

Checklist for New Groups

2025

When establishing a new group, there are several essential documents necessary for an efficient implementation. To better serve our clients, DDOK has developed a checklist for large account setup and initial enrollment process.

- Application for Group Contract
 - Step 1:** Plan Effective Date
 - Step 2:** Employer Information
 - Step 3:** Eligibility and Enrollment
 - Step 4:** Employer Contribution
 - Step 5:** Plan Options and Plan Selection
 - Step 6:** Third Party Administrators *(Authorized group signature required)*
 - Step 7:** Billing and Payment Options *(Authorized bank signature required)*
 - Step 8:** Producer/Agent Information
 - Step 9:** Documents and Fulfillment
 - Step 10:** Acknowledgement and Signatures

Please note: Incomplete and/or inaccurate applications will result in processing delays. Please ensure the application is completed in its entirety and signed by the person authorized to contract for the group and, if applicable, producer.

- Initial Enrollment (select one):
 - [Enrollment Forms](#) completed and signed by each employee
 - Completed [One-time Load spreadsheet](#)
 - Not required for EDI (minimum of 75 subscribers required to use this method)

Send completed application, enrollment documents and other supporting materials to Sales@DeltaDentalOK.org or mail to:

Delta Dental of Oklahoma
Attention: Sales
 P.O. Box 54709
 Oklahoma City, Oklahoma 73154-1709