Collect all of the information needed for registration. There are three pieces of information needed to complete the registration process:

1. The authorization code received in an email from DoNotReply@mydeltadental.com
2. The email address that the authorization code email was sent to
3. Your Client ID
   
   **Your Client ID:**
   - The Client ID is your 6 digit group number
   - It can be found on mail and email communications from Delta Dental of Minnesota
   - It may also be referred to in contract or summary plan description documents that you received from Delta Dental of Minnesota
   - If you do not know your Client ID, please contact us at clientsuperuser@deltadentalmn.org

2. Using the above information, fill in the correct fields on the registration page.

3. Create a new account including Username, password and account recovery challenge question.
How to register

4. Once you have completed the registration process, click on Home in the left navigation menu.

Login using your newly created credentials.

5. Accept the access agreement.

Once on the home page, you may access the toolkits functionality by expanding the left hand navigation menu.

**Client Admin** will provide access to add and update users within your organization that need access to the portal.

**Dental Benefit Manager** will provide access to enrollment, client benefits, billing and more.