Delta Dental of Minnesota

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.

- Dental Benefit Manager 2 Client Admin User ID: Test1234 Create U Manage User Username must be between 5 and 25 characters in length **Overage Dependent** Password: ••••••• Profile Confirm Password: •••••••• Help Logout Password must be between 8 and 25 characters in length. have at least 1 uppercase character
 have at least 1 lowercase character
 have at least 1 numeric character Sample password = Pas&w0rd User Profile Information Full Name: First Last Company Name: Demo Company Email Address: Test@email.com Confirm Email Address: Test@email.com Application Access O Select for all SubClients Select to customize SubClients
 Create Delegate - a user who can create users and manage authorizations on your behalf. Next Clear Dental Benefit Manager 3 Client Admin Please verify the delegate information. • Create User Manage User Test1234 Overage Dependent User ID: Full Name: First Last Company Name Demo Compan Email Address: Test@email.co Profile Help Logout SubClient ID SubClient Name All Subclients Access Level ALL lit Create User
- You can now provide the new user with their username and password.

3. Verify that the new delegate's

Click Create User.

information is correctly populated.

