How to reinstate a member

1. Click Dental Benefit Manager to access features of the BMT.
   
   In the expanded menu, click Update.

2. Enter the members ID number and click Search.
   
   Select the member to reinstate.

3. Select Update on the correct member.

4. Under Eligibility Status, change to active and enter the Eligibility Status Reason.

5. The member will now show as active eligibility status.