Broker Services Portal (BSP) Quick Guide

How to access Small Business renewals for Group Brokers

- 1. On the left navigation menu, click **Group Brokers.** *Image 1*
- 2. Click Small Business Renewals. Image 2
- 3. Click the field under **Search by Client.** Start typing and select the **client name** from drop-down. *Image 3*



2	eligibility	Group Broker Group Brokers/Block of Business/Client Name
	Billing	Block of Business Small Business Renewals Broker Rate Calculator
	o Banking	V First Name Last Name
	Benefits	V First Name Last Name
	Reports	

3	Billing	Group Broker Group Brokers/Small Business Renewals/ Agency Name
	5 Banking	Block of Business Commission Statement Commission Reports Small Business Renewals Broker Rate Calculator
	Benefits	Search Small Business Renewals O Renewal results reflect the most recent contract renewal for each client within your access.
	Reports	Questions? Contact our Small Business Team at 800-906-5250 (Option 2) or email us at DeltaDentalConnect@DeltaDentalMN.org
	Users	Search by Utient select a Client jelect
	Group Brokers	Client Name

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- 4. You will see the product name and the renewal date. Click the **icon** next to each renewal record to download the renewal letter and dental and/or vision plan details. *Image 4*
- 5. Click **Clear** before selecting another client. *Image 5*

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MN-000001-0001-0000001-Dent_FLX_1000_SPD.PDF	
MN-000001-0001-0000001-Renewal_LTR.PDF	

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Search by Client			
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