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.

A DELTA DENTAL Massachu	usetts			User 🗸
IOME RESOURCES V				
Resources / User Access				
User access				🗇 Print
				Add user
Username	First name	Last name	Email	
Username	First name	Last name	email@example.com	Search
Username 🗢	First name 💠	Last name ≑	Email 💠	
Osername 🤤	First name -	Last name 🤤	Email 👳	
KSmith0002	Katie	Smith	KSmith@youremail.com	
JJones0002	Jennifer	Jones	JJones@youremail.com	
MSmith0002		Smth	MSmith@youremail.com	
	Michael	Sindi		
CTaylor002	Carol	Taylor	CTaylor@youremail.com	
BRoss002	Ben	Ross	BRoss@youremail.com	

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.

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HOME RESOURCES V		
Resources / User Access / Add user		
Add user		
User information		Permissions
Client info		Manage users
\$0000002		View billing
Username		Make payments (requires view billing)
Enter Username		Online enrollment
User First name	User Last name	
Enter User First name	Enter User last name	
Email		
Enter user email address		
Phone number		
Enter user phone number		
Access Level		
Parent Group		
Select All		
012345 - ABC Trucking Company →		
		Cancel Add 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.

Resources / User Access				
User access				🗇 Print
				Add user
Username	First name	Last name	Email email@example.com	Search
Username \$	First name \$	Last name \$	Email \$	
KSmith0002	Katie	Smith	KSmith@youremail.com	
JJones0002	Jennifer	Jones	JJones@youremail.com	
MSmith0002	Michael	Smith	MSmth@youremail.com	
CTaylor002	Carol	Taylor	CTaylor@youremail.com	
BRoss002	Ben	Ross	BRoss@youremail.com	

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.

C DELTA DENTAL Massachusetts	User	r ~
HOME RESOURCES \vee		
Resources / User access / User Details User Details	<u>ر</u> ۵ و	dit
User information Client S0000002 Username KSmtb0002 User first name User last name Katie Smth Email KSmth@youremail.com	Permissions Manage users View billing Make payments (requires view billing) Online enrollment	
Access Level Parent Group		
Select All 012345 - ABC Trucking Company →		

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.

C DELTA DENTAL Massachusetts			User 🗸
HOME RESOURCES V			
Resources / User access / Edit user			
User information Client S0000002 Username Ksmih0002 User First name Katle Email KSmih@youremail.com Phone number Enter user phone number	User Last name Smith	Permissions Manage users View billing Make payments (requires view billing) Online enrollment	
Access Level Parent Group Select All O12345 - ABC Trucking Company	÷		
			Cancel Save