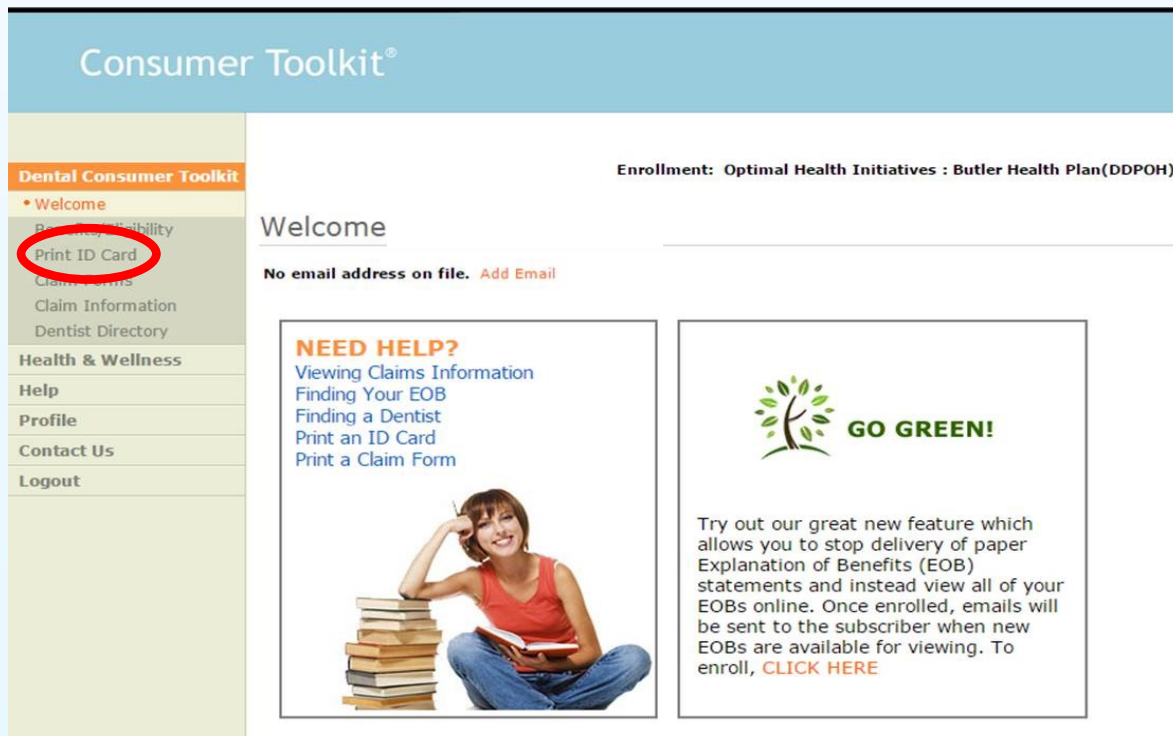


YOUR DENTAL ID CARD

An ID card is not necessary when making an appointment or seeking treatment from a dental provider. Your dentist can verify your eligibility information 24 hours a day, seven days a week by accessing our online Dental Office Toolkit. If you would like an ID card for reference purposes, **Consumer Toolkit** allows you to print an ID card for the subscriber that can be used for all family members. ID cards will only print in the subscribers name and for security purposes, your social security number will not print on the card.

To Print an ID Card

1. Register at www.toolkitsonline.com.
2. Select "Consumer Toolkit" on the homepage.
3. Register as a new Toolkit user by clicking "Register here."
 - NOTE: You will need the subscriber's (the person whose name is on the benefit package) member ID. The member ID is an assigned number unique to the subscriber. In most cases, the member ID is the same as the subscriber's Social Security number.
4. Complete required fields and follow the on-screen instructions.
5. Select your own username and password to access the site.
6. Select **Print ID Card** from the menu. The **Print ID Card** screen appears.



The screenshot shows the 'Consumer Toolkit' website interface. At the top, the title 'Consumer Toolkit®' is displayed. Below the title, the enrollment information is shown: 'Enrollment: Optimal Health Initiatives : Butler Health Plan(DDPOH)'. The main content area is titled 'Welcome' and includes a message: 'No email address on file. Add Email'. On the left side, there is a navigation menu with the following items: 'Dental Consumer Toolkit', 'Welcome', 'Benefits Eligibility', 'Print ID Card' (highlighted with a red circle), 'Claims Forms', 'Claim Information', 'Dentist Directory', 'Health & Wellness', 'Help', 'Profile', 'Contact Us', and 'Logout'. Below the navigation menu, there are two promotional boxes. The first box is titled 'NEED HELP?' and lists several options: 'Viewing Claims Information', 'Finding Your EOB', 'Finding a Dentist', 'Print an ID Card', and 'Print a Claim Form'. The second box is titled 'GO GREEN!' and features a tree icon. The text in this box reads: 'Try out our great new feature which allows you to stop delivery of paper Explanation of Benefits (EOB) statements and instead view all of your EOBs online. Once enrolled, emails will be sent to the subscriber when new EOBs are available for viewing. To enroll, [CLICK HERE](#)'.