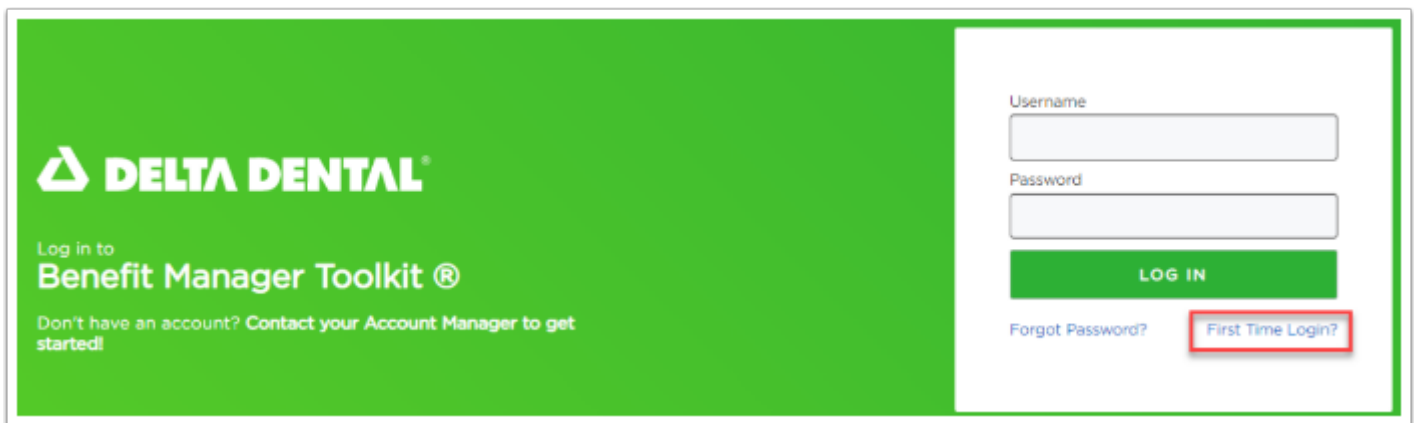


How to Log In (New Users)

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

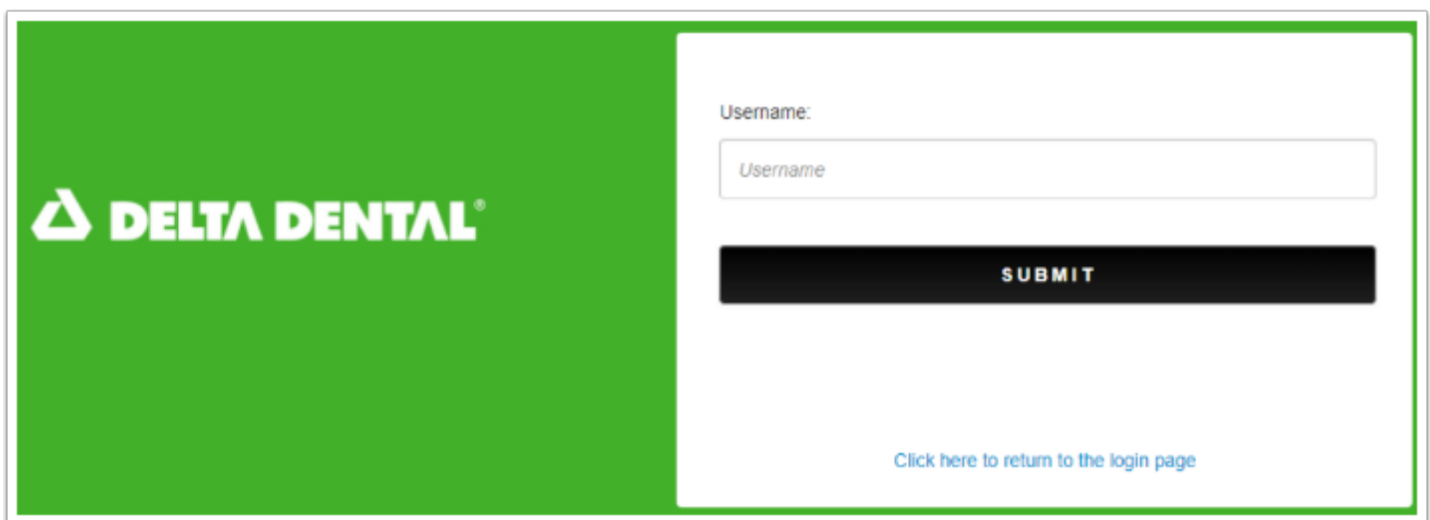
This email will:

- 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



The screenshot shows the Delta Dental login interface. On the left, the Delta Dental logo is displayed above the text "Log in to Benefit Manager Toolkit ®". Below this, a message reads: "Don't have an account? Contact your Account Manager to get started!". On the right, there is a login form with two input fields: "Username" and "Password". Below the fields is a green "LOG IN" button. At the bottom of the form, there are two links: "Forgot Password?" and "First Time Login?". The "First Time Login?" link is highlighted with a red border.

Here they will start a workflow to create a password.



The screenshot shows the Delta Dental password creation interface. On the left, the Delta Dental logo is displayed. On the right, there is a form with a "Username:" label and a text input field containing the word "Username". Below the input field is a black "SUBMIT" button. At the bottom of the form, there is a link that reads: "Click here to return to the login page".

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

The screenshot shows a registration form for Delta Dental. On the left is a green banner with the Delta Dental logo. The main form area has a white background. At the top, it says "Please choose the delivery method for your Passcode." Below this is a radio button selection for "Email xxxxx@deltadental.com", which is highlighted with a red box. A black "SUBMIT" button is positioned below the selection. At the bottom, there is a link: "Click here to return to the login page".

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

i 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.

The screenshot shows the next step in the registration process. It features the same green Delta Dental banner on the left. The main form area is white and contains a text input field labeled "Passcode". Below the input field is a black "SUBMIT" button. At the bottom of the form, there are two links: "Please click here to use an alternate registration method." and "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.

! 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:

New Password:

Confirm Password: