

## ONLINE PASSWORD REQUEST

Please complete the below information for the **Benefit Administrator** who is requesting an online password. (Please print clearly) *\*required information*

\*Name \_\_\_\_\_

\*Phone # \_\_\_\_\_

\*Email address \_\_\_\_\_

Fax # \_\_\_\_\_

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

Group Number \_\_\_\_\_

**\*Sublocation(s) you are authorized to administer:**

\_\_\_\_\_

**\*Please complete the following:**

Are you replacing a previous Benefit Administrator who is no longer there? \_\_\_\_\_

If yes, name of person being replaced \_\_\_\_\_

Signature: \_\_\_\_\_

Date of request: \_\_\_\_\_

**For completed forms:**

- Send completed request forms to the Enrollment department at fax: 973-285-4142 or [eliginquiry@deltadentalnj.com](mailto:eliginquiry@deltadentalnj.com)
- Please note: a current HIPAA authorization form must be on file before request can be completed
- You will be contacted by phone with your user name and login information