

Setting Up Your BMT User Account

Each group or agency has a designated Benefit Manager Toolkit (BMT) administrator who controls additional user access and permissions. Contact your BMT administrator to set up your account, then follow the instructions in this document.

1

Once your BMT administrator sets up your account, you will receive an email with a link to register for BMT. Click **BMT Login** in the email you receive to begin the registration process.

From: donotreply@mydeltadental.com
Subject: A BMT account has been created for you.

A Benefit Manager Toolkit account has been created for you by your company's Group Administrator. With the Benefit Manager Toolkit, you can administer your organization's dental benefits at any time, in real time.

Your Group Administrator can provide your new username.

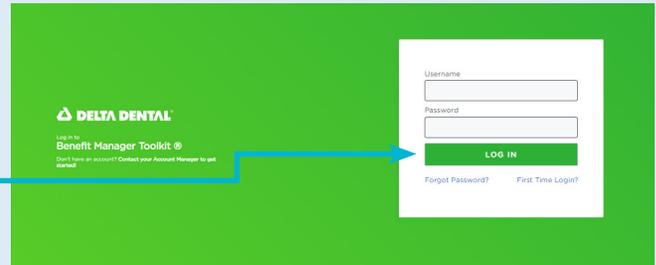
If you already have a Benefit Manager Toolkit account, please discard your previous login information, and begin using the new username immediately. Your existing account will be deactivated.

To log in, visit [BMT Login](#) and click 'First Time Login?' and using your new username follow the steps to create a password. For help with the Toolkit, click on the help tab after logging in. If you would like to change your password, you may do so in the Profile Section.

We hope you enjoy the Benefit Manager Toolkit.

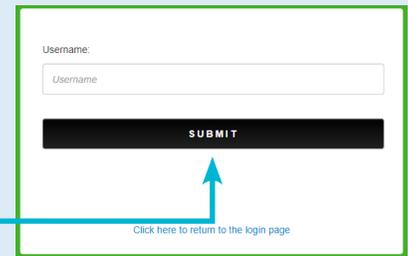
2

Click **First Time Login?** to register your account.



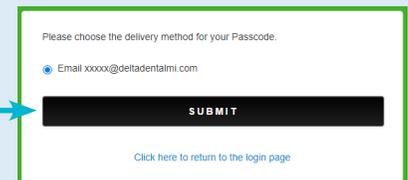
3

Your BMT administrator created your username when they set up your account. If you don't know your username, contact your BMT administrator. Then, enter your username and click **Submit**.



4

Confirm your email address looks correct and click **Submit**.
Note: If your email address does not look correct, contact your BMT administrator to update your account information.



5

Check your inbox for an email from do-not-reply@toolkitsonline.com with the subject line “One Time Passcode.” Copy your one-time passcode.



6

Enter your passcode and click **Submit**.

Passcode

SUBMIT

[Please click here to use an alternate registration method.](#)
[Click here to return to the login page](#)

7

Follow the guidelines to choose a secure password and click **Submit**.

Please enter a new password below.

User ID:

New Password:

Confirm Password:

SUBMIT

Password must differ from previous password by 1 password(s).

Password length greater than 7 characters.
Contain 4 of the following:

- 1 digits (0-9).
- 1 symbols (!, @, #, \$, %, *, etc.).
- 1 uppercase English letters (A-Z).
- 1 lowercase English letters (a-z).

Warning: Administrative Password Resets on Active Directory accounts may cause unintended results resulting in loss of access to data or resources. Administratively resetting a password may affect Web page or File share credentials, EFS-encrypted disks, files or personal certificates with private keys (e.g. signed/encrypted e-mail). Please check with your help desk personnel if you use certificate based encryption for Files, disks or email prior to resetting a password.

[Click here to return to the login page](#)

8

You will see a notification that reads, “Password has been successfully changed” and will be automatically redirected to the login page.

Password has been successfully changed.

User ID:

New Password:

Confirm Password:

SUBMIT

Password must differ from previous password by 1 password(s).

Depending on the permissions granted by your administrator, you can use BMT to add, terminate or change enrollments; view invoices; view claims information; order ID cards and more.¹

For helpful tips, videos and a BMT user guide, visit deltadentalaz.com/employer/forms.