How to transfer a family

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 transfer.

3. Select Transfer under the member listing.

4. Select the Client ID and the Sub-client ID.
5. Select any other members on the plan that need to be transferred if applicable.

6. The system will now display new Client and Sub-client numbers.