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.