

# BENEFIT MANAGER TOOLKIT®

## Agency

*A cutting-edge tool to simplify your life.*

You can update your client's eligibility online, real time, using our Web-based tool called Benefit Manager Toolkit (BMT). You can enroll a new member, update existing members, or simply view eligibility. You can view benefits, print dentist directories, and access flexible and convenient reports (if your group qualifies for reports).

Select an Agency Administrator within your company using the form below. This administrator will be able to set up and maintain your BMT accounts, enabling immediate access for your users.

### Streamline your benefits management process using Benefit Manager Toolkit!

- ➔ Get **real-time** benefit and eligibility information, without a phone call
- ➔ Take control of your client's eligibility – enter, edit, and terminate member eligibility immediately...no wait time
- ➔ Download dentist directories in a printable format
- ➔ View billing details
- ➔ Create BMT accounts for your company, maintain security levels for your users, and disable accounts when roles change or the person leaves your company

*Please complete the following information to name your company's Benefit Manager Toolkit administrator:*

***NOTE: If your Agency already has a BMT admin set up, only use this form to replace that admin, otherwise please see your admin for access.***

Agency Information		
AGENCY NAME	AGENCY TIN	
Administrator Information		
NAME	EMAIL	
Access Information		
Please indicate below the agents that the BMT Administrator named above should have access to. If all agents, please indicate with "ALL". Agents not assigned to a BMT Administrator will not have BMT access to their clients.		

Delta Dental will send your administrator an email with registration information and further instructions.

**Please forward your completed BMT form to your account manager, or to the appropriate mailbox below:**

**Michigan:** OKSalesAdmin@deltadentalmi.com  
**Indiana:** SmallMarket@deltadentalin.com  
**Ohio:** SmallMarket@deltadentaloh.com  
**North Carolina:** ClientServices@deltadentalnc.com

**Internal**

Authorized \_\_\_\_\_