

# Key Functionality | Copying a Member

**DELTA DENTAL** Benefit Manager Toolkit © RED DELICIOUS [SIGN OUT](#)

**Ocean Shelly (Subscriber)** [SWITCH MEMBER](#)

**Member Details**

ID CARD | VIEW HISTORY TERMINATE | TRANSFER | **COPY** | EDIT

<b>Personal Info</b> Prefix: - Last Name: Shelly First Name: Ocean Single Name Indicator: No Middle Name: Sea Suffix: - Gender: Unknown Date of Birth: 03/04/1987 EEOB Indicator: No <b>Member ID Numbers</b> Member ID: ****0212 (View) Alternate ID: 931595133 (Delta Assigned)	<b>Eligibility</b> Member Type: Subscriber Eligibility Status: <b>ACTIVE</b> Reason: New enrollment Hire Date: - Eligibility Effective Date: 08/01/2021 Received Date: 08/04/2021	<b>Contact Info</b> Address: 123 ABC STREET, Jolly, MI, 12345 Country: - Country: US Email Address: - Phone Number: - Phone Ext: - Secondary: - Cell: - Fax Number: -
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Eligibility History

[COMPOSITE](#) [TRANSACTIONAL](#)

To **Copy a Member**, begin by navigating to the **Member** tab within the **Member Eligibility** section and searching for the desired member. Select a Member from the returned list to continue.

Once the selected Member's profile page populates, scroll down to the **Member Details** section and press **Copy**.

When the **Copy popup** appears, work through each section to copy the Member

**Copy Members**

SEARCH | CANCEL | SEARCH | SEARCH

Search for member to copy

Member Type: [Subscriber] | Name: Ocean Shelly

SEARCH

**Copy Members**

SEARCH | CANCEL | SEARCH | SEARCH

Select member attributes to include in copy

Member Type: [Subscriber] | Name: Ocean Shelly

SEARCH

**Copy Members**

SEARCH | CANCEL | SEARCH | SEARCH

Review member details

SEARCH

**Copy Members**

SEARCH | CANCEL | SEARCH | SEARCH

Complete copy

COMPLETE COPY

# Key Functionality | Copying a Member (continued)

**Copy Members** X

Copying From:		Copying To:					
Payer:	DDPMI	Payer:	DDPMI	Received Date:	-	Override Retro Enrollment Limit:	No
Group ID:	10642	Group ID:	10642	Hire Date:	-	Override Paid Claims:	No
Subgroup ID:	0001	Subgroup ID:	0002	Effective Date:	08/01/2021	Override Age Limits:	No

  

Name	Member Type	Details
Ocean Shelly	Subscriber	<span style="border: 1px solid green; padding: 2px;">Success</span>

CLOSE

When the Copy has been successfully completed, you will see a **Success** note in the **Details** section.

**DELTA DENTAL** | Benefit Manager Toolkit © RED DELICIOUS | SIGN OUT

**Ocean Shelly (Subscriber)** SWITCH MEMBER

**Family Enrollment**

Coverage Type: Subscriber Only ADD DEPENDENT

Member ID	Name	DOB	Member Type	Status	Eligibility Effective Date	Special Attribute	Merged
*****0212 (View)	Ocean Shelly	03/04/1987	Subscriber	FUTURE ACTIVE	08/05/2021	-	-

ⓘ Custodial Parent ⚠ Endangered ⚠ Overage

**Member Details**

ID CARD | VIEW HISTORY TERMINATE | TRANSFER | COPY | EDIT

<p><b>Personal Info</b></p> <p>Prefix: -</p> <p>Last Name: Shelly</p> <p>First Name: Ocean</p> <p>Single Name: No</p> <p>Indicator: -</p> <p>Middle Name: Sea</p> <p>Suffix: -</p> <p>Gender: Unknown</p> <p>Date of Birth: 03/04/1987</p> <p>EEOB Indicator: No</p> <p><b>Member ID Numbers</b></p> <p>Member ID: *****0212 (View)</p> <p>Alternate ID: 08042021 (Group Assigned)</p> <p>System Generated ID: 05000005854081</p>	<p><b>Eligibility</b></p> <p>Member Type: Subscriber</p> <p>Eligibility Status: <span style="border: 1px solid green; padding: 2px;">FUTURE ACTIVE</span></p> <p>Eligibility Status Reason: New enrollment</p> <p>Hire Date: -</p> <p>Eligibility Effective Date: 08/05/2021</p> <p>Received Date: 08/04/2021</p>	<p><b>Contact Info</b></p> <p>Address: 123 ABC STREET, Jolly, MI, 12345</p> <p>Country: -</p> <p>Country: US</p> <p>Email Address: -</p> <p>Phone Number: -</p> <p>Phone Ext: -</p> <p>Secondary: -</p> <p>Cell: -</p> <p>Fax Number: -</p>
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**Eligibility History** COMPOSITE | TRANSACTIONAL

Status	From Date	Through Date	Eligibility Status Reason	Waiting Period Exempt
ACTIVE	08/05/2021		New enrollment	No

After closing out of the **Copy workflow**, you will see the newly Copied Member(s) on the **Member Detail** page.