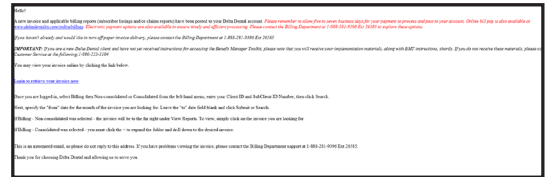


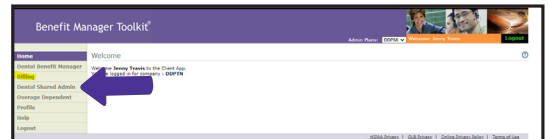
Quick Guide to BMT Billing

Delta Dental of Tennessee clients asked for a simpler billing solution, and we listened! Now you can access your bills through the same Benefit Manager Toolkit (BMT) you use to access eligibility and modify your member lists. Getting started is easy.

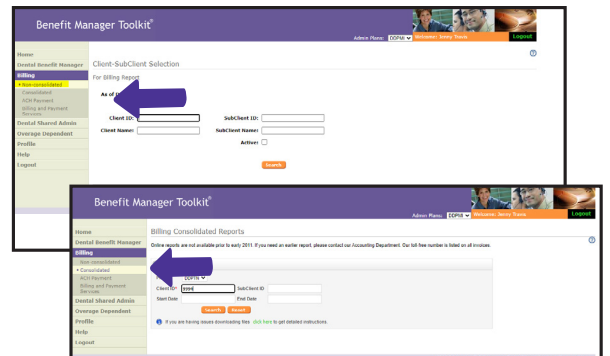
1 Receive an email. Each month you will receive an email from DoNotReply@DeltaDentalTN.com with a link to access that month's invoice once it is available. The link will take you to the BMT sign-in page. You can also sign in to your BMT account directly to access your billing information.



2 Sign in to your BMT account and click on the Billing link to access your billing information. If you don't see a billing link, you will need to contact your Delta Dental Account Manager or the Rapid Response Team to get access.

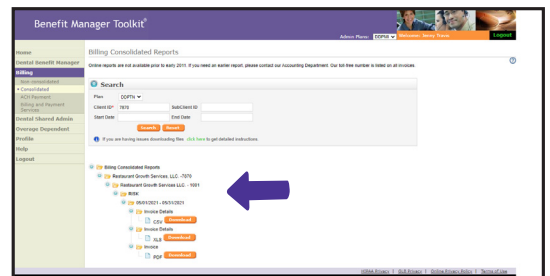


3 Choose your billing view option. When you click on Billing, you have options. Choose **Consolidated Invoice** to view a broad overview of your bill with all Dental and Vision subgroups on one invoice for quick and easy payment. Enter the client ID (your group number without the leading zeros), and click search.

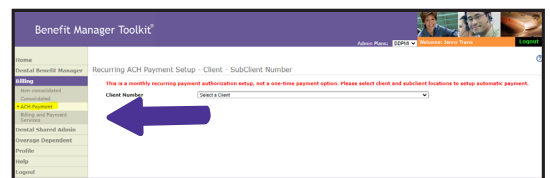


If you need to download a more detailed invoice for a specific subgroup in PDF or XLS file format, you can choose the **Non-Consolidated** option (see next page).

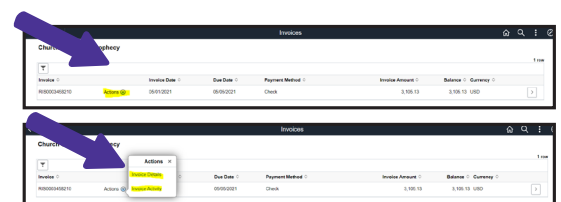
4 Under the **Consolidated** tab, you can choose to download a PDF single page that contains a summary of the totals for each subgroup. You can also choose to view a XLS file that will include the detail for all subgroups and all groups if they have Dental and Vision. This is the quickest and easiest way to get the invoice.



5 Under the **ACH Payment** tab, you can set up Autopay for your monthly premiums. Just click on ACH Payment and complete the information to be set up. Our online bill pay option is still available as well at www.deltadentaltn.com/onlinebillpay.



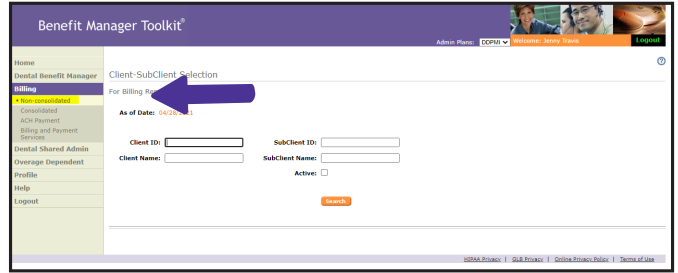
6 The **Billing and Payment Services** tab is used for a quick glance of your account. You can use this option to check on status of payment, or quickly review your group's account summary.



Non-Consolidated Invoice

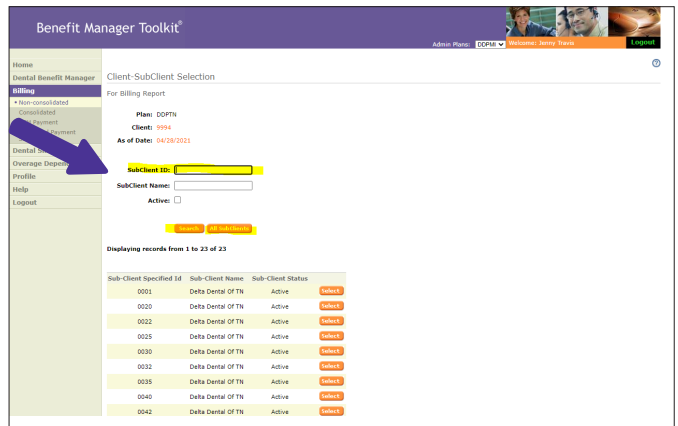
3

If you need to pull PDF bills for specific subgroup or subgroups, you can choose the **Non-Consolidated Option**. Enter the client ID (your group number without the leading zeros), and click search. If you have both Vision and Dental groups, they will need to be entered separately.



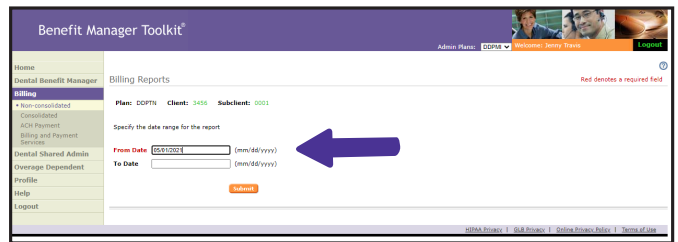
4

You can choose to view all subclients at once by clicking **All Subclients** or enter a subclient ID number in the ID box if you need to view one specific subclient.



5

Enter the date for the invoice you need to view. For example, to view the June 2021 invoice, you will enter 06/01/2021. Then click submit.



6

You will be able to view and download PDF or XLS files either for the entire group bill or view by subclient. The CSV and XLS files include all subclient information.

