

LIBERTY On-line Portal Help Guide

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System Requirements

- Internet Connection (Recommend Internet Explorer 11 or later)
- Adobe Acrobat Reader (To be able to display PDF images)

Office Number and Access Code

All contracted network dental offices are issued a unique Office Number and Access Code. These numbers can be found on your LIBERTY Dental Plan Welcome Letter and are required to register your office on LIBERTY's On-Line Provider Portal. If you are unable to locate your Office Number and/or Access Code, please contact our Member Services Department at (888) 700-0643 for assistance.

New Office Registration

1. To register a new Office, enter the following website address into your browser: www.libertydentalplan.com 2.

Click on **Register**



A designated Office Administrator should be the user to set up the account on behalf of all providers / staff. The Office Administrator will be responsible for adding, editing and terminating additional users within the office. 3. Select **Office** as the **TYPE** of user

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Home
Logon

LIBERTY DENTAL PLAN

PLEASE READ
Before you click "Create Account":
An email notification will be sent to the email address you provide. Once you receive the email, you must click on the "Activate My Account" link within the email to complete the Activation process.
Thank you for taking the time to complete your LIBERTY Itransact account.

Create an Account

1. Choose the TYPE of user you would like to create an account for: **Office** Select

2. Enter the following account information below:

Office Number:
Access Code:
Phone Number: () -
Account User First Name:
Account User Last Name:
Account User Name:
Account Password:
Confirm Password:
Email Address:

Create Account

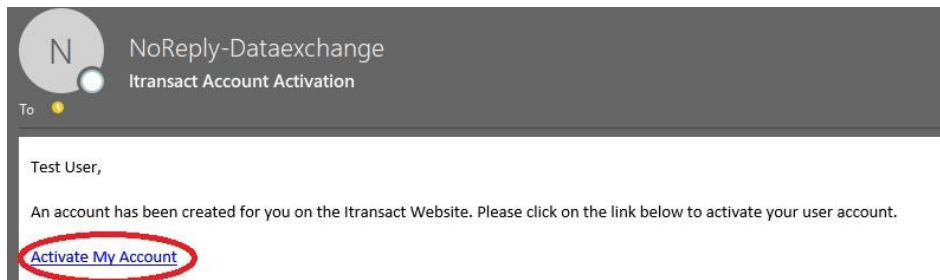
4. Fill out necessary information. Enter your 6-digit **Office Number** (include leading zeros). The **Office Number** and **Access Code** can be found in your LIBERTY Dental Plan Welcome Letter

Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:

- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#%&*)

5. Click **Create Account**

An email notification will be sent to the email address provided. To active account, please click on the "Activate My Account" link to complete the activation process.



Office Password Reset

1. Visit www.libertydentalplan.com

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LIBERTY DENTAL PLAN

Home | Careers | Exchange Payment | Languages: Español • Tiếng Việt • 普通话 | LOGIN

ABOUT LIBERTY MEMBERS PROVIDERS AGENTS & BROKERS PROGRAMS STATE SITES

Individual & Family Plans

Find a Dentist

Medi-Cal

Nevada Medicaid

Texas Activities

Health Insurance Exchange

Provider Self Service Tools

GRIEVANCE FORMS

Florida & Missouri Family Dental Plans

For families & employers through the Federal Health Insurance Marketplace [find out more](#)

HealthCare.gov

Online Account Services

New users, why register?

Members
24/7 Access
View Claim Status
Print \ Request ID Card
View benefit plan

Providers
24/7 Access
Check Eligibility
Submit Claims
View Claim Status

Returning users, please login for:
Members, Offices, Providers, Groups

Register LOGIN Forgot my password

State Sites or Group Sites

To view LIBERTY Dental Plan state specific information, please choose a state below.

Select your state:
LIBERTY Dental Plan California

GO TO STATE

Group & Plan Partner Sites
AlohaCare

GO TO GROUP

Language Assistance Services

Notice of Non-discrimination ("NDN")

News

08/17/2018 : Notice to Members Impacted by the California Wildfires

If you've been affected by the recent California wildfires, please read this important message.

08/07/2018 : LIBERTY Awarded Florida Medicaid Statewide Dental Plan Contract

IRVINE, Calif.-- LIBERTY is pleased to announce that on June 28, 2018, the Florida Agency for Health Care Administration (AHCA) published its Notice of Intent to Award a Florida Medicaid

On the next screen

2. Click Forgot my password

LIBERTY DENTAL PLAN

Home

Logon

Please login by entering your assigned username and password

User Name

Password

I'm not a robot

Logon

[Click here to create a new user...](#)

Forgot Password

3. Enter Username

LIBERTY DENTAL PLAN

Home

Logon

Forgot Password

Please enter your username and we will send you a link for resetting your password to the email address on your record.

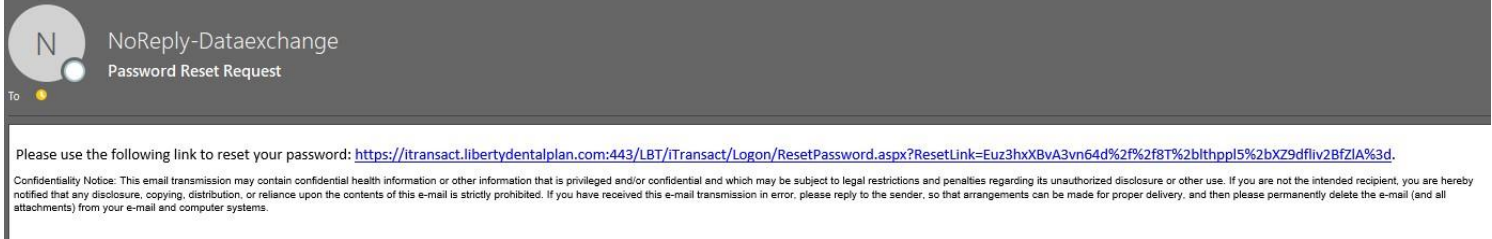
Username:

Reset

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4. Click **Reset**

An email notification will be sent to the email address provided. To reset account, please click on the link provided within the email.



5. Fill out necessary information.

The image shows a screenshot of the Liberty Dental Plan website. The header features the 'LIBERTY DENTAL PLAN' logo. Below the logo, there are navigation links for 'Home' and 'Logon'. The main content area displays a 'Reset Password' form. The form includes the instruction '2. Enter the following account information below:' followed by three input fields: 'Account User Name:', 'New Password:', and 'Confirm Password:'. A 'Reset Password' button is located at the bottom of the form.

Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:

- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#%&*)

6. Click **Reset Password**

New Member Registration

1. To register a new Member, enter the following website address into your browser: www.libertydentalplan.com

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2. Click on Register



Each Member of a family may have their own account. All LIBERTY member numbers have -01 for the primary account holder, -02 for spouse, -03, -04 etc., for children and other family members. Your card might not show this information, but is necessary when registering.

3. Select Member as the TYPE of user

The image shows the 'Create an Account' form on the Liberty Dental Plan website. The form is titled 'PLEASE READ' and includes instructions: 'Before you click "Create Account"! An email notification will be sent to the email address you provide. Once you receive the email, you must click on the "Activate My Account" link within the email to complete the Activation process. Thank you for taking the time to complete your LIBERTY iTransact account.' The form has a section for '1. Choose the TYPE of user you would like to create an account for:' with a dropdown menu set to 'Member' (circled in red) and a 'Select' button. Below this is a section for '2. Enter the following account information below:' with input fields for Member First Name, Member Last Name, Member Number, Date of Birth (mm/dd/yyyy), Account User Name, Account Password, Confirm Password, and Email Address. A 'Create Account' button is at the bottom.

4. Fill out necessary information. Enter your First and Last Name, Member Number (Example: xxxxxx-01) and Date of Birth

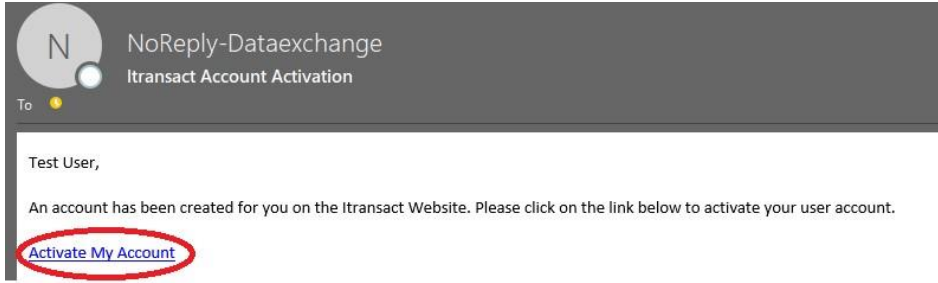
Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:

- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#%&*)

5. Click Create Account

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An email notification will be sent to the email address provided. To active account, please click on the “Activate My Account” link to complete the activation process.



Member Password Reset

1. Visit www.libertydentalplan.com

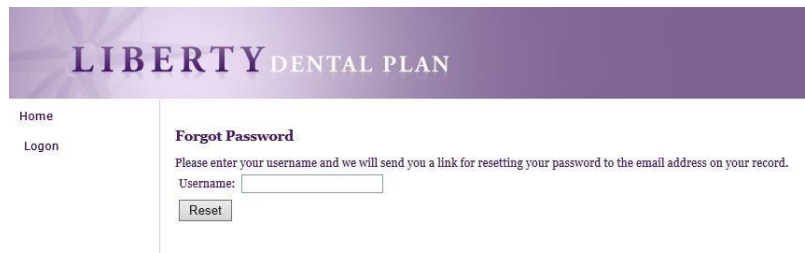


2. Click **Forgot my password**



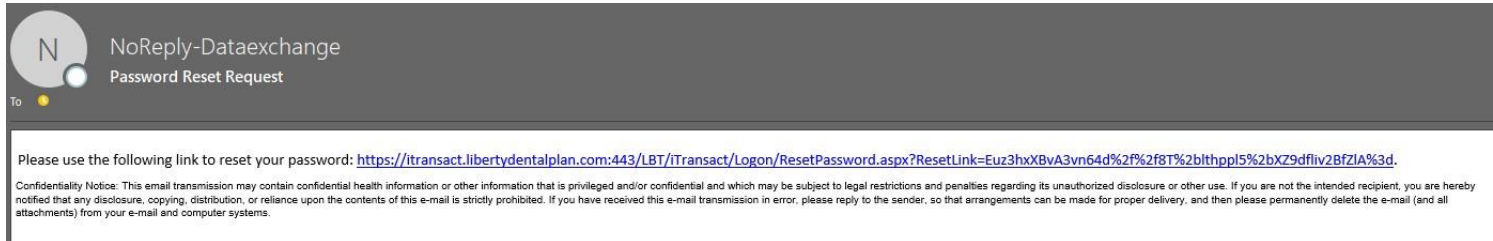
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3. Enter Username



4. Click Reset

An email notification will be sent to the email address provided. To reset account, please click on the link provided within the email.



5. Fill out necessary information.



Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:

- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#%&*)

6. Click Reset Password