

# BENEFIT MANAGER TOOLKIT<sup>®</sup>

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

You can update your group'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 your benefits, print dentist directories, and access flexible and convenient reports (if your group qualifies for reports).

In addition, you have control over your company's accounts. Select a Client 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 group's eligibility – enter, edit, and terminate member eligibility immediately...no wait time
- ➔ Download dentist directories in a printable format
- ➔ View your 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

**NOTE: The BMT Administrator must be an employee of the client/group**

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

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

Client Information		
CHECK <input type="checkbox"/> MICHIGAN <input type="checkbox"/> OHIO <input type="checkbox"/> INDIANA <input type="checkbox"/> NORTH CAROLINA		
CLIENT NAME	CLIENT NUMBER	SUBCLIENT NUMBERS
Administrator Information		
NAME	TITLE	
EMAIL	PHONE NUMBER	

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

**Please forward your completed BMT form to:**

**Mail:** Delta Dental  
Attn: Group Administration  
P.O. Box 30416  
Lansing, MI 48909-7916

**Email:** groupadministration@deltadentalmi.com

www.deltadentalmi.com • www.deltadentalin.com • www.deltadentaloh.com •  
www.deltadentalinc.com