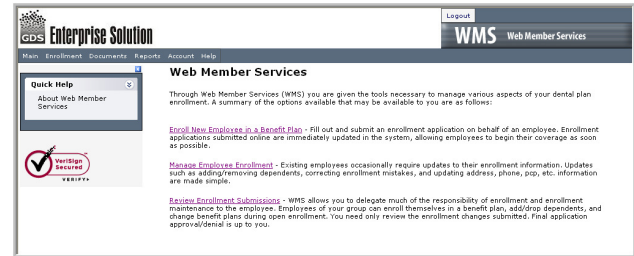


Member Web Portal Benefit Administrator Access

Start Here

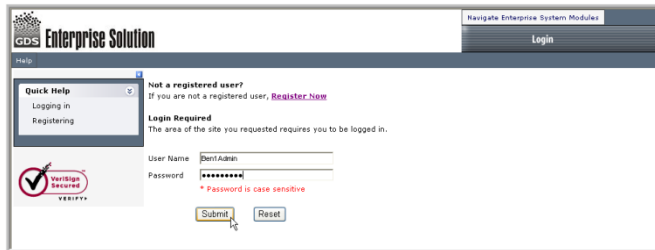
Registration for Member Web Portal

- Receive email from newgroup@cvtydental.com
(Make sure to check your SPAM folder)
- Use the link in the email to access the 'MWP New User Registration' page:
 - Enter Group Number (from email), First Name, Middle Initial, Last Name and Email Address
 - Create a User Name and Password
 - Retype Password
 - Click **Submit**
 - Click **OK** in the Successful Registration Window
- On the main MWP Login page:
 - Enter User Name
 - Enter Password
 - Click **Submit**



Enrolling a New Employee in a Benefit Plan

- On the MWP Homepage, click the Enroll New Employee in a Benefit Plan hyperlink
- Enter the following employee information:
 - First Name - Phone
 - Last Name - Gender
 - M.I. - SSN
 - Address - DOB
 - City - Marital
 - Zip Status
- Select the Benefit Plan
- If member is covered by another benefit plan, select **Yes** (see Enroll Employee with Additional Insurance instructions)
- **To add a Dependent**, click Add Dependent
- Enter Dependent Information:
 - First Name - SSN
 - Last Name - Relationship
 - M.I. - DOB
 - Phone - Special Needs
 - Gender (if applicable)
- If member is covered by another benefit plan, select **Yes** (see Enroll Employee with Additional Insurance instructions) **NOTE:** Once an Employee is set up in MWP, only the Employee can update their COB information
- On the Application Submission page:
 - Enter Date of Hire
- Click Submit Application



Once you have completed the registration process, you can log into MWP through www.cvtydental.com

Logging in through www.cvtydental.com

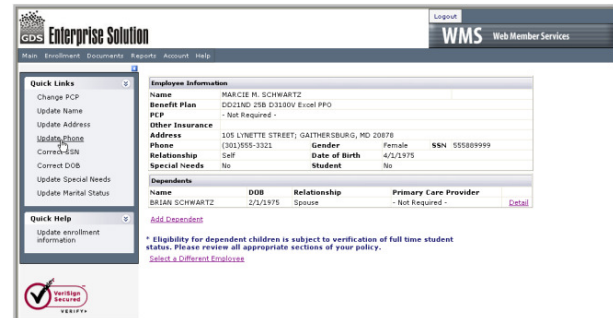
- After the initial registration, the Benefit Administrator can use their User Name and Password to access MWP via the Coventry Dental website
- Go to www.cvtydental.com
- Click on Employers
- Click on the Group Administrator Login hyperlink
- Enter User Name and Password on MWP login screen
- Click **Submit**

Member Web Portal Benefit Administrator Access



Enroll Employee with Additional Insurance

- After creating a new employee record and selecting benefit plan, click the **Yes** button next to the “Are you a policy holder in any other insurance plan” field
- Enter the following Coordination of Benefits information:
 - Other Insurance Company
 - Other Employer’s Name
 - Other Policy Holder’s Name
 - Other Policy Holder’s DOB
 - Other Policy Holder’s Gender
 - Other Group/Policy Number
 - Other Coverage Effective Date
- Click Continue
- On the Application Submission page:
 - Enter Date of Hire
- Click Submit Application



Viewing Documents

Documents available from this screen include the Policy, Certificate of Coverage, Schedule of Benefits, and other relevant forms.

- From the Documents menu, select ‘View’
- The listing of available documents are displayed
- Double click on a document to open

Manage Employee Enrollment

- On the MWP Homepage, click the Manage Employee Enrollment hyperlink
- Enter Employee Search Criteria:
 - First Name
 - Last Name
 - DOB
 - Subscriber ID (optional)
- Click Begin Employee Search
- Click Select next to the correct employee record
- Click **OK** to continue with this employee
- The following options are available for updates:
 - Update Name
 - Update Address
 - Update Phone
 - Correct SSN
 - Correct DOB
 - Update Special Needs
 - Update Marital Status
 - Add Dependent

Viewing the Group Roster

- From the Reports menu, select ‘Roster’
 - The Group Roster Report will be displayed
- NOTE:** Only members that are active on the day that the report is run will be displayed.

Forgot your password? Please use the password reset feature.

For questions, please contact the employer services line.