DELTA DENTAL

Delta Dental of Nebraska

Benefit Manager Toolkit® Quick Guide

How to manage users

BMT Administrator or their delegate(s) manage company users.

1. Click on **User Admin.**

2. Click **Manage User** to start the workflow where they will see the list of their users.
   *Note - delegates will only be viewed and managed by the BMT Administrator.

   From this list, click **Manage User** to update details about the user. Please note that the User Name field cannot be updated.

3. Click **Authorizations** to view and edit a specific user's authorizations. All authorizations specific to that user will be displayed.

4. To update, click **Edit.**
   The BMT Administrator and their delegate(s) can modify the user's authorizations by clicking **Edit.**

5. The BMT Administrator and their delegate(s) must select to make changes for all SubGroups or specific SubGroups.

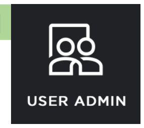
6. After clicking **Select to Customize SubGroups** the BMT Administrator and their delegate(s) can make the necessary changes.

7. After editing users authorizations, click **Save.**

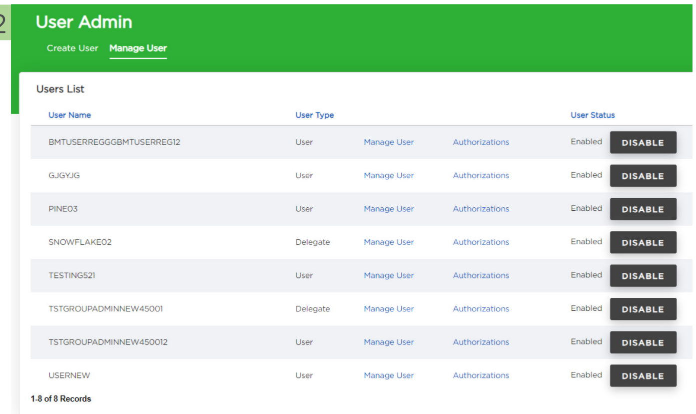
8. If additional user management changes are needed, click **Back** to user list.

9. The last thing that can be done on behalf of a user is to **Enable** or **Disable** them:
   - A user should be disabled when they should no longer have the ability to log into the toolkit.

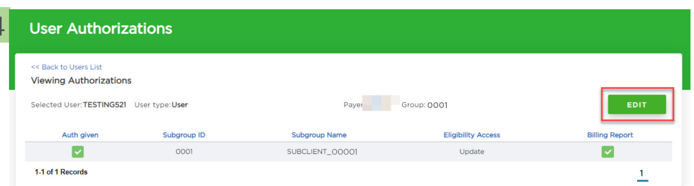
1



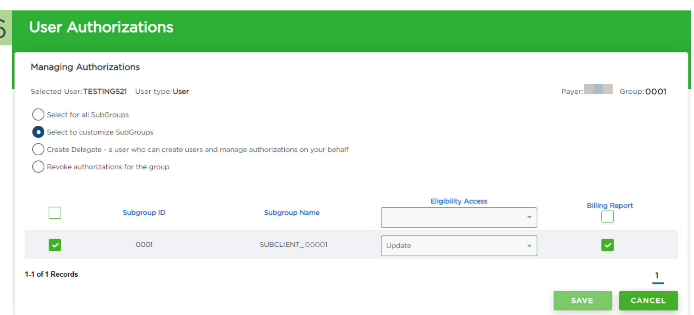
2



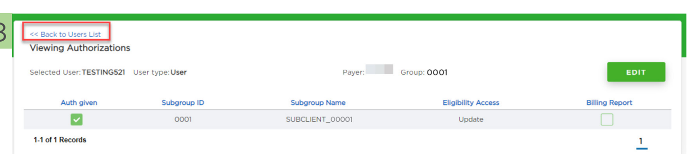
4



6



8



9