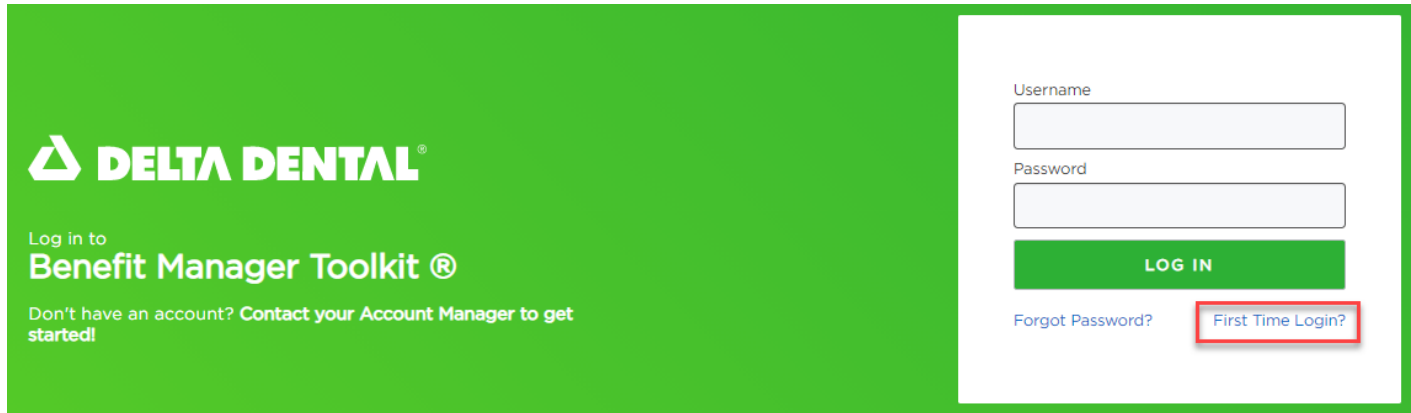


Once a User has been created they will get a welcome email indicating that someone has created an account on their behalf.

This email will:

- Notify them that they need to get their User Name from the person who created their account
- Give them a link to the login page
- Notify them that they should use the 'first time login?' workflow with their user name



DELTA DENTAL®

Log in to
Benefit Manager Toolkit ®

Don't have an account? [Contact your Account Manager to get started!](#)

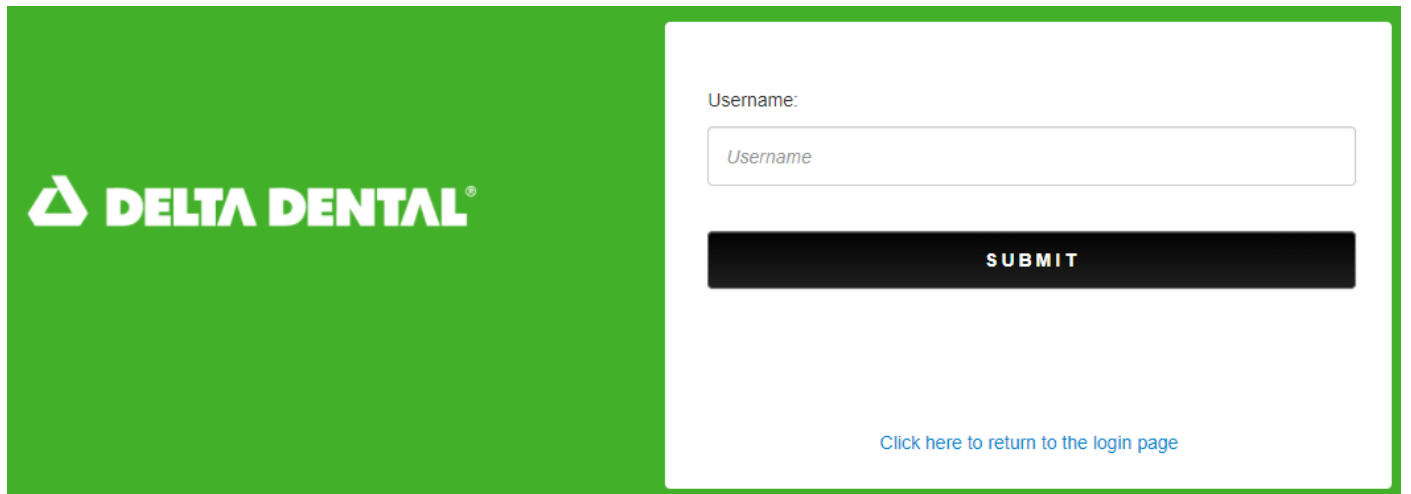
Username

Password

LOG IN

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

Here they will start a workflow to create a password:



DELTA DENTAL®

Username:

SUBMIT

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

After specifying their Username they can click 'submit' and move on to the next step:



Please choose the delivery method for your Passcode.

Email xxxxx@deltadentali.com

SUBMIT

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

On this step, the user would have the ability to select which method they would like to receive a One Time Passcode. The only method currently support is via Email so the radio button is preselected.

Once 'Submit' is clicked the user will receive an email titled 'One Time Passcode' with a passcode to enter into the below step:



Passcode

SUBMIT

[Please click here to use an alternate registration method.](#)

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

Once the code is entered and the user clicks 'Submit' the user can enter a new Password:

Please note that the password should be 10-25 characters long and contain at least one of each: Upper Case, Lower Case, Numeric and one of the following Special Characters: !@\$%^&()?.,



Please enter a new password below.

User ID:

Testing521

New Password:

Confirm

Password:

SUBMIT