Benefit Manager Toolkit® Quick Guide

How to update a user

1. Click **Client Admin** to access features of the BMT.

   In the expanded menu, click **Manage User**.

2. You can choose to manage both the user information as well as user authorizations.

   **Manage User** allows you to manage the user’s name, company name, email address and login capability.

   Once the information is correct, click **Update** to apply changes.

   **Manage Authorizations** allows you to manage the user’s authorizations and sub-clients.

   Once the information is correct, click **Update** to apply changes.