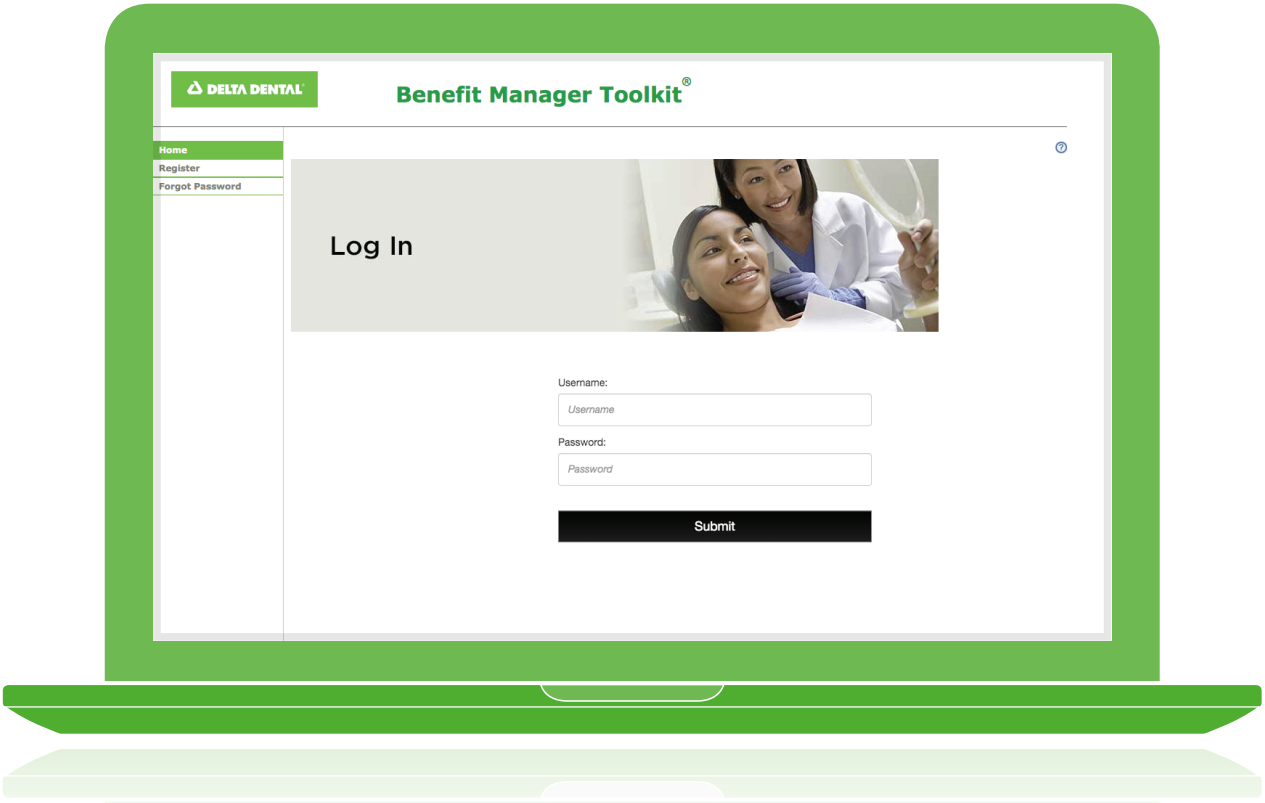


Delta Dental of Minnesota Benefit Manager Toolkit®
Quick Guide

Client Admin

Enrollment

DELTA DENTAL®

Delta Dental of Minnesota

Benefit Manager Toolkit® Quick Guide

How to register

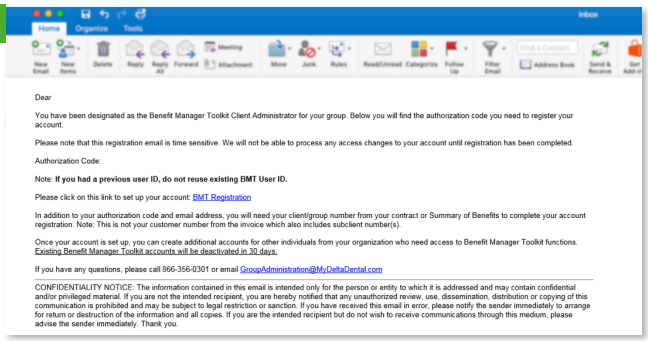
Collect all of the information need for registration. There are three pieces of information needed to complete the registration process:

1. The authorization code received in an email from DoNotReply@mydeltadental.com
2. The email address that the authorization code email was sent to
3. Your Client ID

   Your Client ID:

   - *The Client ID is your 6 digit group number*
   - *It can be found on mail and email communications from Delta Dental of Minnesota*
   - *It may also be referred to in contract or summary plan description documents that you received from Delta Dental of Minnesota*
   - *If you do not know your Client ID, please contact us at clientsuperuser@deltadentalmn.org*

1



Dear

You have been designated as the Benefit Manager Toolkit Client Administrator for your group. Below you will find the authorization code you need to register your account.

Please note that this registration email is time sensitive. We will not be able to process any access changes to your account until registration has been completed.

Authorization Code:

Note: **If you had a previous user ID, do not reuse existing BMT User ID.**

Please click on this link to set up your account: BMT Registration

In addition to your authorization code and email address, you will need your client/group number from your contract or Summary of Benefits to complete your account registration. Note: This is not your customer number from the invoice which also includes subclient number(s).

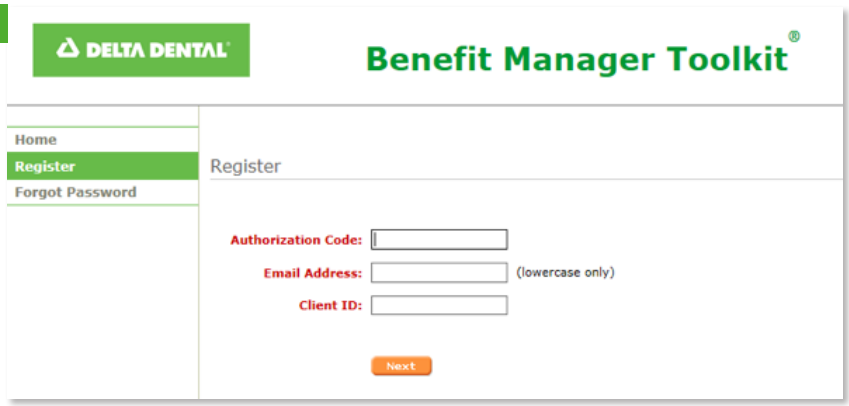
Once your account is set up, you can create additional accounts for other individuals from your organization who need access to Benefit Manager Toolkit functions. Existing Benefit Manager Toolkit accounts will be deactivated in 30 days.

If you have any questions, please call 866-356-0301 or email GroupAdministration@MyDeltaDental.com

CONFIDENTIALITY NOTICE: The information contained in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. If you are not the intended recipient, you are hereby notified that any unauthorized review, use, dissemination, distribution or copying of this communication is prohibited and may be subject to legal restriction or sanction. If you have received this email in error, please notify the sender immediately to arrange for return or destruction of the information and all copies. If you are the intended recipient but do not wish to receive communications through this medium, please advise the sender immediately. Thank you.

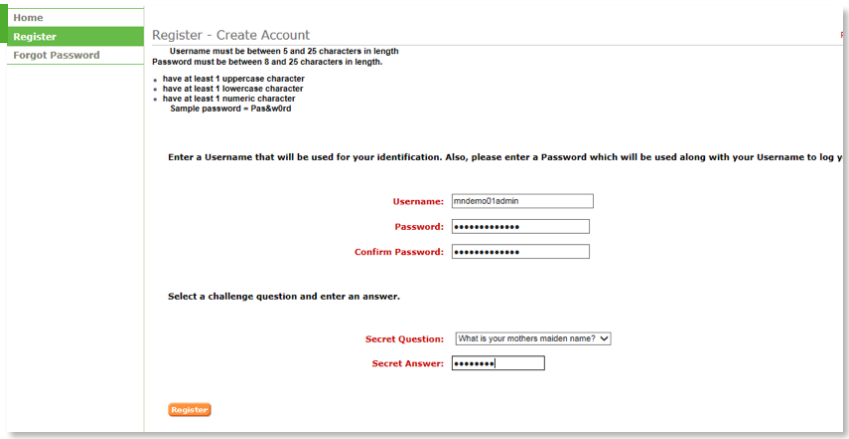
2. Using the above information, fill in the correct fields on the registration page.

2



3. Create a new account including Username, password and account recovery challenge question.

3



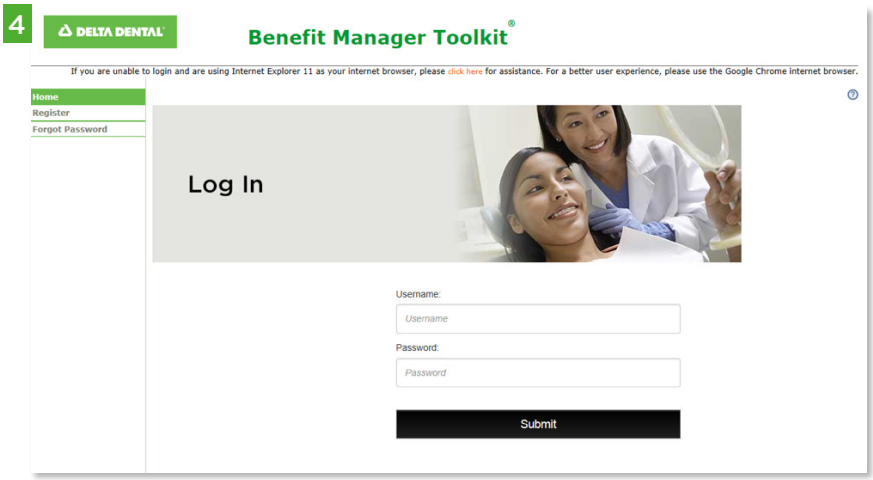
Delta Dental of Minnesota

Benefit Manager Toolkit® Quick Guide

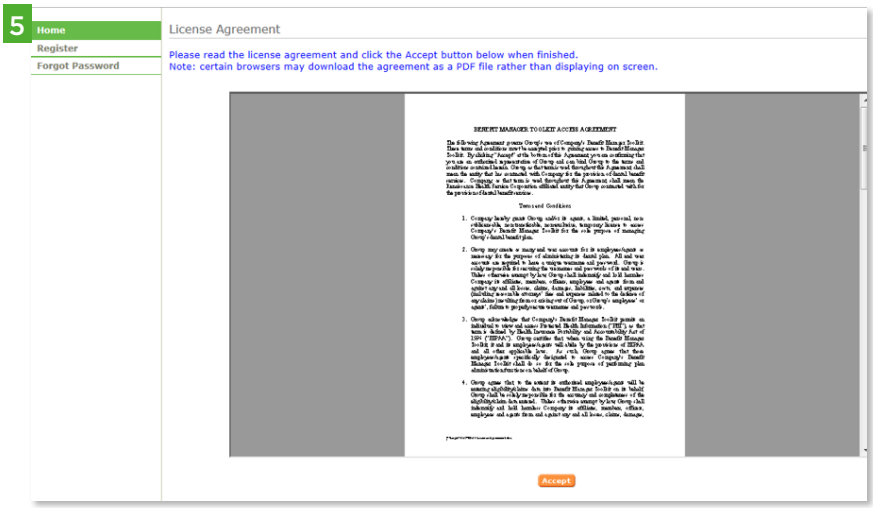
How to register

4. Once you have completed the registration process, click on **Home** in the left navigation menu.

   Login using your newly created credentials.



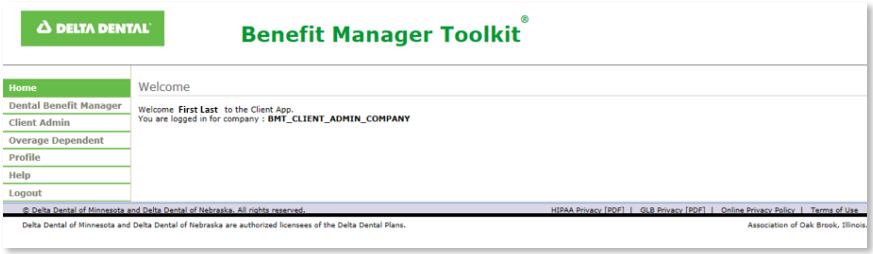
5. Accept the access agreement.



Once on the home page, you may access the toolkits functionality by expanding the left hand navigation menu.

Client Admin will provide access to add and update users within your organization that need access to the portal.

Dental Benefit Manager will provide access to enrollment, client benefits, billing and more.



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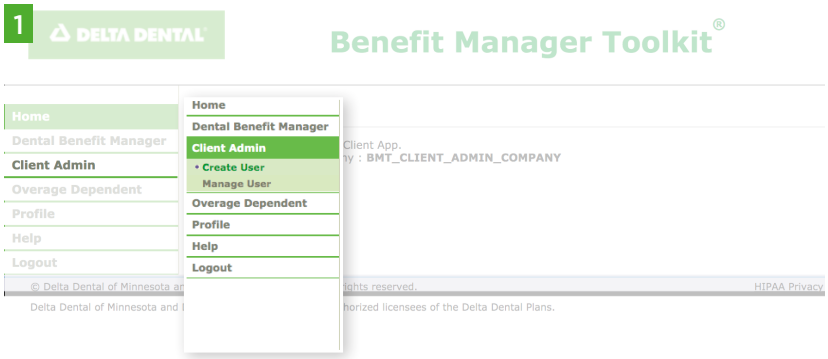
Benefit Manager Toolkit® Quick Guide

How to create a delegate

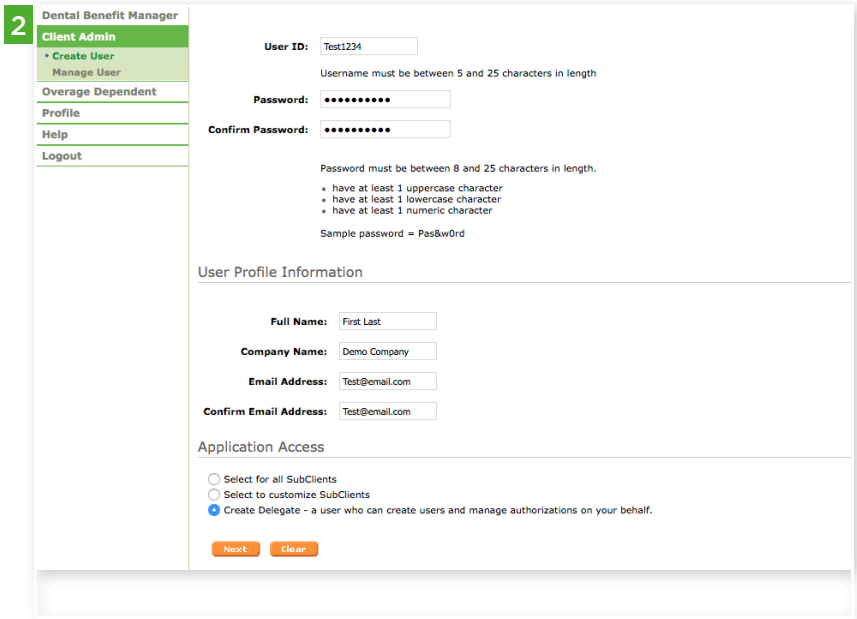
1. Click **Client Admin** to access features of the BMT.

   In the expanded menu, click **Create User.**

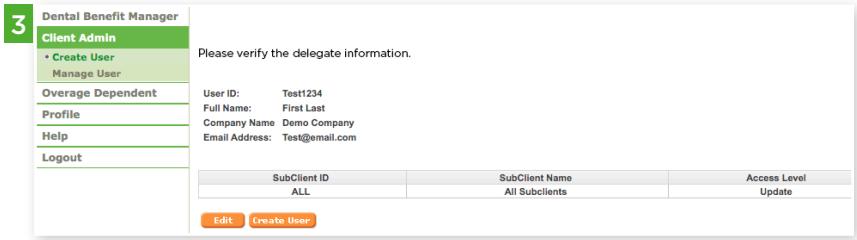


2. Enter the new delegate's information and select "Create Delegate" under Application Access.

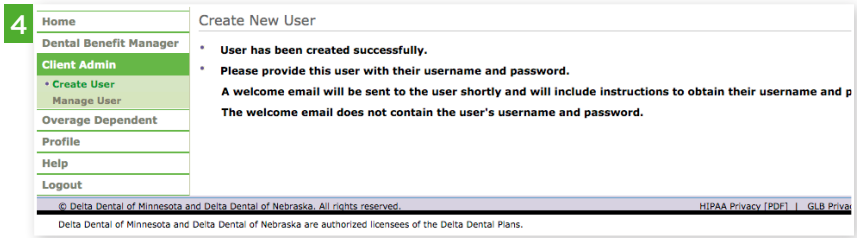
   Click **Next.**



3. Verify that the new delegate's information is correctly populated. Click **Create User.**



4. You can now provide the new user with their username and password.



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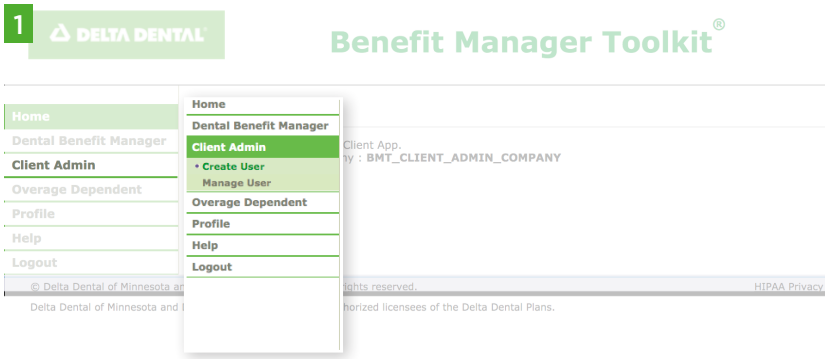
Benefit Manager Toolkit® Quick Guide

How to add a user

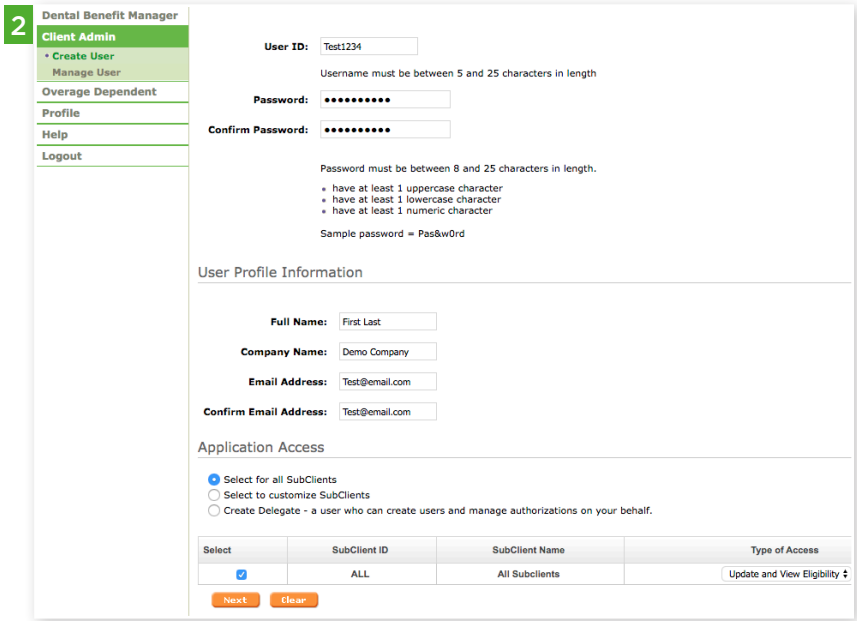
1. Click **Client Admin** to access features of the BMT.

   In the expanded menu, click **Create User.**



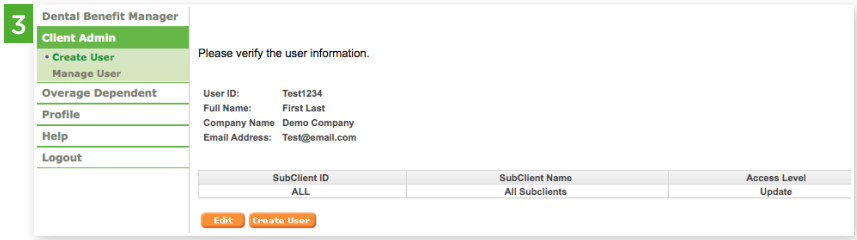
2. Enter the new user's information and select the correct SubClient option.

   Click **Next.**

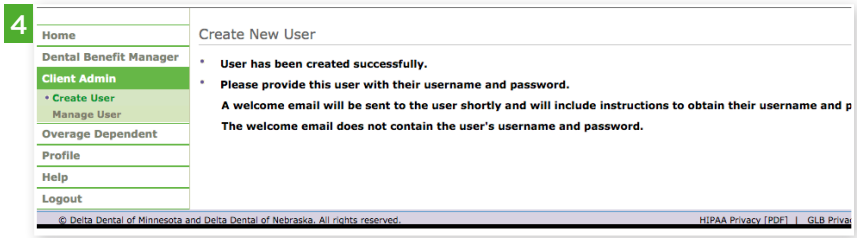


3. Verify that the new user's information is correctly populated.

   Click **Create User.**



4. You can now provide the new user with their username and password.



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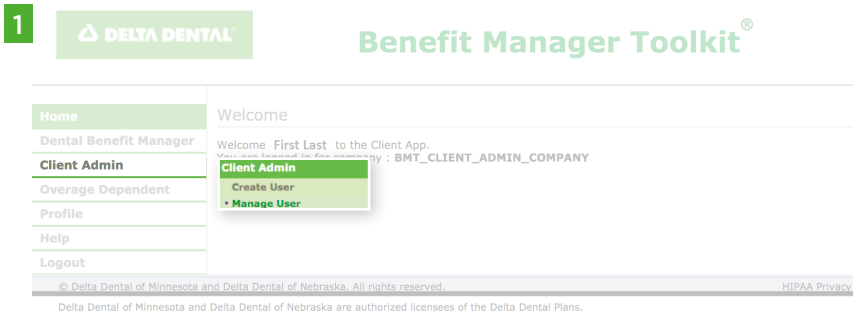
Benefit Manager Toolkit® Quick Guide

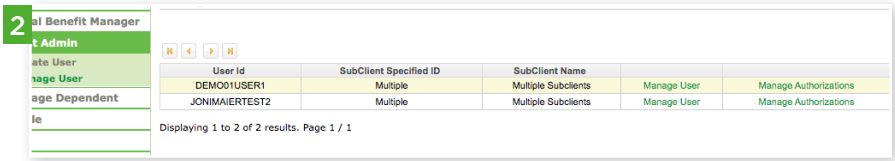
How to update a user

1. Click **Client Admin** to access features of the BMT.

   In the expanded menu, click **Manage User.**

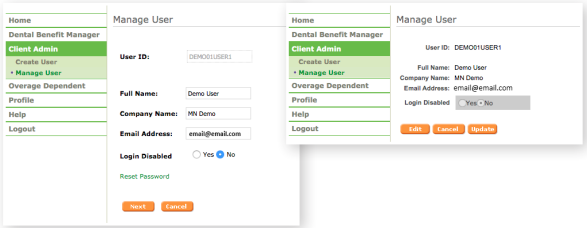


2. You can choose to manage both the user information as well as user authorizations.



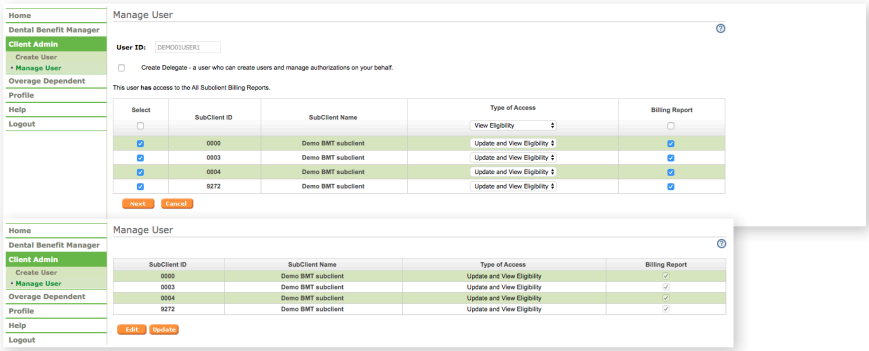
Manage User allows you to manage the user's name, company name, email address and loin in capability.

Once the information is correct, click **Update** to apply changes.



Manage Authorizations allows you to manage the user's authorizations and sub-clients.

Once the information is correct, click **Update** to apply changes.



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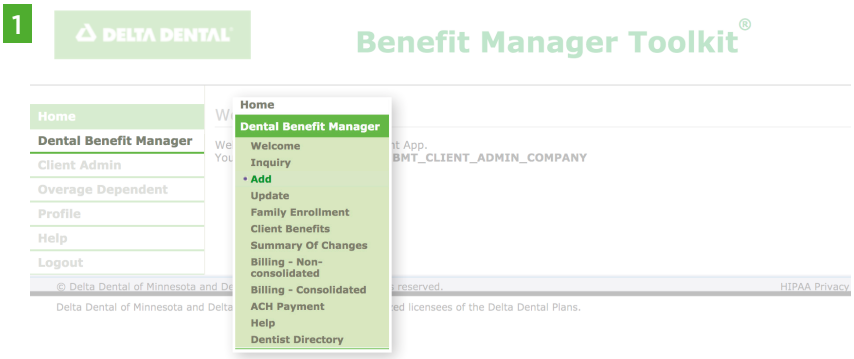
Benefit Manager Toolkit® Quick Guide

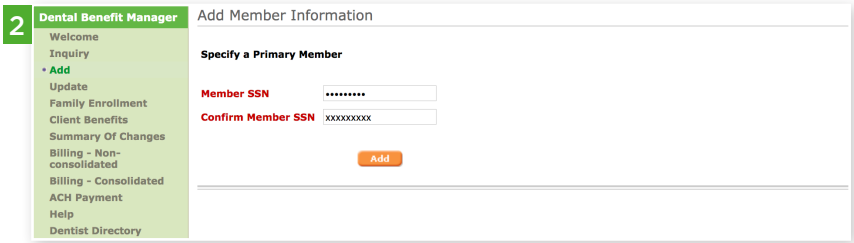
How to add a member

1. Click **Dental Benefit Manager** to access features of the BMT.

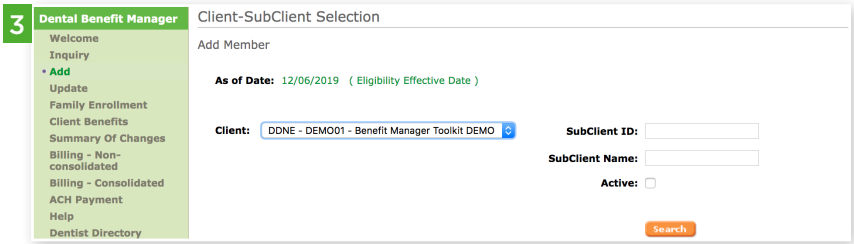
   In the expanded menu, click **Add.**



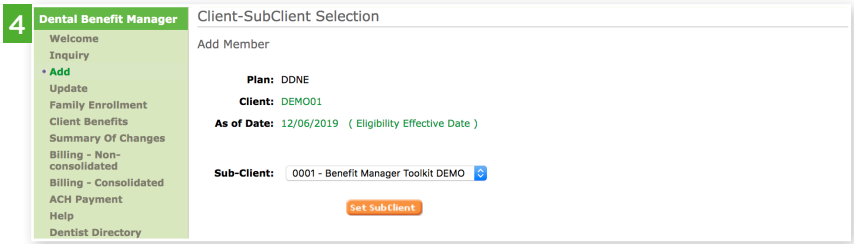
2. Enter the member's Social Security number and click **Add.**



3. Select Client ID from the drop down menu and click **Search** to add a member.



4. Set the Sub-client from the drop down menu (previously called sub group).



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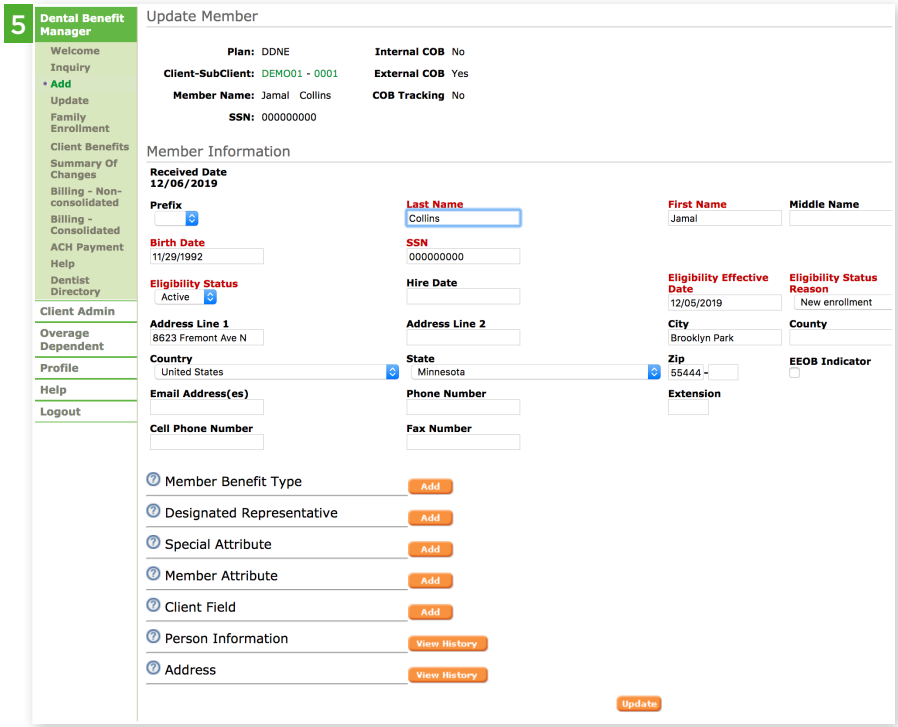
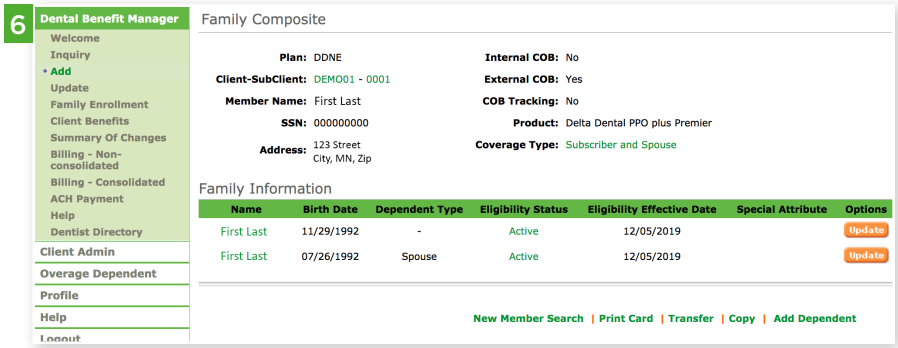
Benefit Manager Toolkit® Quick Guide

How to add a member

5. Enter the member's Information and click **Update.**



6. The member information will now populate.



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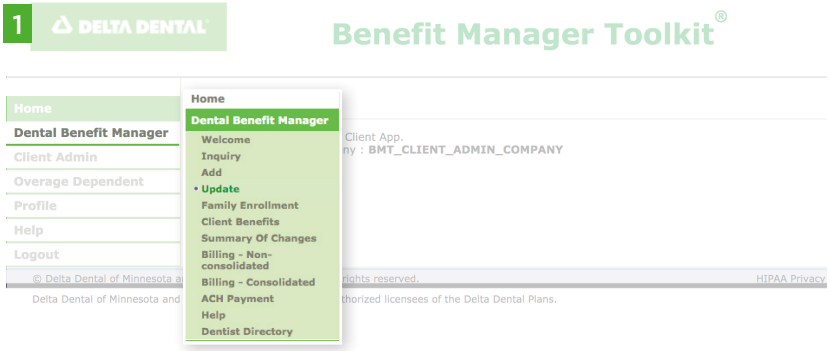
Benefit Manager Toolkit® Quick Guide

How to terminate a member

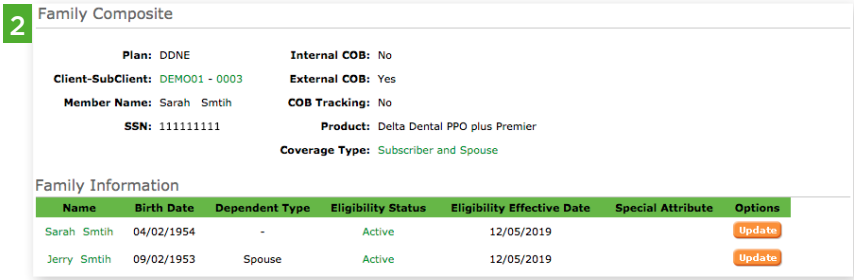
1. Click **Dental Benefit Manager** to access features of the BMT.

   In the expanded menu, click **Update.**



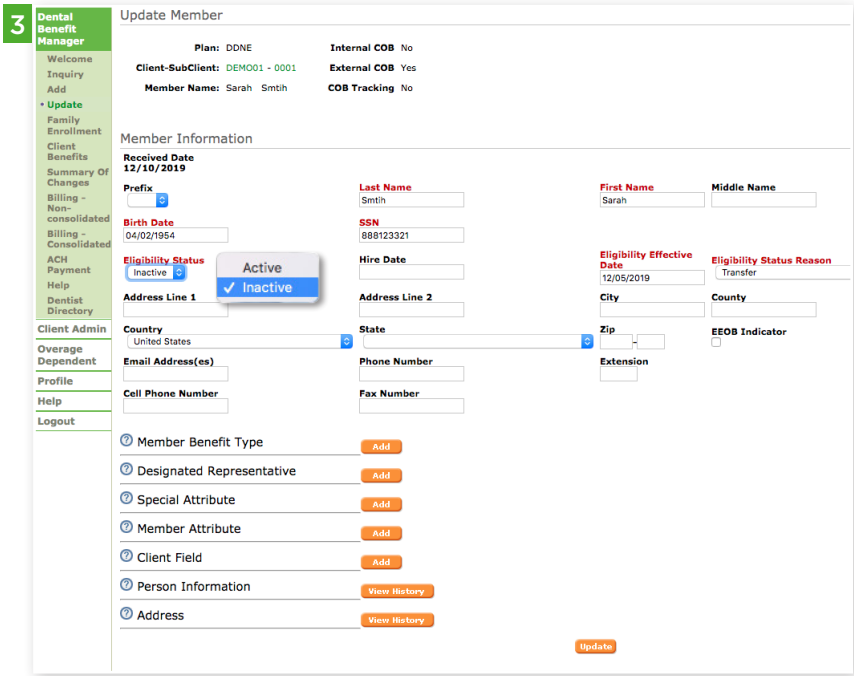
2. Enter the members ID number and click **Search.**

   Select the member you wish to terminate and click **Update**.

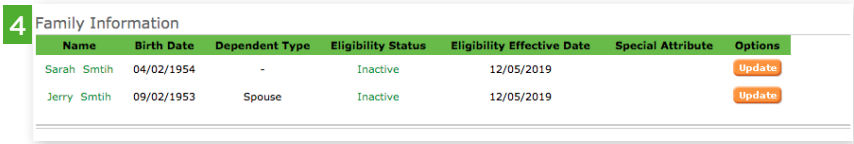


3. Under **Eligibility Status**, select **Inactive**.

   In the E**ligibility Effective Date** field, enter the date you wish coverage to end. This date is the 1st day without coverage and click **Update.**



4. The member will now show up as inactive status.



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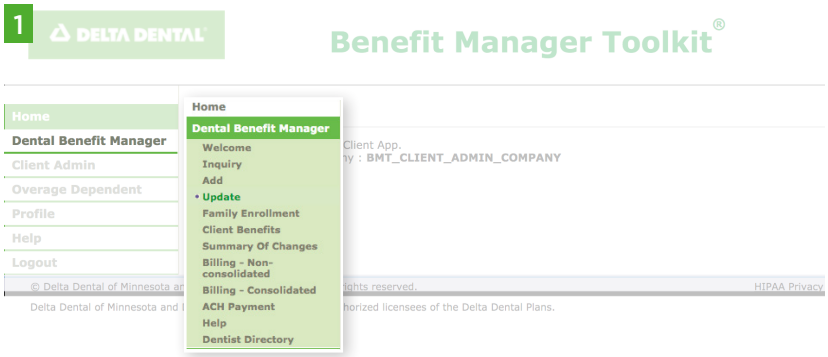
Benefit Manager Toolkit® Quick Guide

How to reinstate a member

1. Click **Dental Benefit Manager** to access features of the BMT.

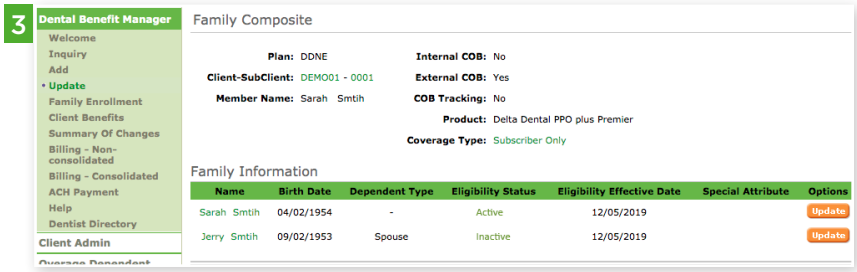
   In the expanded menu, click **Update.**



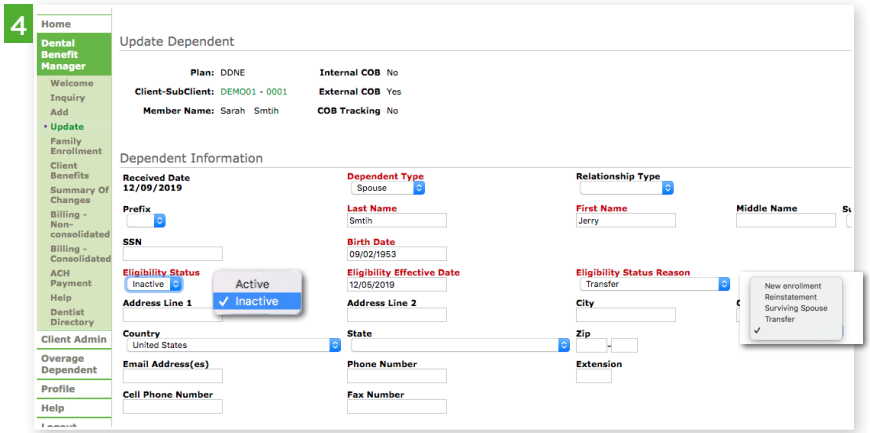
2. Enter the members ID number and click **Search.**

   Select the member to reinstate.

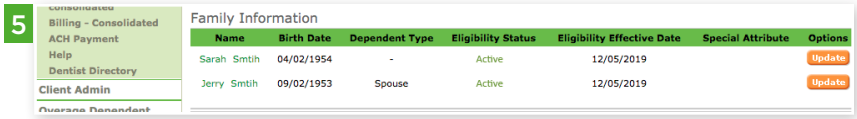
3. Select **Update** on the correct member.



4. Under **Eligibility Status**, change to active and enter the **Eligibility Status Reason.**



5. The member will now show as active eligibility status.



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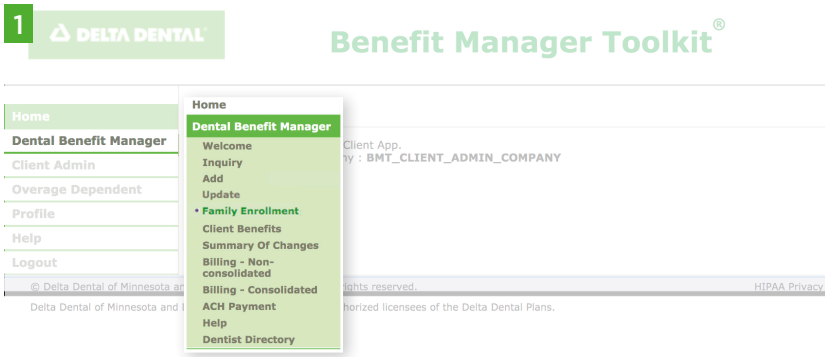
Benefit Manager Toolkit® Quick Guide

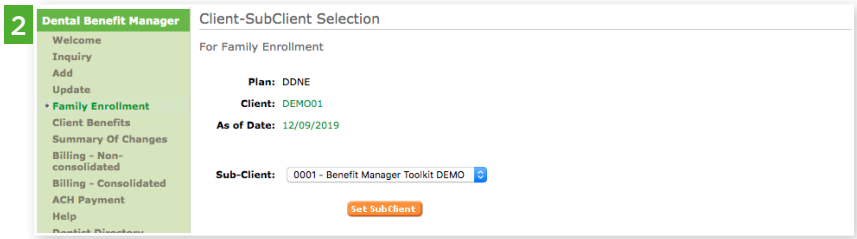
How to add a family

1. Click **Dental Benefit Manager** to access features of the BMT.

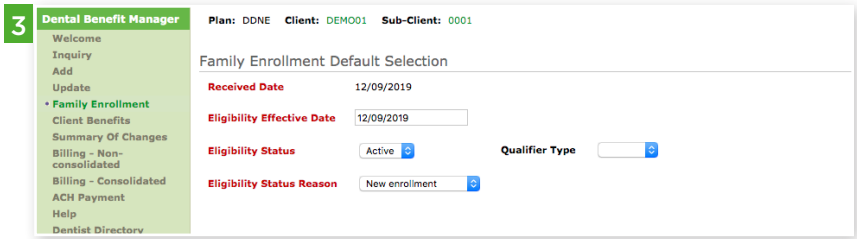
   In the expanded menu, click **Family Enrollment.**



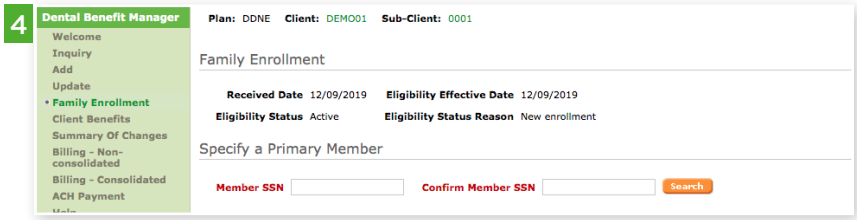
2. Select the Sub-client.



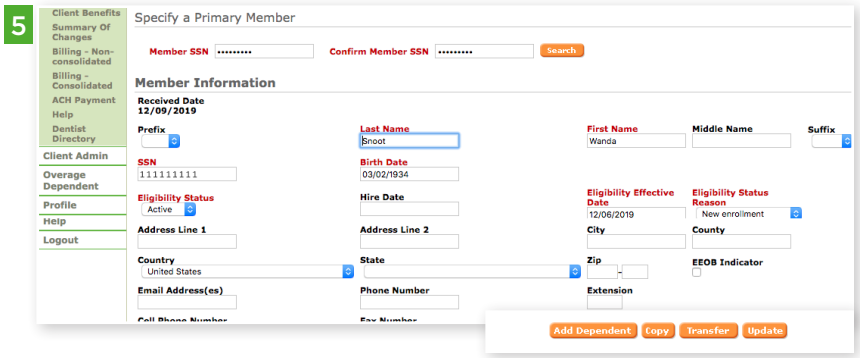
3. Enter the plan information.



4. Enter the member's Social Security number.



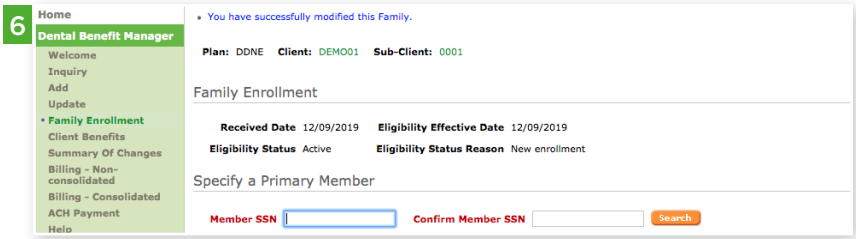
5. Enter the member's information and click **Update** at the bottom of the page.



Benefit Manager Toolkit® Quick Guide

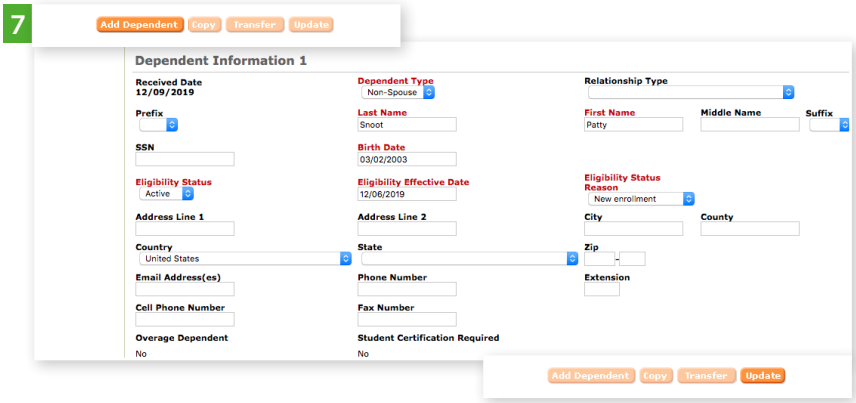
How to add a family

6. You will receive a prompt that notifies that family enrollment was created successfully.

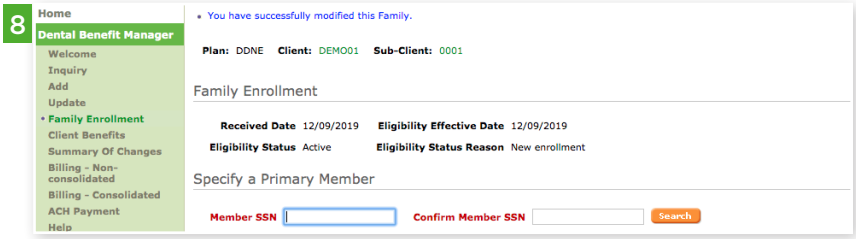


7. If you would like to add a dependent, follow steps 1 - 3 and click **Add Dependent** on the bottom of the member information page.

   Click **Update** at the bottom of the page once all dependent information has been entered.



8. You will receive a prompt that notifies that family enrollment was created successfully.



9. Family information will display when searching on member ID.

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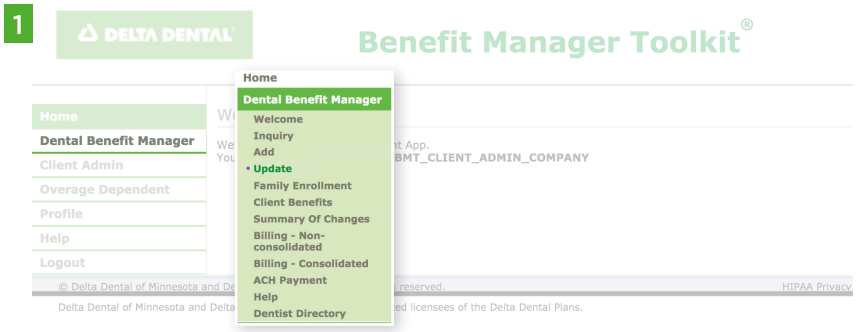
Benefit Manager Toolkit® Quick Guide

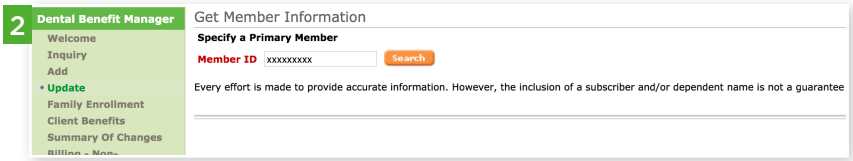
How to add a dependent

1. Click **Dental Benefit Manager** to access features of the BMT.

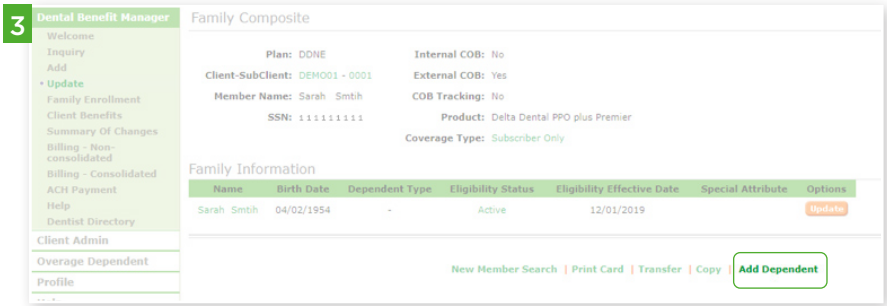
   In the expanded menu, click **Update.**



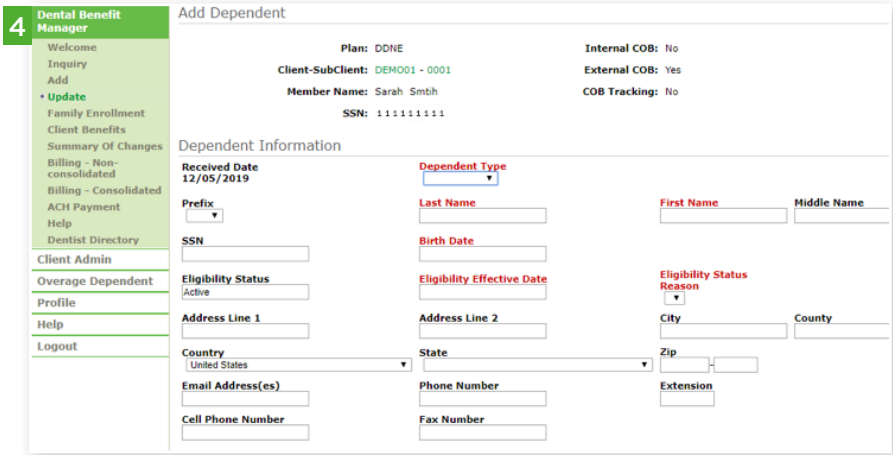
2. Enter the Subscriber's ID Number and click **Search.**



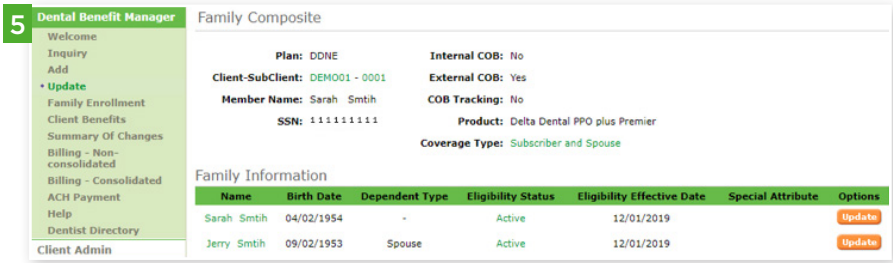
3. Select **Add Dependent** link.



4. Enter the dependent information and click **Update.**



5. The newly added dependent will display under the subscriber.



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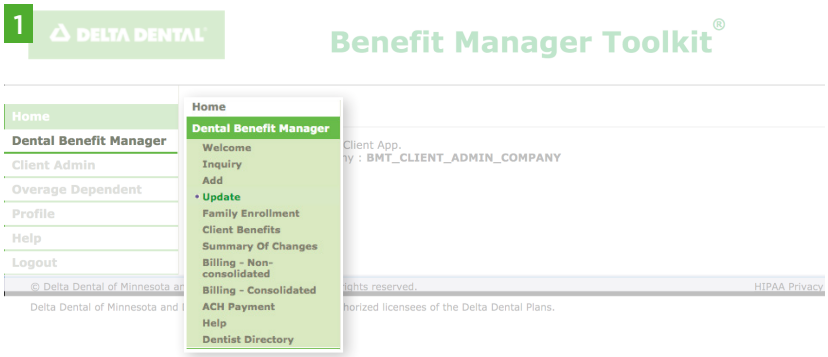
Benefit Manager Toolkit® Quick Guide

How to transfer a family

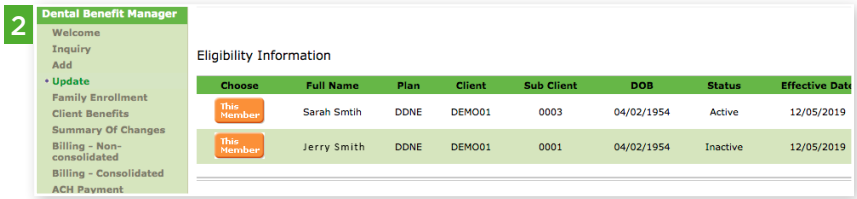
1. Click **Dental Benefit Manager** to access features of the BMT.

   In the expanded menu, click **Update.**

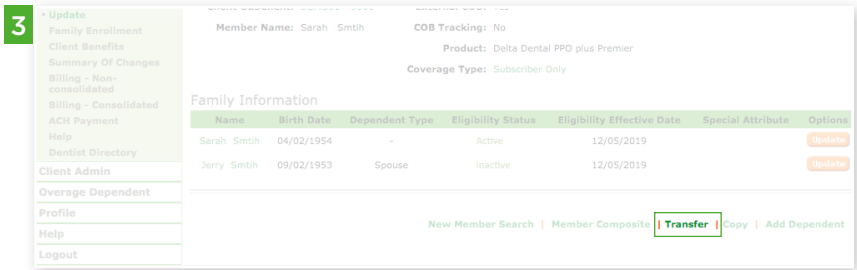


2. Enter the members ID number and click **Search.**

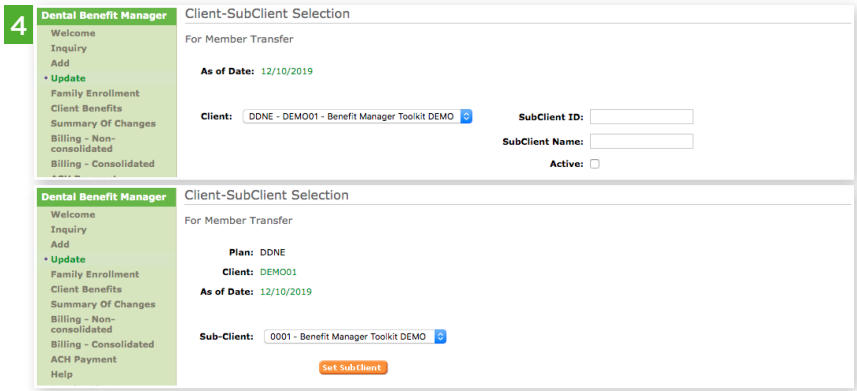
   Select the member to transfer.



3. Select **Transfer** under the member listing.



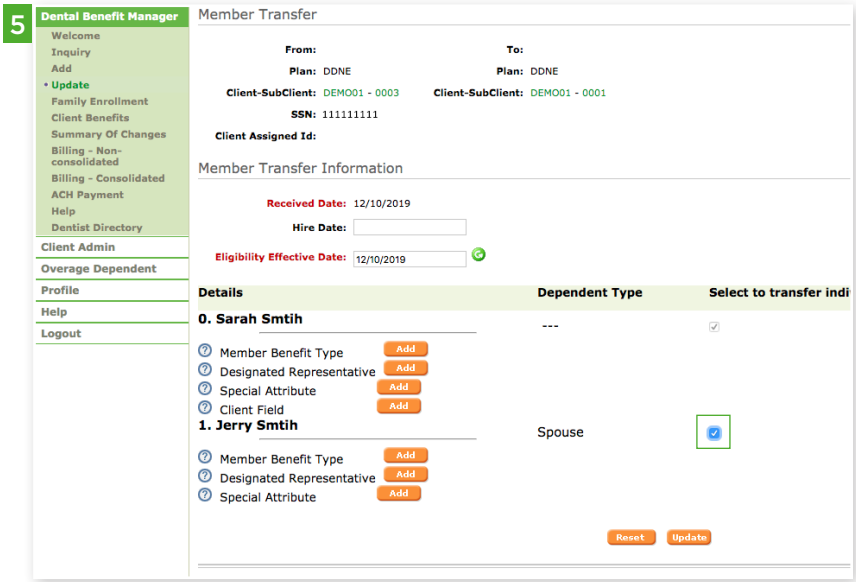
4. Select the Client ID and the Sub-client ID.



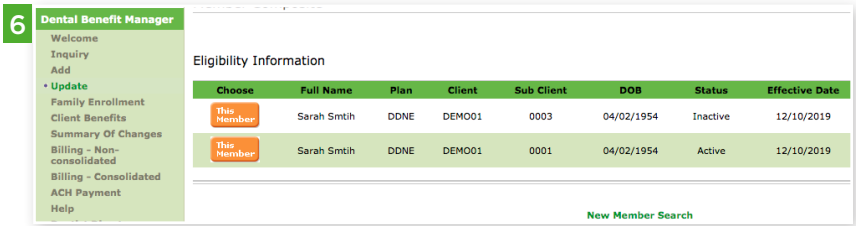
Benefit Manager Toolkit® Quick Guide

How to transfer a family

5. Select any other members on the plan that need to be transferred if applicable.



6. The system will now display new Client and Sub-client numbers.



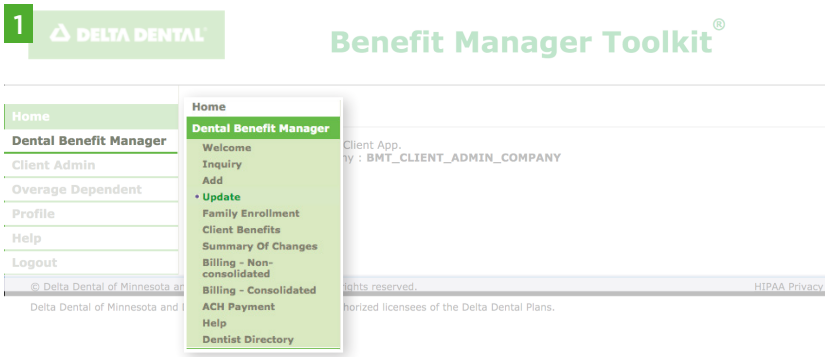
Delta Dental of Minnesota

Benefit Manager Toolkit® Quick Guide

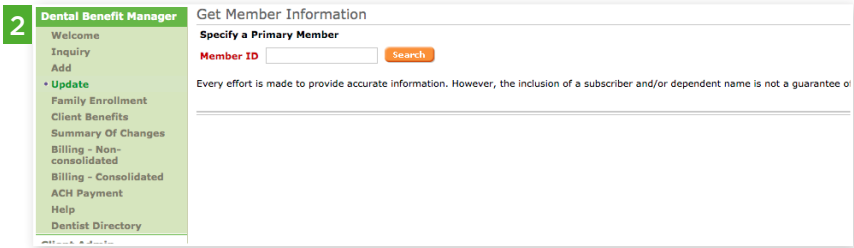
How to print a ID card

1. Click **Dental Benefit Manager** to access features of the BMT.

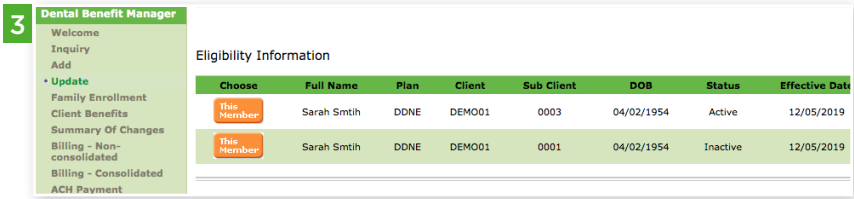
   In the expanded menu, click **Update.**



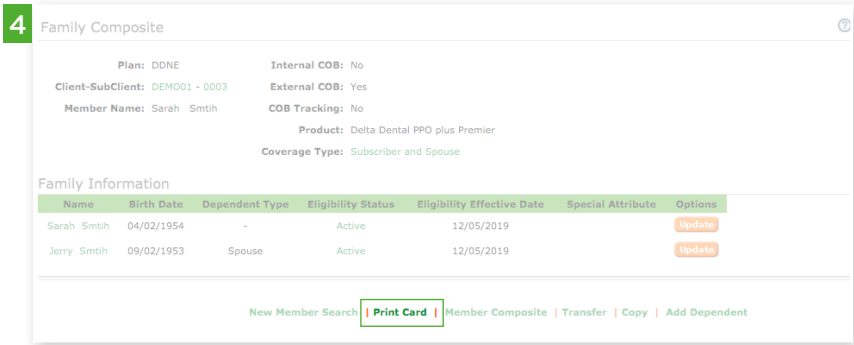
2. Enter the members ID number and click **Search.**



3. Select the correct user.



4. Select **Print Card** option below the member information.



5. From your web browser, print the ID Card screen.