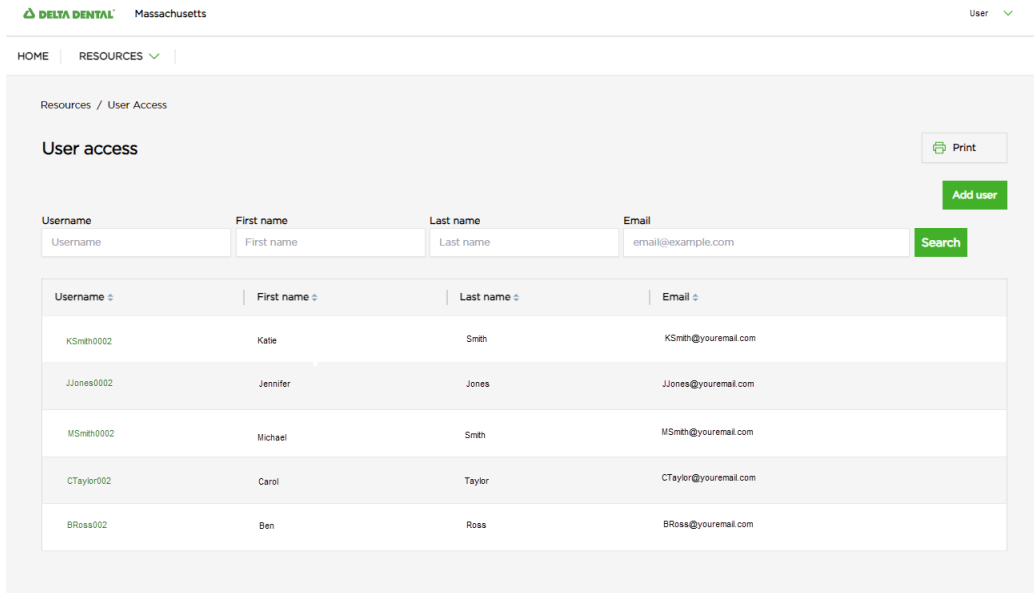


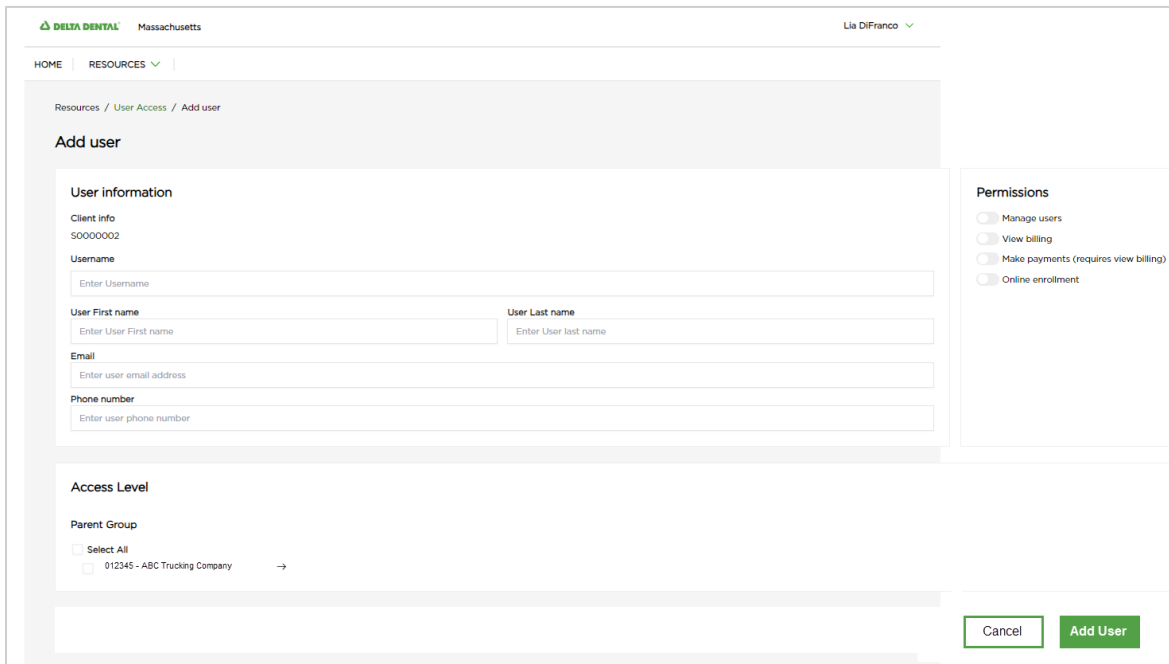
Admin Panel

The account administrator can manage user access under the Resources tab. Select “User Access” to view the users that are registered on the portal. To add a new user, click the green “Add user” button on the upper right-hand side of the page.



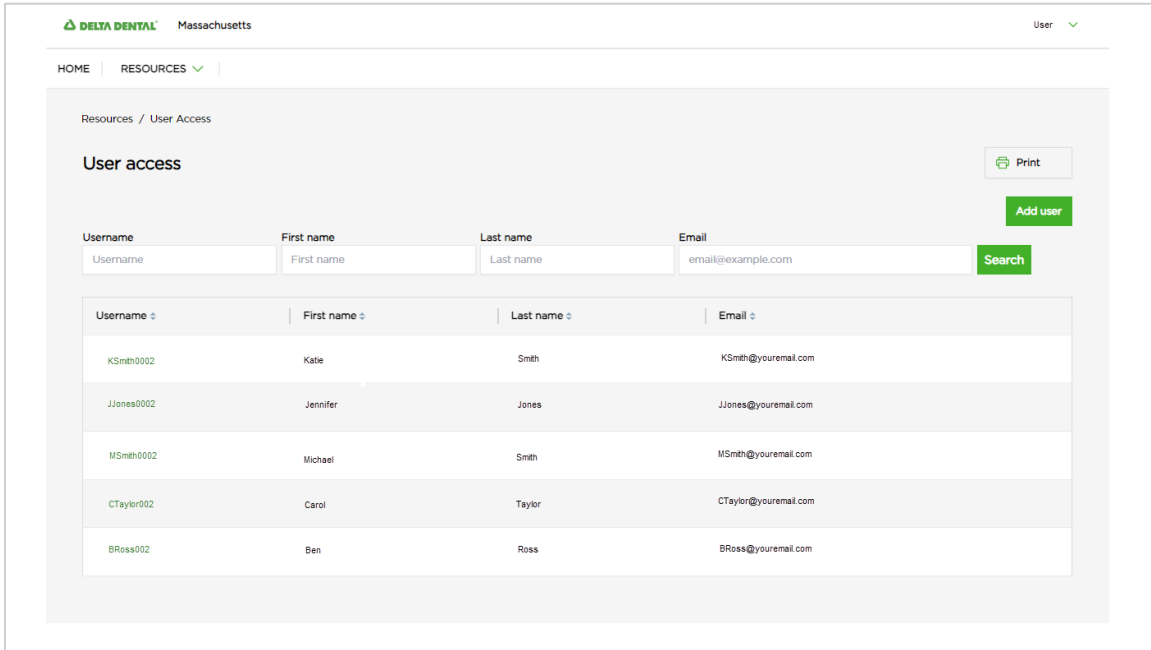
Add New User

Once you click the Add New User button, you can enter in the username, first and last name, email address and phone number as well as assign the user’s permissions. You can also select the groups to assign to the new user.

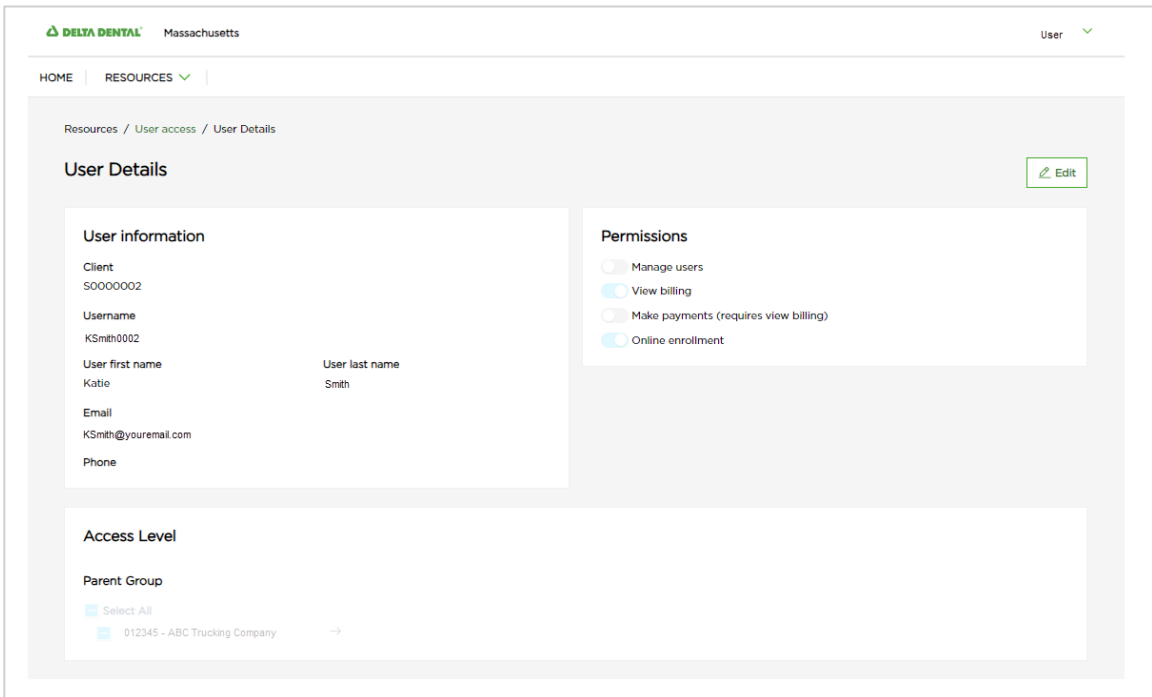


Updating Existing Users

If you need to modify a user’s permissions, grant or remove access to groups or change a user’s first name, last name, email address or phone number, click on the Username of the user you’d like to modify.



The user’s information will be displayed on the User Detail page. To modify the user record, click on the “Edit” button in the upper right-hand corner of the page.



The fields that can be modified will be displayed on the Edit User page (permissions, group access, first name, last name, email address and phone number). Click the green “Save” to save your changes or the “Cancel” button to discard any changes and return to the User Detail page.

The screenshot displays the 'Edit user' interface within the Delta Dental Massachusetts portal. The page is titled 'Edit user' and is part of the 'Resources / User access' section. It is divided into three main sections: 'User information', 'Permissions', and 'Access Level'. The 'User information' section includes fields for Client (S0000002), Username (KSmith0002), User First name (Katie), User Last name (Smith), Email (KSmith@youremail.com), and Phone number (Enter user phone number). The 'Permissions' section features four toggle switches: 'Manage users' (off), 'View billing' (on), 'Make payments (requires view billing)' (off), and 'Online enrollment' (on). The 'Access Level' section shows a 'Parent Group' dropdown menu with 'Select All' and '012345 - ABC Trucking Company' as options. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in green.