

Important College Tuition Benefit® Registration Notice for United Concordia Customers

There are now three ways for you to help get your employees registered for The College Tuition Benefit®!



- 1) **Census Submission (Best Practice).**
- 2) **Employees Self-Register through the CTB site.**
- 3) **Employees Self-Register through their MyDentalBenefits portal.**

Census - *Census is method of enrollment that ensures all your employees receive the benefit you are providing to them*

Census Example & Instructions

Please note all fields are required except for 'Employee Address 2' in order for the employee to be registered for The College Tuition Benefit® through the census upload. *Once the census is completed a Welcome email will be sent from SAGE Scholars inviting the employee to complete registration. Download a census template here: <https://unitedconcordia.collegetuitionbenefit.com/employer.html> Completed census should be emailed to: ucdsupport@collegetuitionbenefit.com.*

Company Name: ABC Company

United Concordia Client ID#: #####

Employee Last Name	Employee First Name	Relationship ¹	Date of Birth	Employee Address 1	Employee Address 2	Employee City	Employee State	Employee Zip	Employee Email
Frey	Beth	M	12/28/1967	150 E. Swedesford Road		Wayne	PA	19087	beth@abc.com
Smith	John	M	05/05/1955	762 Oak Lane		Ardmore	PA	19221	jsmith@abc.com
Johnson	Mike	M	10/12/1949	123 Lane Road		Etters	PA	17989	mike@gmail.com

¹Relationship Fields: M=Member

Employees Self-Register through the CTB site - Employees can self-register online through The College Tuition Benefit® website.

How the Employees can Self-register through The CTB site:

1. Go to: <https://unitedconcordia.collegetuitionbenefit.com/>
2. Click **Register Now**.
3. Enter Company Name and Number (can begin typing the Company Name and select from a dropdown box.)
4. Enter employee Member ID, Name and Email information and click on **Verify Eligibility** to begin registration.
5. Create a unique username password.
6. Add any eligible students if available.
7. Once initial steps are completed a Welcome email will be sent from **SAGE Scholars®** inviting the employee to complete registration.

Employees access MyDentalBenefits to register - Employees can also self-register online using the instructions below. If you elect to have employees self-register, please email all employees the program information and registration instructions found in the Employee Handout. Rewards are earned over time, so the sooner that your employees complete registration, the more rewards the employees will earn for their family.

Example of Self Registration through MyDentalBenefits:

1. Log into your **MyDentalBenefits** account at **UnitedConcordia.com**.
2. Verify your email address is correct by **clicking your name** in the upper right corner. **SAGE Scholars®** will use this email address to for all communications.
3. Click the **More** tab and select **College Tuition Benefit®**.
4. Click on the **Get Started** button and consent to participate.
5. Look for an email from SAGE Scholars to complete your sign up. This will typically arrive the next day – within 24 hours.

Don't have a *MyDentalBenefits* account? Create one at <https://unitedconcordia.com/GetMDB>.