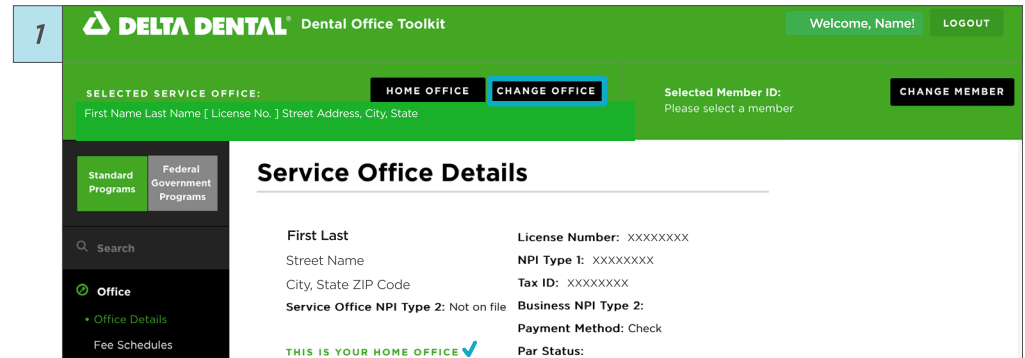


Dental Office Toolkit (DOT) Quick Guide

How to search, set and view your provider office details

1. On the DOT home screen, click **Change Office**.

Image 1

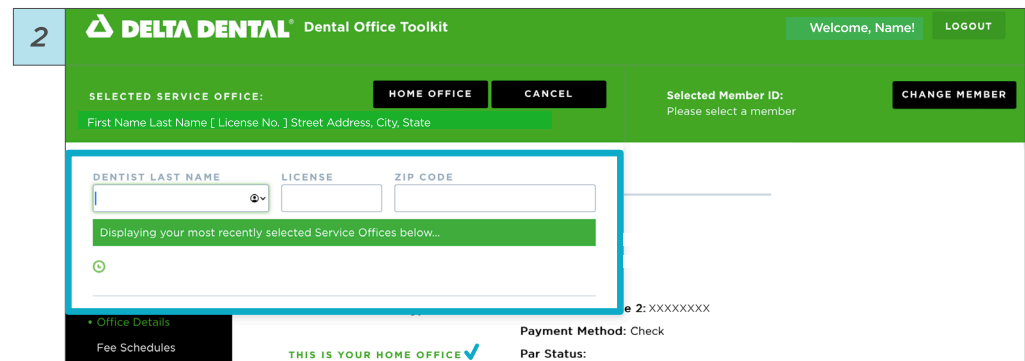


2. Search for any office by:

- Dentist Last Name
- License
- ZIP Code

Search results will appear as fields are filled in real time.

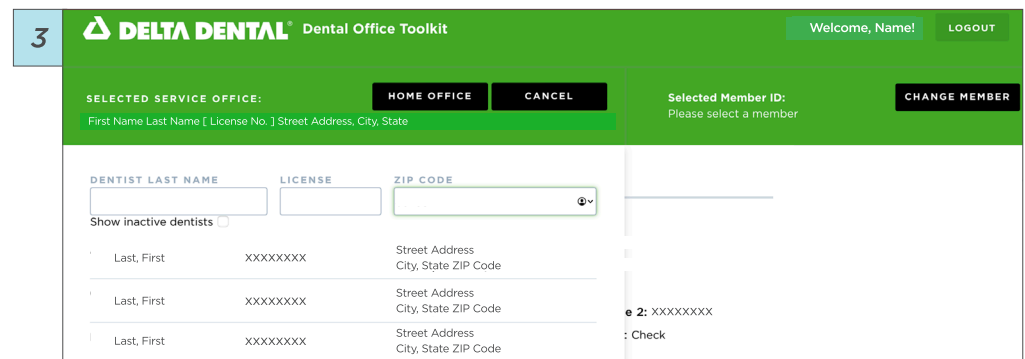
Image 2



3. From the results, select your home office or:

- Return to your current home office
- Cancel out of search
- Check the box to see inactive dentists in search

Image 3



4. Click **Set as Home Office**.

Image 4

5. A check mark will appear to indicate you have selected your home office.

Image 5

