

# How to Register as an Admin

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 7 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.



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Benefit Manager Toolkit ®

### Register Account

Authorization Code  
\* This field is required

Email Address  
\* This field is required

Group ID  
\* This field is required

**CONTINUE**

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

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### Register Account

Authorization Code  
1508994945

Email Address

Group ID  
4500

**CONTINUE**

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.

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### Register Account

Username  
\* This field is required

Password  
\* This field is required

Confirm Password  
\* This field is required

**CONTINUE**

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

## Register Account

Username

\* Should begin with 2 alpha characters and must be between 5-25 characters long and can contain only the following special characters !-.\$@\_

Password

\* This field is required

Confirm Password

\* This field is required

**CONTINUE**

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

## Register Account

Username

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 !@\$%^&\*()?,.,

Confirm Password

\* This field is required

**CONTINUE**

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

**Register Account**

Username  
Testing789

Password  
.....

Confirm Password  
.....

**CONTINUE**

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**

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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?](#)