DELTA DENTAL®

Delta Dental of Minnesota

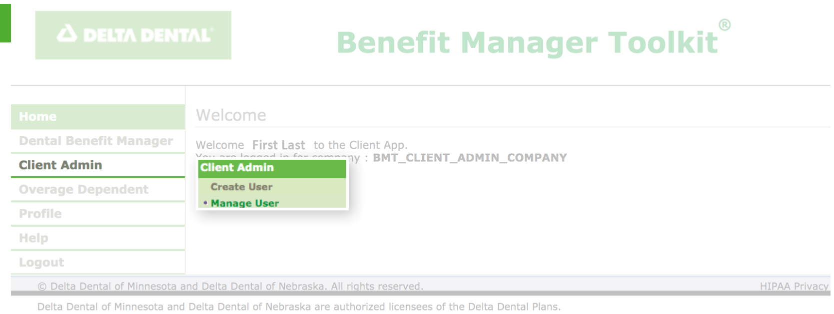
Benefit Manager Toolkit® Quick Guide

How to update a user

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

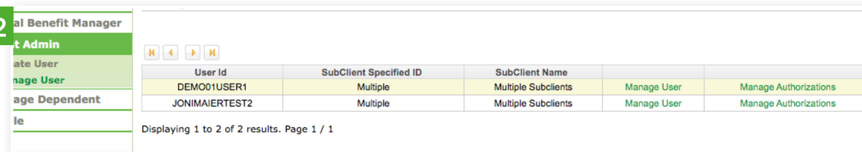
   In the expanded menu, click **Manage User.**

1



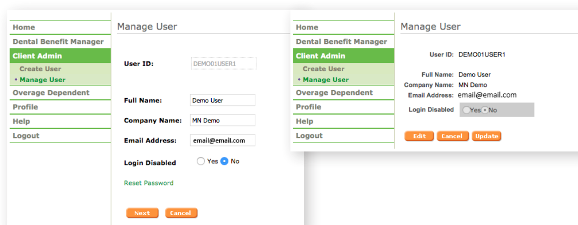
2. You can choose to manage both the user information as well as user authorizations.

2



Manage User allows you to manage the user's name, company name, email ad-dress and loin in 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.