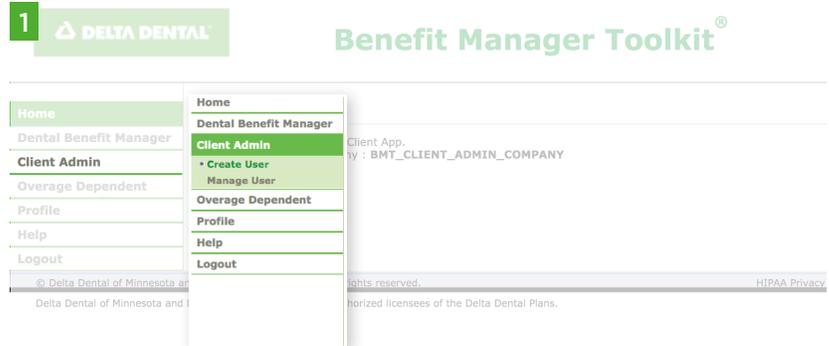


Benefit Manager Toolkit® Quick Guide

How to create a delegate

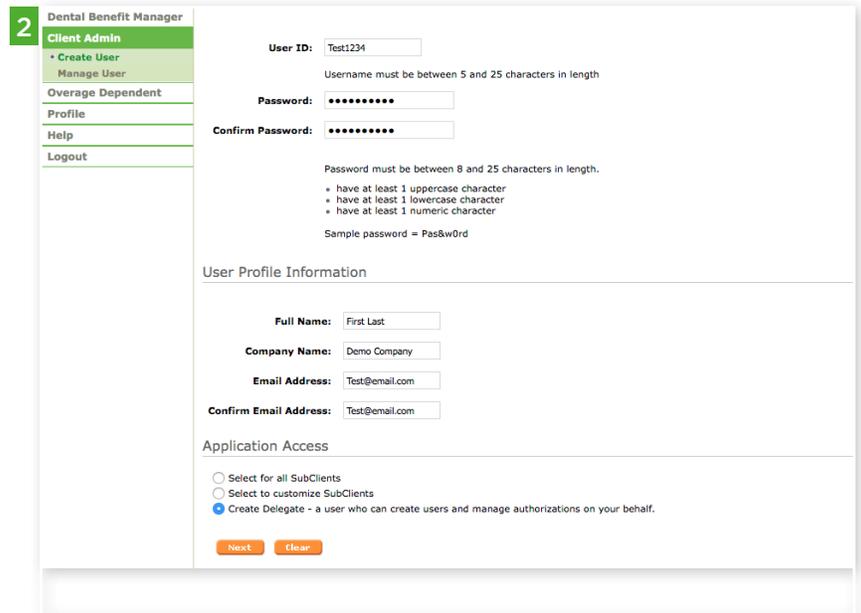
1. Click **Client Admin** to access features of the BMT.

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.

