

# Setting Up Your BMT Administrator or BMT Agency Administrator Account

Each group or agency has a designated Benefit Manager Toolkit (BMT) administrator who controls additional user access and permissions. The BMT administrator should keep an eye out for an email from [donotreply@mydeltadental.com](mailto:donotreply@mydeltadental.com) with the subject line “Benefit Manager Toolkit Client Registration.” *Note: If you are not the BMT administrator for your group or agency, contact your BMT administrator to set up your account.*

# 1

Refer to your BMT administrator registration email. Copy your **Authorization Code**. Then, click the **BMT Registration** link.

**From:** [donotreply@mydeltadental.com](mailto:donotreply@mydeltadental.com)  
**Subject:** Benefit Manager Toolkit Client Registration

Dear Group/Agency BMT Administrator,

You have been designated as the Benefit Manager Toolkit Client Administrator for your group. Below you will find the authorization code you need to register your account.

Please note that this registration email is time sensitive. We will not be able to process any access changes to your account until registration has been completed.

**Authorization Code: 744079406**

Note: **If you had a previous user ID, do not reuse existing BMT User ID.**

Please click on this link to set up your account: [BMT Registration](#)

In addition to your authorization code and email address, you will need your client/group number from your contract or Summary of Benefits to complete your account registration. Note: This is not your customer number from the invoice which also includes subclient number(s).

Once your account is set up, you can create additional accounts for other individuals from your organization who need access to Benefit Manager Toolkit functions. Existing Benefit Manager Toolkit accounts will be deactivated in 30 days.

# 2

Enter the authorization code from the email you received, your email address and group ID number. Click **Continue**.

**Register Account**

Authorization Code

\* This field is required

Email Address

\* This field is required

Group ID

\* This field is required

CONTINUE

# 3

Choose a unique username and password.

- Usernames should begin with 2 alpha characters and must be between 5–25 characters long. They can contain the following special characters: !-.\$@\_
- Passwords should be 10–25 characters long and contain at least one of each: upper case letter, lower case letter, number and one of the following special characters: !@\$%^&()?.,

Click **Continue**.

**Register Account**

Username

\* This field is required

Password

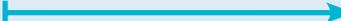
\* This field is required

Confirm Password

\* This field is required

CONTINUE

# 4

You have successfully created your account. Follow the prompt to login using your new username and password. 

**Confirmation**

Thank you for registering your Benefit Manager Toolkit Client Administrator account.

**User Name:**

You can now begin creating and editing Benefit Manager Toolkit account for other in organization. To log in to the toolkit <https://benefitmanagertoolkit.com/az> or click below. For more information about how to create and edit Benefit Manager Toolkit users—including frequently asked questions and a video demo—log in to the Toolkit and click Help tab.

**After creating a new account for a user:**

- Notify the user of their user name.
- Direct the user to <https://benefitmanagertoolkit.com/az>
- If applicable, remind users that existing Benefit Manager Toolkit accounts will be deactivated in 30 days

[Click to login](#)

# 5

Enter your new username and password and click **Log In**. 

Username

Password

**LOG IN**

[Forgot Password?](#)   [First Time Login?](#)

Once registered, you can use BMT to add, terminate or change enrollments; view invoices; view claims information; order ID cards; manage ACH settings and more.<sup>1</sup>

For helpful tips, videos and a BMT user guide, visit [deltadentalaz.com/employer/forms](https://deltadentalaz.com/employer/forms).

<sup>1</sup>Some features of the Benefit Manager Toolkit may not be available for all groups. For more information, contact your account executive or the Group Services team.  
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