Delta Dental of Nebraska

Benefit Manager Toolkit[®] Quick Guide **How to add a member**

- 1. Click on Manage Eligibility.
- 2. Click on Add Member tab.
- 3. Select the desired Group ID or Group Name and press **Search**.
- 4. Once you search by a Group ID or Name, matching Groups will appear below. Select the desired Group for the new member.
- 5. After a Group is selected, the applicable Subgroups will appear.
- 6. Select the Subgroup to add the new member.
- 7. After a Group and Subgroup are selected, you will then need to enter a member ID for the new member.
- 8. Enter all required information, and click **Save Changes.**
- 9. When the process is complete, the user will be brought to the newly created **Member's Profile** page.



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