

Benefit Manager Toolkit® Quick Guide

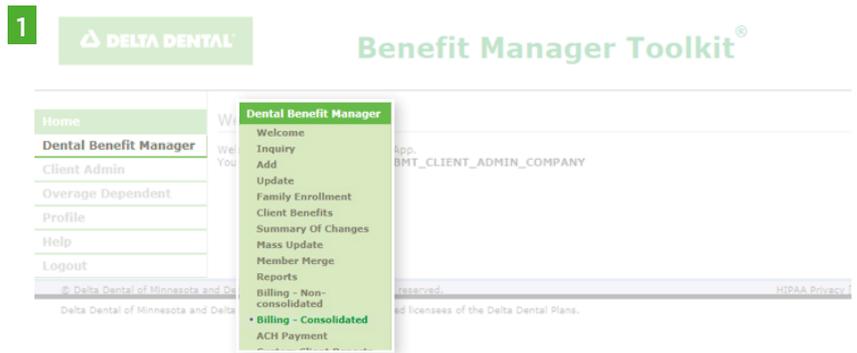
View your monthly premium invoice with subscriber listing

Billing - Consolidated

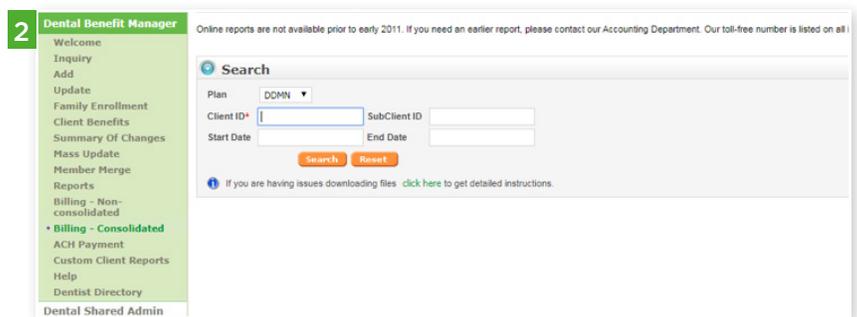
1. Click **Dental Benefit Manager** to access features of the BMT.

In the expanded menu, click **Billing - Consolidated**.

Consolidated billing provides a listing of one or more sub-clients on the same invoice. The grouping is based on your group's billing structure needs.



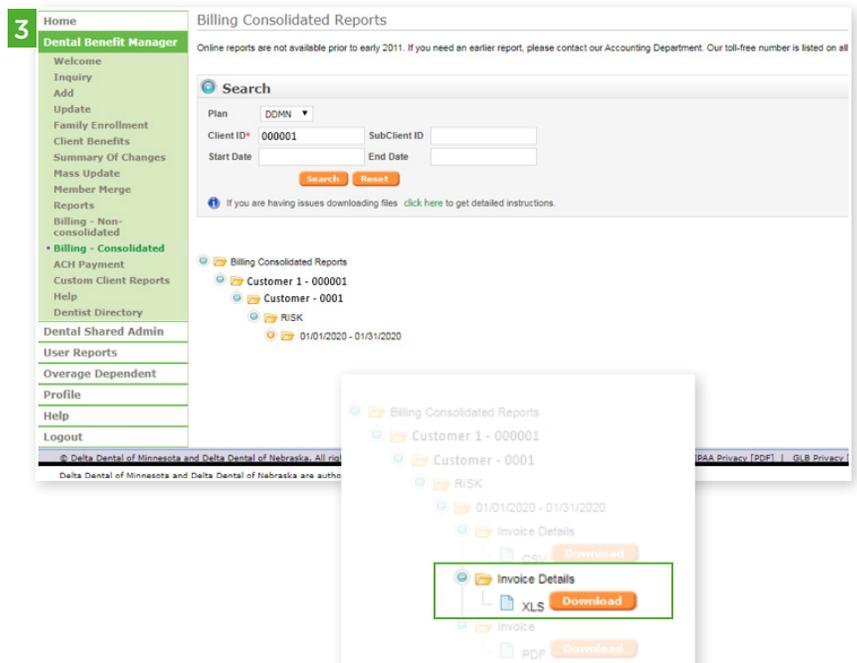
2. Enter your 6 digit client ID and click **Search**.



3. Click on the expand toggle button on any given date range in order to reveal the reports you have available.

Expand the date line further to have access to the various billing reports.

- The Invoice Detail report (aka subscriber listing) is available in XLS or CSV and will be downloaded to your computer.
 - Depending on the size of the report, you may receive an on screen message "The report is being generated. Please check back later."
 - Simply close that window and select the Download button once again.
- The Invoice is available in PDF only and may be downloaded.

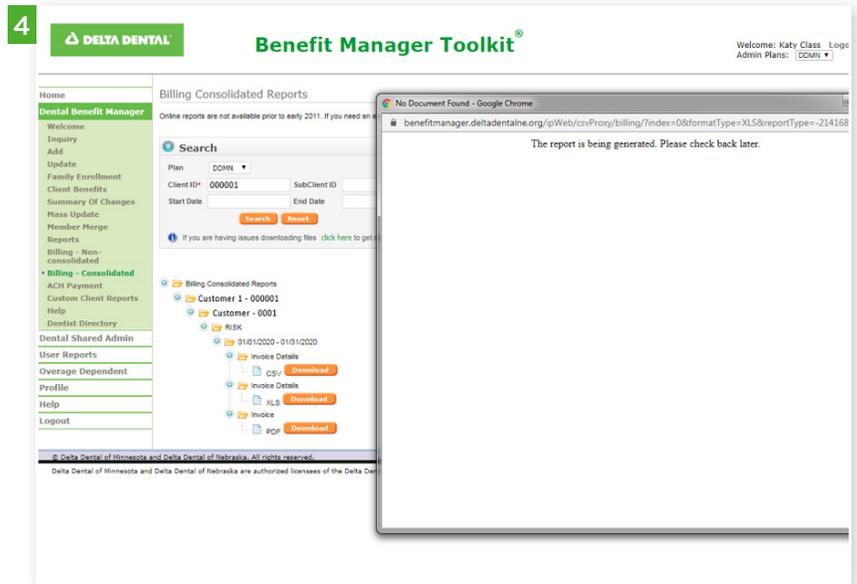


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View your claims invoice and billing reports - Consolidated (Fully-funded Groups)

Consolidated Billing

4. Clicking on **download** for the Invoice Details report may take time to generate the report. Please check every 5 minutes to access the report.



5. Once report generation is complete, it will be available in your download files and display in your browser.

Open the Excel file to view the details.

