

Key Functionality | Modifying a Member – Add Attribute

DELTA DENTAL Benefit Manager Toolkit® RED DELICIOUS SIGN OUT

Ocean Shelly (Subscriber) SWITCH MEMBER

Member Details

ID CARD | VIEW HISTORY TERMINATE | TRANSFER | COPY **EDIT**

Personal Info

Prefix: -
Last Name: Shelly
First Name: Ocean
Single Name Indicator: No
Middle Name: Sea
Suffix: -
Gender: Unknown
Date of Birth: 03/04/1987
EEOB Indicator: No

Eligibility

Member Type: Subscriber
Eligibility Status: **FUTURE ACTIVE**
Eligibility Status Reason: New enrollment
Hire Date: -
Eligibility Effective Date: 08/05/2021
Received Date: 08/04/2021

Contact Info

Address: 123 ABC STREET
Jolly, MI 12345
County: US
Email Address: -
Phone Number: -
Phone Ext: -
Secondary: -
Cell: -
Fax Number: -

To **Add an Attribute**, begin by navigating to the **Member** tab within the **Member Eligibility** section and searching for the desired member. Select a Member from the returned list to continue.

On the selected Member's profile page, scroll down to the **Member Details** section and press **Edit**.

Member Details

CANCEL SAVE CHANGES

Personal Info

Prefix:
Last Name:
First Name:
Single Name Indicator:
Middle Name:
Suffix:
Gender:
Date of Birth:
EEOB Indicator:

Eligibility

Member Type:
Eligibility Status:
Eligibility Status Reason:
Hire Date:
Eligibility Effective Date:
Received Date:

Contact Info

Home Address:
Address Line2:
City:
State:
Country:
Zip: Ext:
County:
Email Address:
Phone Number:
Phone Ext:
Secondary:
Cell:
Fax Number:

Additional Attributes ADD ATTRIBUTE

Category	Sub-Category	Type	Order	Value	Start Date	End Date
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Additional Addresses ADD ADDITIONAL ADDRESS

Type	Full Name	Address	County	Country	Phone Number	Start Date	End Date	Bad Address Indicator
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CANCEL SAVE CHANGES

Once the Edit section appears, scroll down and select **Add Attribute**.

Key Functionality | Modifying a Member – Add Attribute (continued)

First Name: Ocean
 Single Name Indicator:
 Middle Name: Sea
 Suffix:
 Gender: Unknown
 Date of Birth: 03/04/1987
 EEOB Indicator:
 Member ID Numbers
 Member ID: 080420212
 Alternate ID: 08042021 **SUGGEST ALT ID**

Hire Date: mm/dd/yyyy
 Eligibility Effective Date: 08/05/2021
 Received Date: 08/04/2021

City: Jelly
 State: Michigan
 Country: United States
 Zip: 12345 Ext:
 County:
 Email Address:
 Phone Number:
 Phone Ext:
 Secondary:
 Cell:
 Fax Number:

Additional Attributes

Category	Sub-Category	Type	Order	Value	Start Date	End Date
					mm/dd/yyyy	mm/dd/yyyy

ADD ATTRIBUTE

Once in the Edit section, scroll down and select **Add Attribute**.

Category	Sub-Category	Type	Order	Value	Start Date	End Date
					mm/dd/yyyy	mm/dd/yyyy

Additional Addresses

Type	Full Name	Address	Country	Country	Phone Number	Start Date	End Date	Bad Address Indicator

SAVE CHANGES

Enter all **required fields** for the new Attribute then select **Save Changes**.

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Ocean Shelly (Subscriber) SWITCH MEMBER

Member Details

ID CARD | VIEW HISTORY TERMINATE | TRANSFER | COPY | EDIT

Personal Info
 Prefix: -
 Last Name: Shelly
 First Name: Ocean
 Single Name Indicator: No
 Middle Name: Sea
 Suffix: -
 Gender: Unknown
 Date of Birth: 03/04/1987
 EEOB Indicator: No

Member ID Numbers
 Member ID: *****0212 (View)
 Alternate ID: 08042021 (Group Assigned)
 System Generated ID: 0500000884081

Eligibility
 Member Type: Subscriber
 Eligibility Status: **ACTIVE**
 Reason: New enrollment
 Hire Date: -
 Eligibility Effective Date: 08/05/2021
 Received Date: 08/04/2021

Contact Info
 Address: 03 ABC STREET, JOPLIN, MO 64804
 Country: -
 Country: US
 Email Address: -
 Phone Number: -
 Phone Ext: -
 Secondary: -
 Cell: -
 Fax Number: -

Additional Attributes

Category	Sub-Category	Type	Order	Value	Start Date	End Date
Special Attributes	-	Student	-	-	08/16/2021	-
Client Fields	-	-	12	10	-	-

EDIT

Eligibility History COMPOSITE TRANSACTIONAL

The new Attribute will display within the **Member Details** section under **Additional Attributes**.