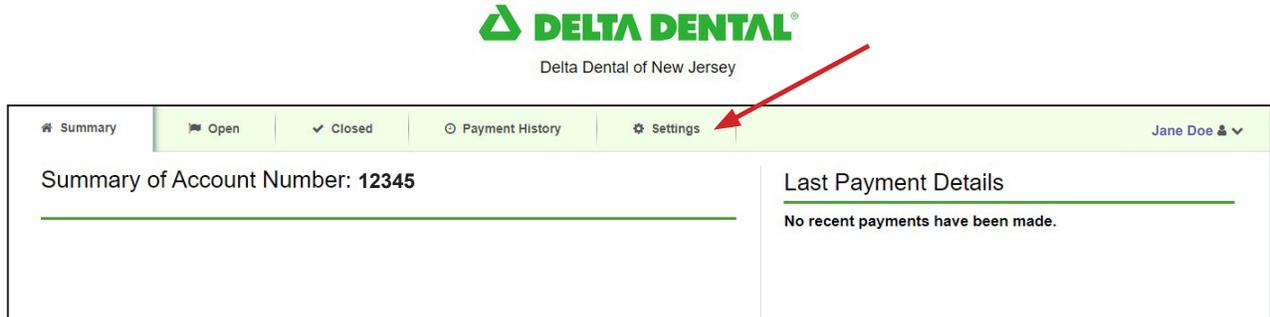
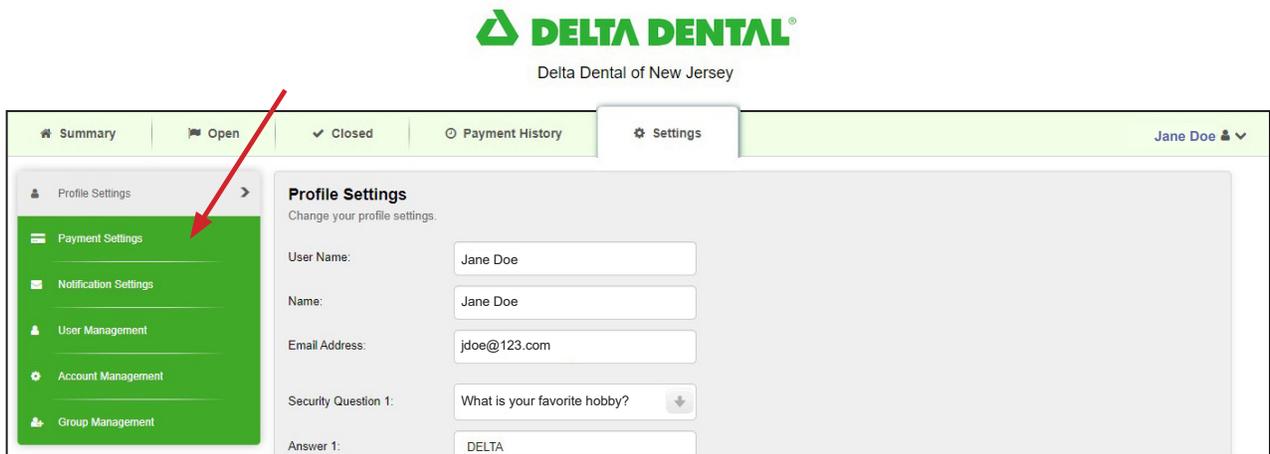


Follow the Steps Below to Set Up Online Banking

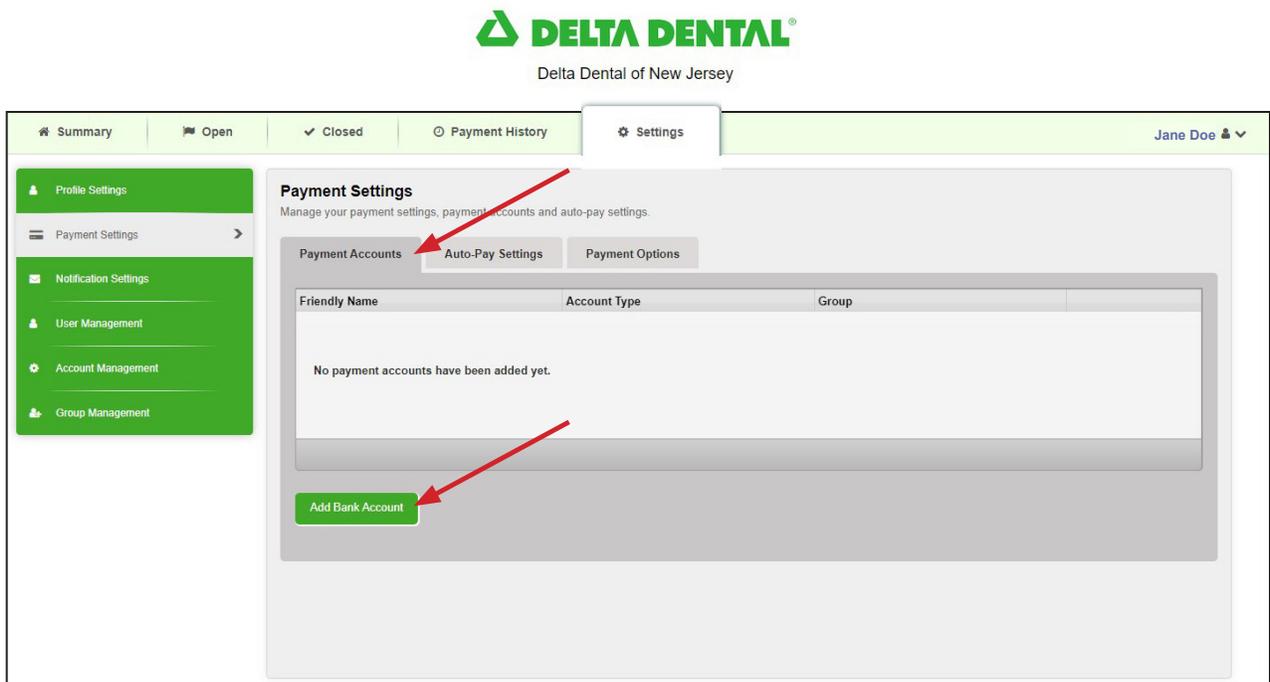
1. Sign in as a user to your account, and click on the “Settings” tab.



2. Under Settings, click the “Payment Settings” tab.



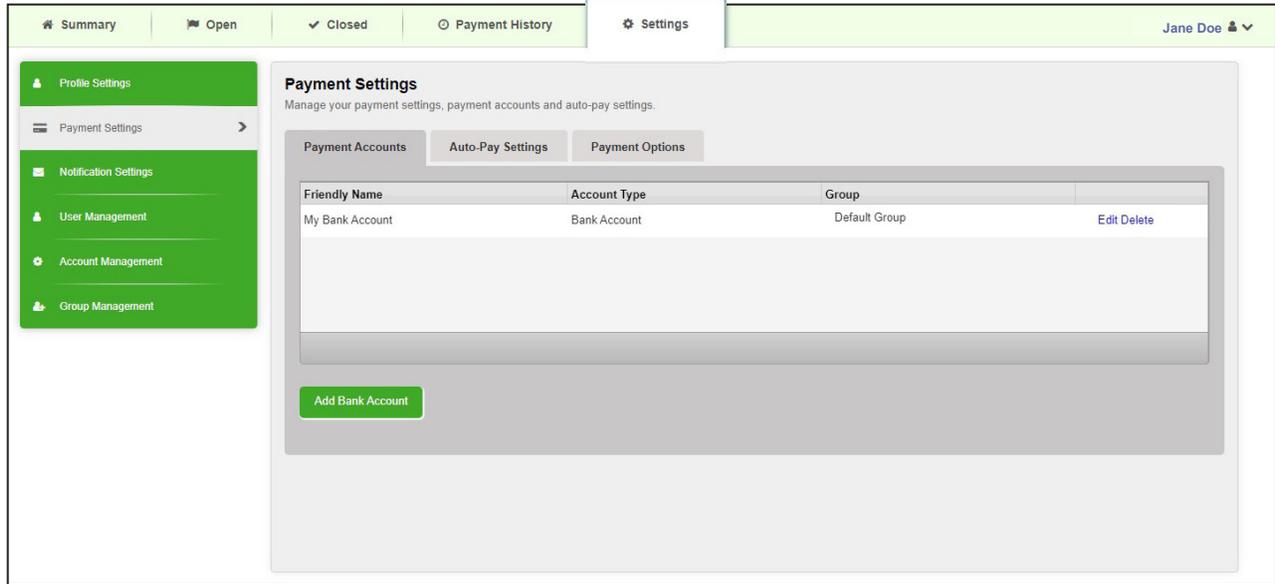
3. Click the “Payment Accounts” tab, then click the green “Add Bank Account” button.



4. Complete appropriate bank account information.
5. Check the “Default Group” box.
6. Click the green “Save” button.

The screenshot shows the 'Payment Settings' page in the Delta Dental system. The left sidebar contains navigation options: Profile Settings, Payment Settings (selected), Notification Settings, User Management, Account Management, and Group Management. The main content area is titled 'Payment Settings' and includes a sub-header: 'Manage your payment settings, payment accounts and auto-pay settings.' Below this are three tabs: 'Payment Accounts', 'Auto-Pay Settings', and 'Payment Options'. The 'Payment Accounts' tab is active, displaying a form with the following fields: Friendly Name (My Bank Account), Bank Name, Account Type (Business Checking), Name On Account, Routing Number, Account Number, Address 1, Address 2, City, State/Province (NJ), and Zip/Postal Code. A note below the form states: 'Your payment account must be assigned to at least one group. Select the group(s) from the list below that you want to assign the payment account to or add a new group.' Underneath this note is a table with one row: 'Group Name' with a checkbox checked next to 'Default Group'. At the bottom right of the form are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

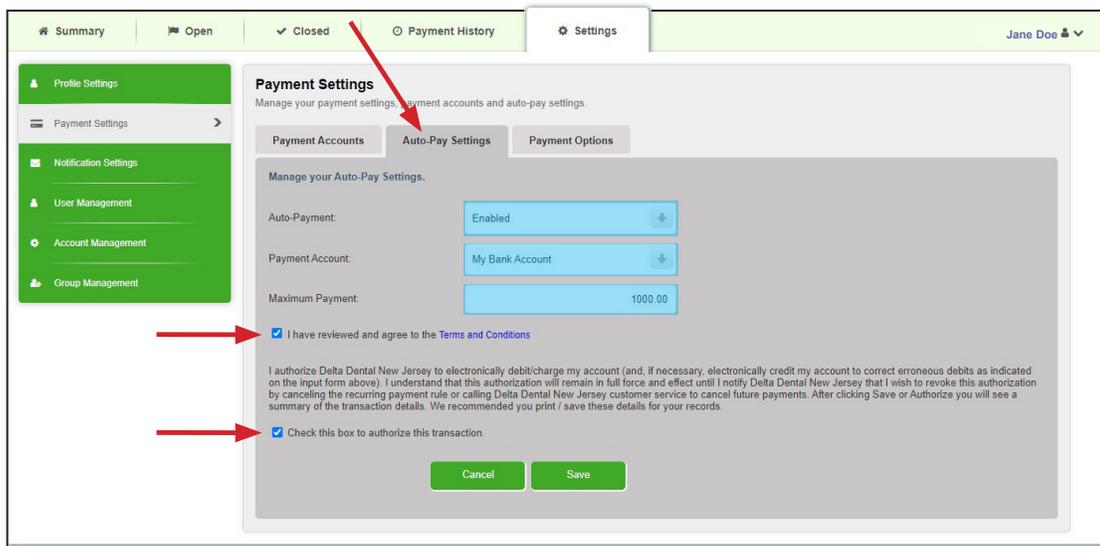
7. Your Bank Account information will be saved.



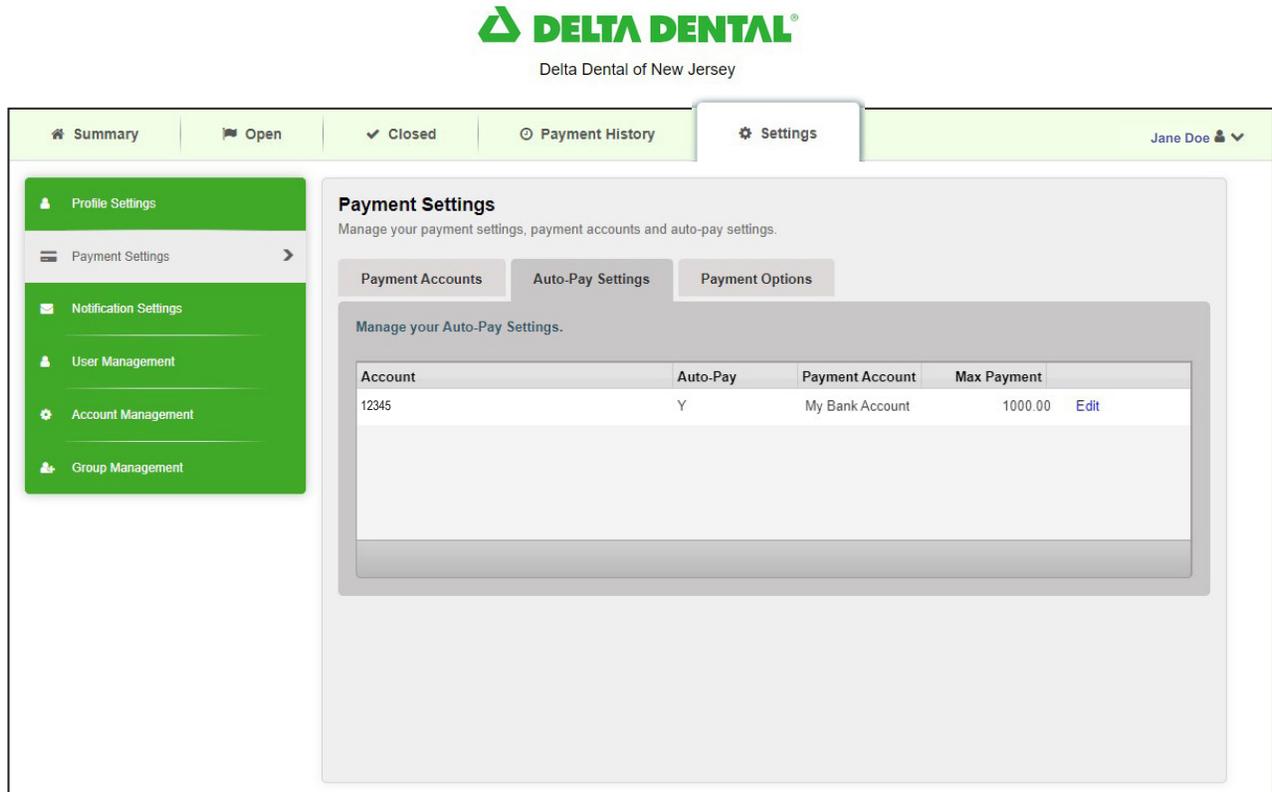
Enable Auto-Pay

Auto-Pay will be scheduled for future invoices only. Any current unpaid invoices will need to be scheduled by the user.

1. Under Settings, click the “Payment Settings” tab, then click on “Auto-Pay Settings.”
2. Enable “Auto-Payment.”
3. Choose your “Payment Account.”
4. Add a “Maximum Payment” threshold. The payment threshold is the maximum total due for a bill to be paid automatically. If the total due is greater than the payment threshold, the bill will not be automatically paid.



7. Your screen will look like this after Auto-Pay is enabled.



Whom can I contact if I have questions?

- Email questions to Billing@DeltaDentalNJ.com
- Call us at 1-800-452-9310 and follow the prompts