

Delta Dental is excited to launch new functionality to assist our groups with basic questions regarding their account status. A new “Billing and Payment Services” feature is available in our Benefit Manager Toolkit® (BMT). With this new feature, you will be able to review your account status, see outstanding invoices, review previous payments and see a Statement of Account if applicable.

Click the **Billing and Payment Services** link. Select your client ID by clicking on the down arrow. Click the **Search** button. Select the desired subclient from the list provided and click the **Set SubClient** button.

The following screen will appear. Select the tile that describes the data you would like to view.

After you have viewed the information for a subclient, click on the three dots to sign out as shown below:

To review data for another subclient, return to the Benefit Manager Toolkit (BMT) window and repeat the process.

We are pleased to offer this new value-added functionality to you.  
If you have questions or need further assistance, call us at 800-838-8863.

[www.benefitmanagertoolkit.com](http://www.benefitmanagertoolkit.com)

