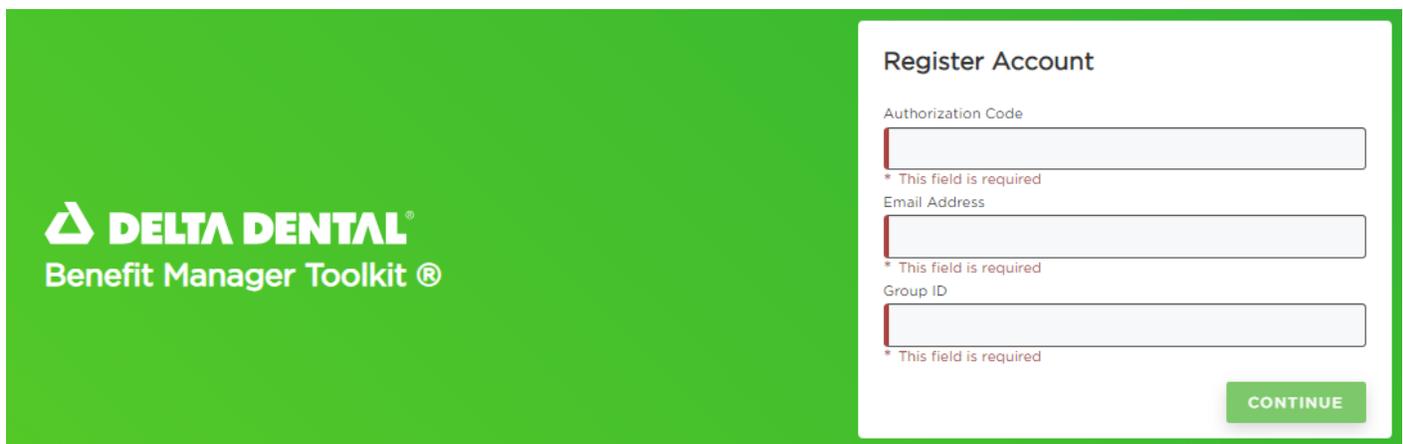Once configured, the new Admin will receive an email alerting them that they have been designated as an Admin and need to complete the registration process.
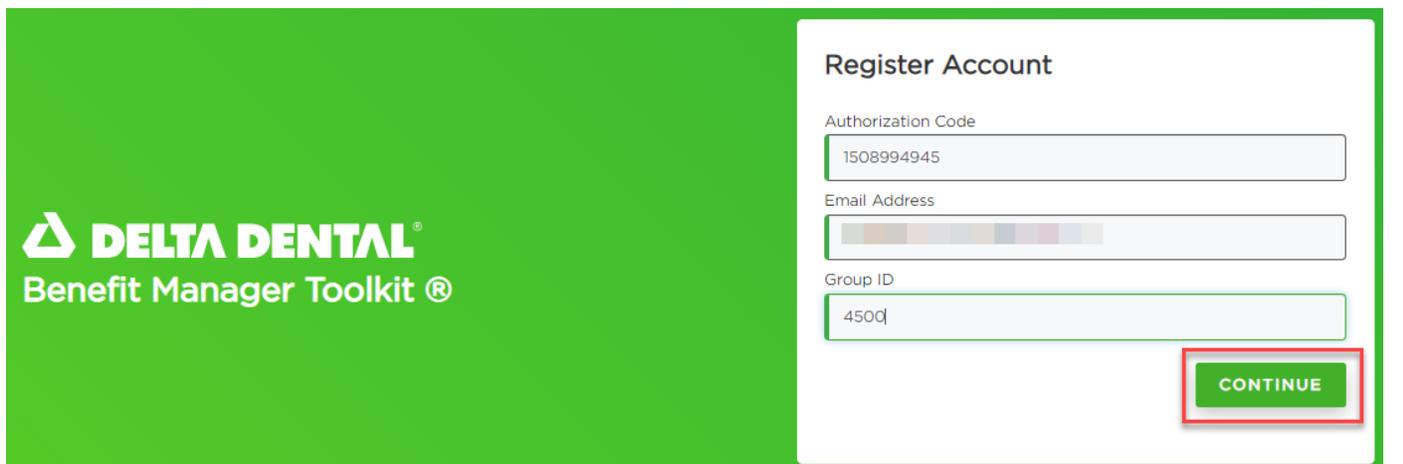
- This email will contain the following:
  - An Authorization Code that is valid for 14 days from when the email was sent
  - A link to the BMT Registration workflow that they will need to complete. *This URL is specific to the type of Admin created and only found within the email
  - A note that they will require an additional piece of information such as the Group ID to complete the registration *For security purposes, this information is NOT provided in the email and will be different based on type of Admin

The link will take them to the 'Register Account' form. *The last field will be different based on the type of Admin:

Once the Admin enters the required fields, the 'Continue' button will become enabled:

If the Admin has entered correct information, they will be able to proceed to the next part of the Registration workflow where they will be asked to create a Username and Password:

As the Admin starts typing in the Username field, they are notified of the Username requirements:

Once they have entered a Username that meets the requirements they can move on to the Password field that will also show the requirements:

Once the Admin has met the requirements for the Username, Password, and Confirmed their Password, the 'Continue' button will become enabled:

After clicking 'Continue' the Admin should get a Confirmation message. They can then use the 'Click to login' link to take them to the login page

Confirmation

Thank you for registering your Benefit Manager Toolkit Client Administrator account.

User Name: Testing789

You can now begin creating and editing Benefit Manager Toolkit account for other in organization. To log in to the toolkit https://tst.benefitmanagertoolkit.com/   or click below. For more information about how to create and edit Benefit Manager Toolkit users--including frequently asked questions and a video demo--log in to the Toolkit and click Help tab.

After creating a new account for a user:

- Notify the user of their user name.
- Direct the user to https://tst.benefitmanagertoolkit.com/
- **If applicable, remind users that existing Benefit Manager Toolkit accounts will be deactivated in 30 days**

Click to login

On the login page, the Admin can enter their newly created credentials to log in for the first time!

Username

Password

LOG IN

Forgot Password?   First Time Login?