DENTAL

Employer Group Dental Portal



HRI DENTAL & VISION



Contents

THANK YOU FOR CHOOSING HRI AS YOUR DENTAL BENEFIT PROVIDER!

As a new group, your first step is to complete a group portal account – which will allow you access to your group's plan information. Once you are logged in, familiarize yourself with the available tools. Everything you need to administer your plan benefit is available here.

HOW TO:

CREATE A LOGIN Page 4

VIEW ACTIVE MEMBERSHIP INFORMATION Page 5

ADD NEW EMPLOYEES Page 5

TERMINATE EMPLOYEES Page 6

VIEW PLAN SPECIFICATIONS Page 7

VIEW ACCOUNT BALANCE Page 7

VIEW REPORTS Page 8

SEND A MESSAGE Page 9

UPLOAD DOCUMENTS Page 10

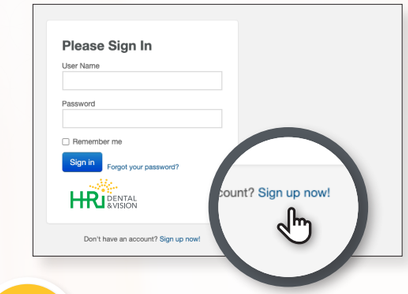
FIND A DENTIST Page 11

How To:

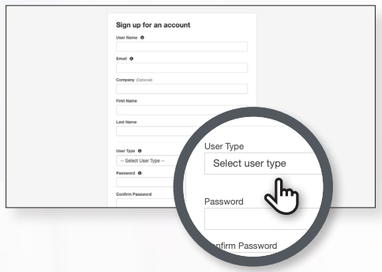
CREATE A LOGIN



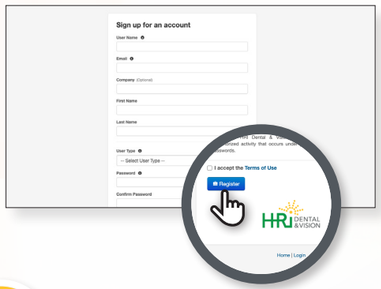
1 Go to **insuringsmiles.com** and select **"Login"** in the upper right corner.



2 Click **"Sign up now!"**

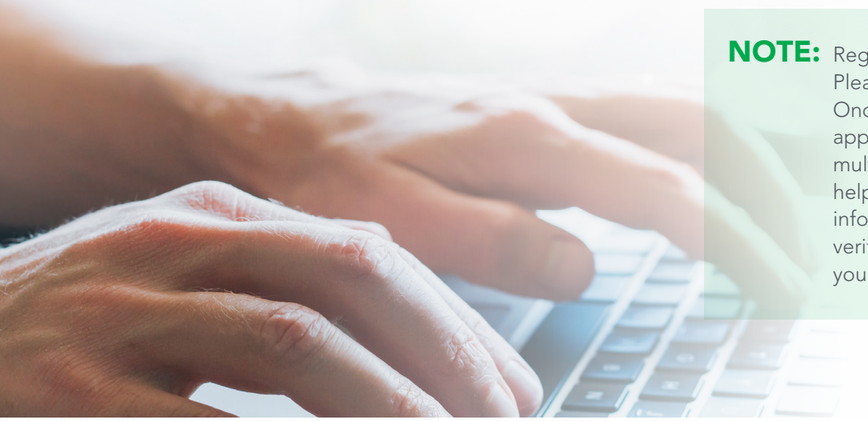


3 Select **"Employer Group"** as your user type and add in your HRI group number.



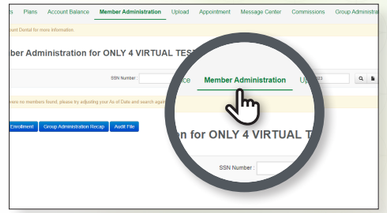
4 Complete the required information and click **"Register"**.

NOTE: Registration must be approved by HRI. Please allow 24 – 48 hours for completion. Once your account registration has been approved, you will be prompted to enable multifactor authentication (MFA). MFA helps protect your account and sensitive information by requiring a second verification step when signing into your account.



How To:

VIEW ACTIVE MEMBERSHIP INFORMATION

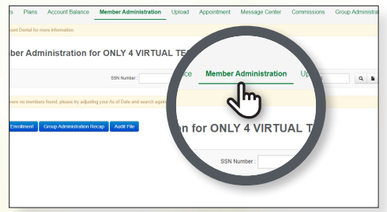


1 Select **"Member Administration"**. This screen will display all active members, current tier, rates and coverage dates. You can view past changes, make changes and see an overview of an employee's coverage.

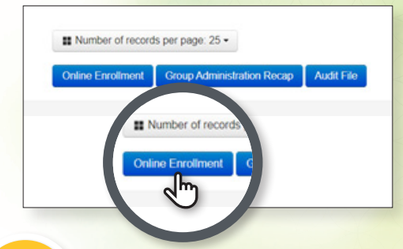
TIP: You can download and print membership cards for employees and their dependents.

How To:

ADD NEW EMPLOYEES



1 Select **"Member Administration"**.



2 Select **"Online Enrollment"**.

3 Add a new employee by filling out the required fields. If the employee you're adding has a spouse or dependent(s) to be covered, click **"Add Enrollee Under Member"** at the bottom of the page.

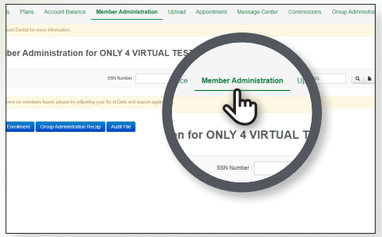
4 When you're finished adding the employee and their spouse/dependents, click **"Submit"**.

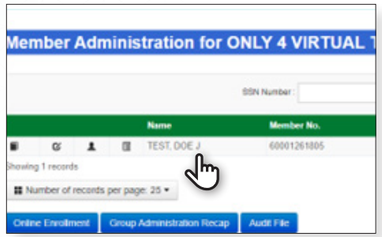
5 A pop-up will appear that will ask if you want to add another employee, if so, repeat steps 3 and 4.

6 Upon completion, you will be directed to a **"Group Administration Recap"**. On this page, you may review and edit the employee information you are preparing to submit. When you are finished reviewing your addition, click **"Group Administration Recap"** to submit the request to HRI.

How To:

TERMINATE EMPLOYEES





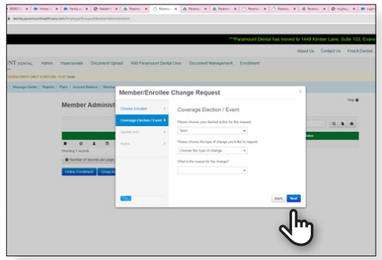
1. Select **"Member Administration"**.

2. Locate the employee whose coverage you would like to update and click the **"Edit"** icon.

3. Select the employee, spouse or dependent coverage that you would like to terminate and click **"Next"**.

4. Select the proper action, type and reason for the termination request and click **"Next"**.

5. Input a coverage term date, make any necessary changes to the information shown and click **"Next"**.

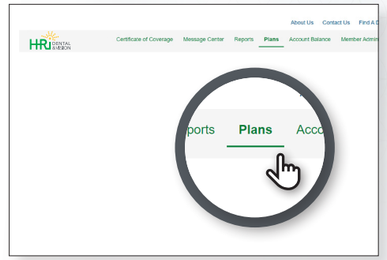


6. You'll see a message confirming that your change request was successfully created.

NOTE: Termination of the subscriber will auto-terminate coverage for all dependents.

How To:

VIEW PLAN SPECIFICATIONS

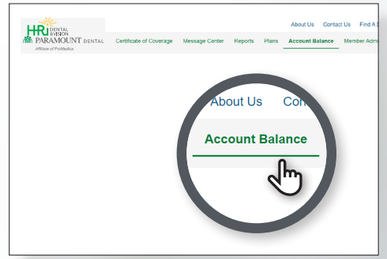


1. Select **"Plans"**.

NOTE: Your group information will be displayed as we have it in our system. From this page, you can view and/or print your plan book and product summary guide.

How To:

VIEW ACCOUNT BALANCE

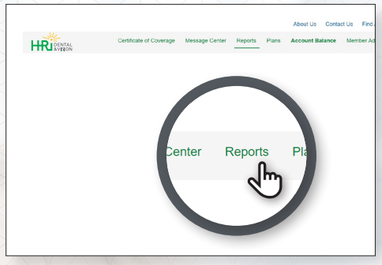


1. Select **"Account Balance"**.

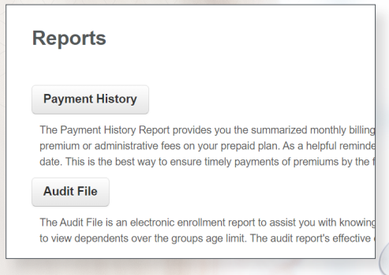
NOTE: This page contains your current and previous invoices and any outstanding balances.



How To:
VIEW REPORTS

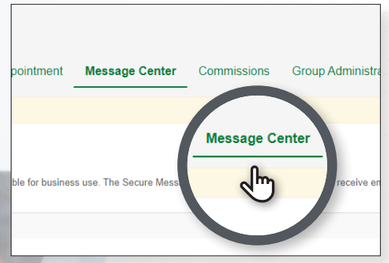


1 Select **"Reports"**.

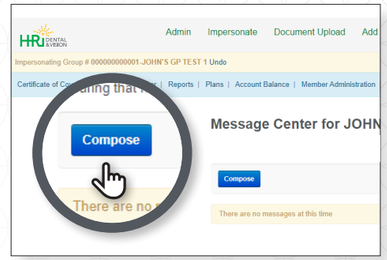


2 Click the name of the desired report and your information will be displayed.

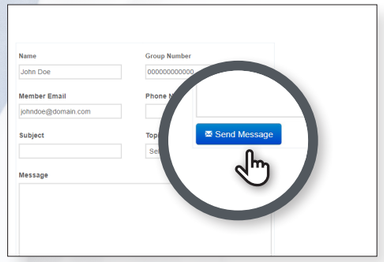
How To:
SEND A MESSAGE



1 Select **"Message Center"**.



2 To send a secure, HIPAA compliant message, select **"Compose"**.



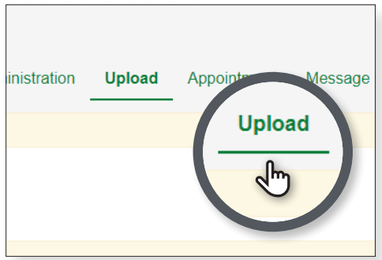
3 Notice the name, group number and member email automatically populate with your information. Please fill out the remaining fields before clicking **"Send Message"**.

NOTE: Responses from HRI will appear in your portal account inbox.

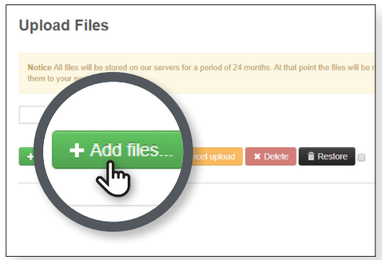
Questions ?

Our team stands ready to help you.
Contact us at **800-727-1444** or by email at **enrollment@insuringsmiles.com**

How To:
UPLOAD DOCUMENTS



1 Select **"Upload"**.



2 Click **"Add Files"**.

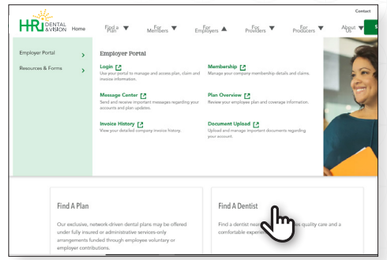


3 Find and select the files from your documents and submit them for a secure upload.

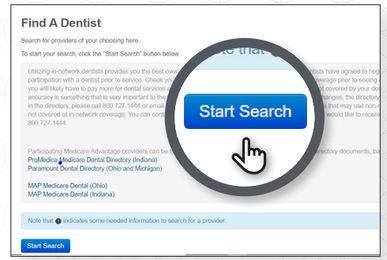
4 Once you have selected all the necessary files, click **"Start Upload"**.

NOTE: All files will be stored on servers for 24 months, at which point they will be removed permanently.

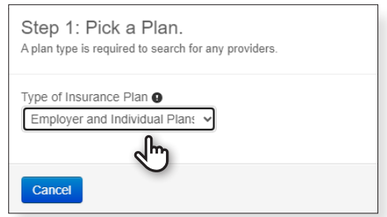
How To:
FIND A DENTIST



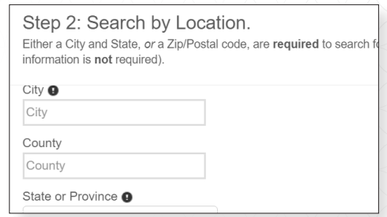
1 Select **"Find a Dentist"**.



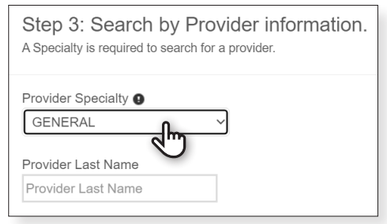
2 Select **"Start Search"**.



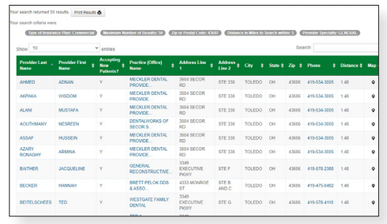
3 Select **"Employers and Individual Plan"** and then **"Next"**.



4 Enter search criteria with a minimum of **"City/State"** or **"Zip Code."** Then select **"Next"**.



5 Select **"Provider Specialty"** and then **"Next."** Select **"Maximum Number of Results"** and then **"Search"**.



6 Search results will populate. Hover your mouse over the location icon to view a simple map of the provider's office location. You can also click the location icon to be directed to a full page map of the area.

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