization(s) to these reports and data, please complete the fields below.

Date \_\_\_\_\_

Group Name \_\_\_\_\_

Group Number(s) \_\_\_\_\_

Group Brokerage Firm\* \_\_\_\_\_

\*Enter none if Group has no Brokerage Firm

Please identify all persons who should have access to group data via the Online Reporting web portal. The requestor will be responsible for notifying Delta Dental of Washington immediately if any of the individuals named on this form should no longer have access to Online Reporting on the DeltaDentalWA.com website.

Requestor Name \_\_\_\_\_

Requestor Email \_\_\_\_\_

Requestor Phone \_\_\_\_\_

Requestor Title \_\_\_\_\_

**Grant User Permissions to:**

FIRST AND LAST NAME	EMAIL ADDRESS	TITLE / ROLE

**Terminate User Permissions for:**

FIRST AND LAST NAME	EMAIL ADDRESS	TITLE / ROLE

\*Brokers must have a current Business Associate Agreement on file with Delta Dental of Washington.

All online services are provided via a secured website. Delta Dental of Washington allows authorized users access to this site for the purpose of reviewing available reports. User accounts will be established and initial passwords assigned by Delta Dental of Washington. Upon receipt, the website user must change the initial password during his or her first web session. **Please Note:** The secure email containing the user name and password sent from Delta Dental of Washington will auto terminate within 48 hours of receipt.

Users of the Online Reporting Portal agree to these following conditions:

1. Each user must have an individual account including login and password, and should not share their login or password with anyone else. Only registered users should access the reports produced for the groups.
2. We can remove any user's access to the website at any time with or without cause. If a user is no longer with the group or should be removed for any other reason, please let us know right away to avoid inappropriate disclosure of information.
3. Please only use the information obtained through this system as intended for the administration of the group dental plan. Any misuse of the portal will constitute a violation of the requirements of the group contract. All online reports and other information available from this website are proprietary and are to be used only by the registered user or group. Any dissemination of online reports is strictly prohibited.
4. The user acknowledges that these reports contain private and confidential material and will take all reasonable and prudent measures to prevent unauthorized access to the website by anyone not listed on this application. These measures include all required steps needed to comply with the HIPAA privacy and security regulations. (See <http://www.hhs.gov/ocr/hipaa/>).

Please Email completed application to [OnlineApplications@DeltaDentalWA.com](mailto:OnlineApplications@DeltaDentalWA.com) or fax to (206) 985-4783