Delta Dental of Minnesota

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.



Benefit Manager Toolkit[®]



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







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



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

Welcome	Plan: DDNE	Internal COB No						
Inquiry	Client SubClient: DEMO01 0001							
• Add	Marther Nerrey James Collins		irnal COB Yes					
Update	Member Name: Jamai Collins							
Family Enrollment	SSN: 000000000							
Client Benefits Summary Of	Member Information							
Changes Billing - Non-	12/06/2019							
Billing -	Prefix	Collins	Jamal	Middle Name				
Consolidated	Risth Date	CCN CCN						
ACH Payment	11/29/1992	00000000						
Dentist Directory	Eligibility Status	Hire Date	Eligibility Effective Date	Eligibility State Reason				
Client Admin			12/05/2019	New enrollmen				
Overage Dependent	Address Line 1 8623 Fremont Ave N	Address Line 2	City Brooklyn Park	County				
Profile	Country	State	Zip	EEOB Indicato				
Heln		Minnesota	55444 -					
Logout	Email Address(es)	Phone Number	Extension					
Logour	Cell Phone Number	Fax Number						
	Ø Member Benefit Type	Add						
	② Designated Representative	Add						
	⑦ Special Attribute	Add						
	Ø Member Attribute	Add						
	Olient Field	Add						
	Person Information	View History						

6. The member information will now populate.

5	Dental Benefit Manager	Family Com	posite						
·	Welcome								
	Inquiry	P	lan: DDNE		Internal COB:	No			
	• Add	Client-SubClient: DEMO01 - 0001		External COB:	Yes				
	Update	Chent-Subchent. DEMOSI - 0001							
	Family Enrollment	Member Name: First Last			COB Tracking:	No			
	Client Benefits	SSN: 00000000			Product:	Delta Dental PPO plus Premier			
	Summary Of Changes	122 Street			Coverage Type:	Subscriber and Spouse			
	Billing - Non- consolidated	Address: 123 Street City, MN, Zip			coverage Type:	Subscriber and Spouse			
	Billing - Consolidated	Family Information							
	ACH Payment	Name Ritth Date Dependent Tur			Eligibility Statu	a Elizibility Effective Date	Encolal Attribute	Ontions	
	Help	Name	birtii Date	Dependent Type	Englointy Statu	s Englohity Effective Date	Special Attribute	options	
	Dentist Directory	First Last	11/29/1992	-	Active	12/05/2019		Update	
	Client Admin	First Last	07/26/1992	Spouse	Active	12/05/2019		Update	
	Overage Dependent								
	Profile								
	Help	New Member Search Print Card Transfer Copy Add Dependent							
	Locout								