**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.
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.