

Delinking Users in Optum ID for dbp.com

1. Login at the provider portal.
2. The email must be unique and not currently being used on another platform served by Optum ID.
3. At the Dentist Search screen, input the required fields.

Welcome Jaime Leeper | [Log Out](#)

Dentist Search 1

Dental Portal Internal Administrator User Information

First Name: Jaime **Last Name:** Leeper **Email Address:** jaimeleepertesting@outlook.com

Enter Information About Dentist Office

***Dentist First Name:** ***Dentist Last Name:** ***Business Tax ID:**

***Business Zip:**

* Indicates a required field.

[CLEAR](#) [VERIFY](#)

4. Select the dentist to which you are administering for.

Select Dentist for User Search

Please select the dentist name and address below that requested to have a user relationship terminated. Once you select a dentist we will search for all users with a current active relationship to that dentist.

SHAH, TARA K.
226 FLUOR DANIEL DR
Sugar Land TX 77479
Practitioner ID: 000000300462

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5. Select User that is to be delinked. Click Continue.

Select User

Please select an Optum ID User to terminate their relationship to the previously selected dentist.

- Jeff Lebowski
OPTUM ID: JeffLebowski

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6. Double check and confirm if this is the user that needs to be disconnected.

Verify User Selection

The Optum ID user below will have their relationship to the previously selected dentist terminated once you click the VERIFY button.

Optum ID: JeffLebowski
User: Jeff Lebowski

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VERIFY

7. Voila! The task is now complete.

User Terminated from Dentist - Confirmation

Termination Successful

The selected user has been successfully terminated from the dentist.

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Please note that this process does NOT terminate the user ID. Instead, it “delinks” the user ID from the dentist’s record. The user will still have an Optum ID and can re-register for the dbp.com portal should they work at a different dental office.

