How to terminate a member

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

2. Enter the member's ID number and click Search.
   Select the member you wish to terminate and click Update.

3. Under Eligibility Status, select Inactive.
   In the Eligibility Effective Date field, enter the date you wish coverage to end. This date is the 1st day without coverage and click Update.

4. The member will now show up as inactive status.