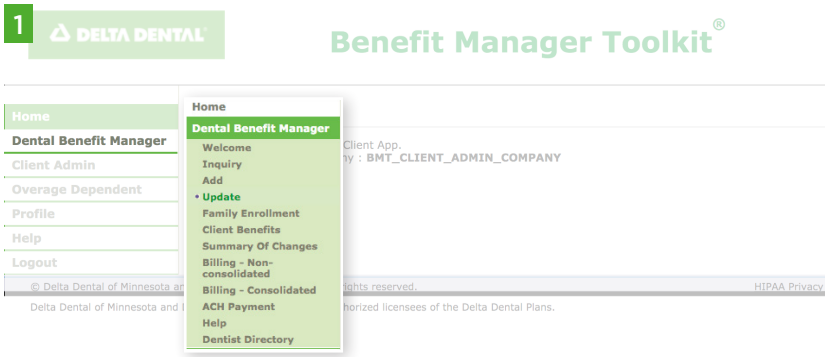
Delta Dental of Minnesota

Benefit Manager Toolkit® Quick Guide

How to reinstate a member

1. Click **Dental Benefit Manager** to access features of the BMT.

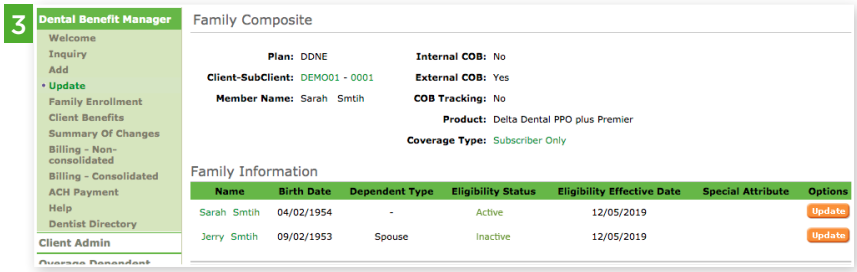
   In the expanded menu, click **Update.**



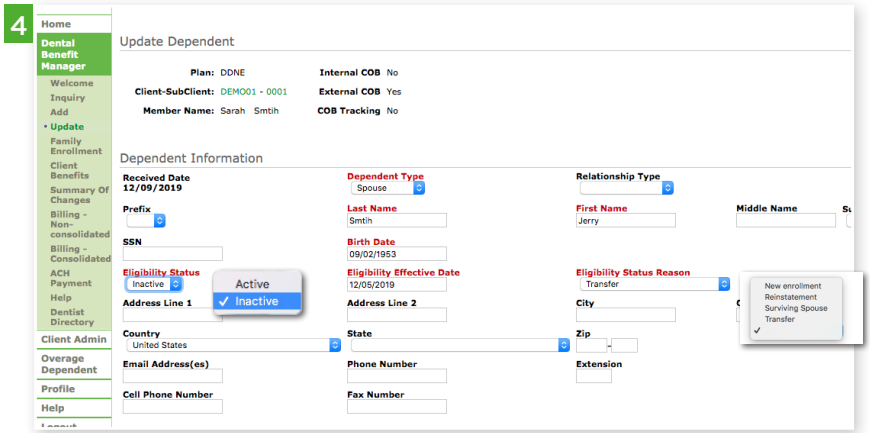
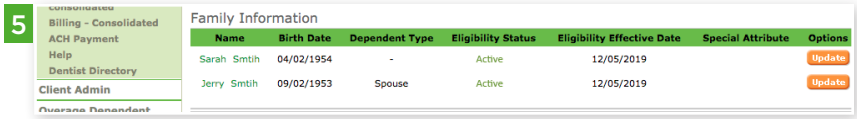
2. Enter the members ID number and click **Search.**

   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.