

How to Log In to Producer Toolkit (New Admins)

Once an Admin has been created within Roosevelt Producer Admin for an Agent or Agency, they will get a welcome email indicating that they have been designated as a Producer Toolkit Admin.

💡 If a Producer Toolkit Admin is already a BMT Admin, this email registration process is not needed. When a Toolkit Admin has authorizations in both Benefit Manager Toolkit (BMT) and Producer Toolkit, they will be able to seamlessly switch between the applications using their existing login. See [How to Switch from Producer Toolkit to BMT](#) for more information.

This email will:

- Provide an Authorization Code.
- Notify the new Admin that they will need their email address to complete registration.
- Notify the new Admin that they will need their Agency's TIN or Agent's SSN to complete registration.
- Provide a link to the registration page (Delta Dental Agency level example is shown below).

1. Click the registration link provided in your welcome email to begin setting up your account.



DELTA DENTAL
Producer Toolkit ®

Register Account (Step 1 of 2)

Authorization Code
* This field is required

Email Address
* This field is required

Agency TIN
* This field is required

CONTINUE

2. Enter your Authorization Code, Email Address, and Agency TIN or Agent SSN to complete the required fields, then Click CONTINUE.

Your Authorization Code was provided in your welcome email.

Register Account (Step 1 of 2)

Authorization Code

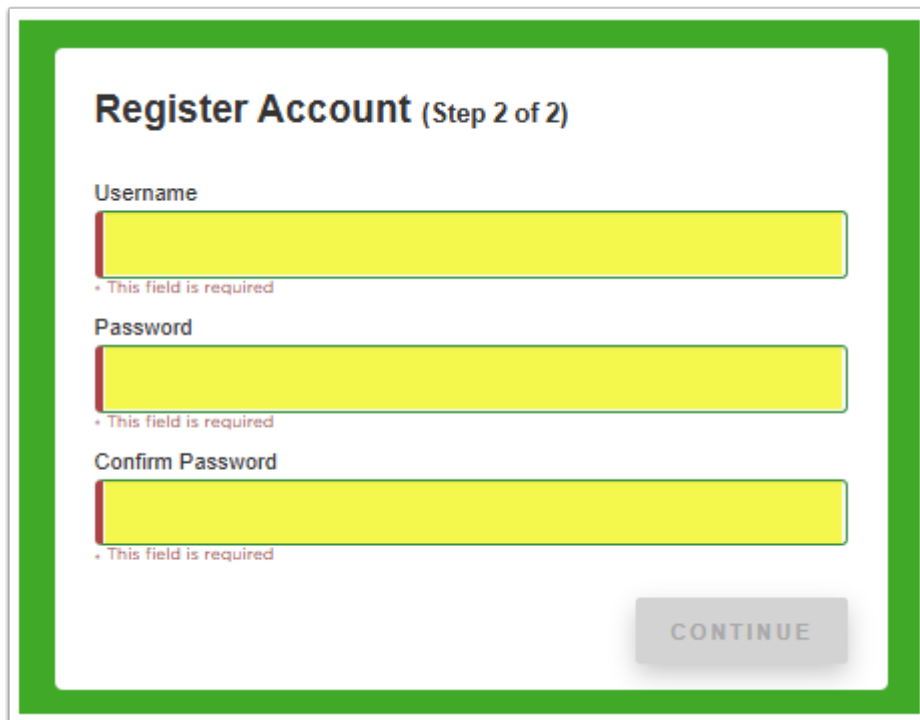
2142362706

Email Address

Agency TIN

CONTINUE

3. Create your Username, Password, Confirm your Password, then Click CONTINUE.



Register Account (Step 2 of 2)

Username

* This field is required

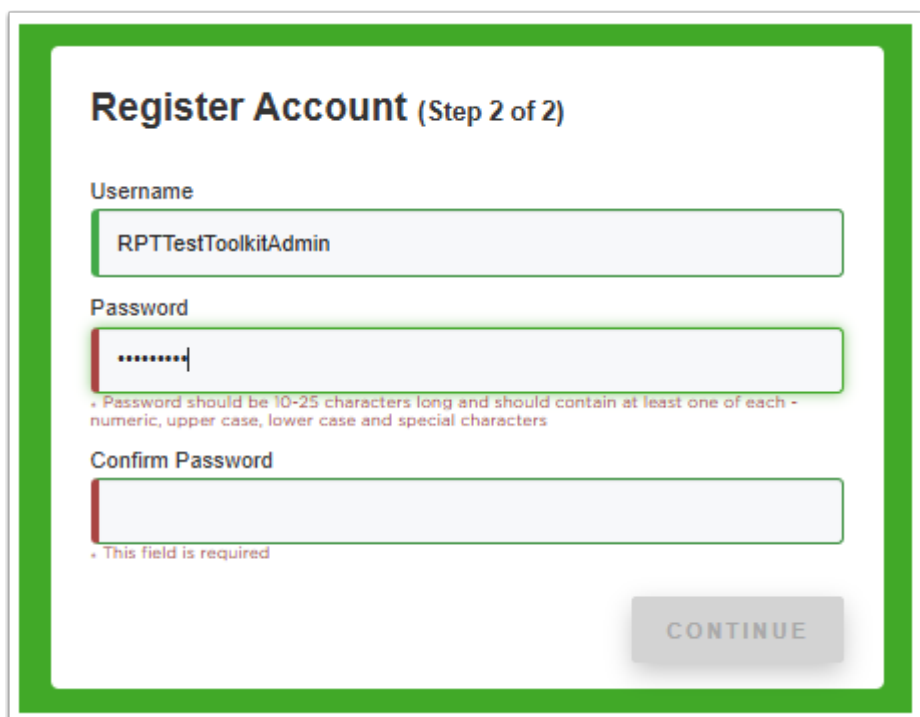
Password

* This field is required

Confirm Password

* This field is required

CONTINUE



Register Account (Step 2 of 2)

Username

Password

* Password should be 10-25 characters long and should contain at least one of each - numeric, upper case, lower case and special characters

Confirm Password

* This field is required

CONTINUE

Register Account (Step 2 of 2)

Username

RPTTestToolkitAdmin

Password

Confirm Password

• Passwords do not match

CONTINUE

Register Account (Step 2 of 2)

Username

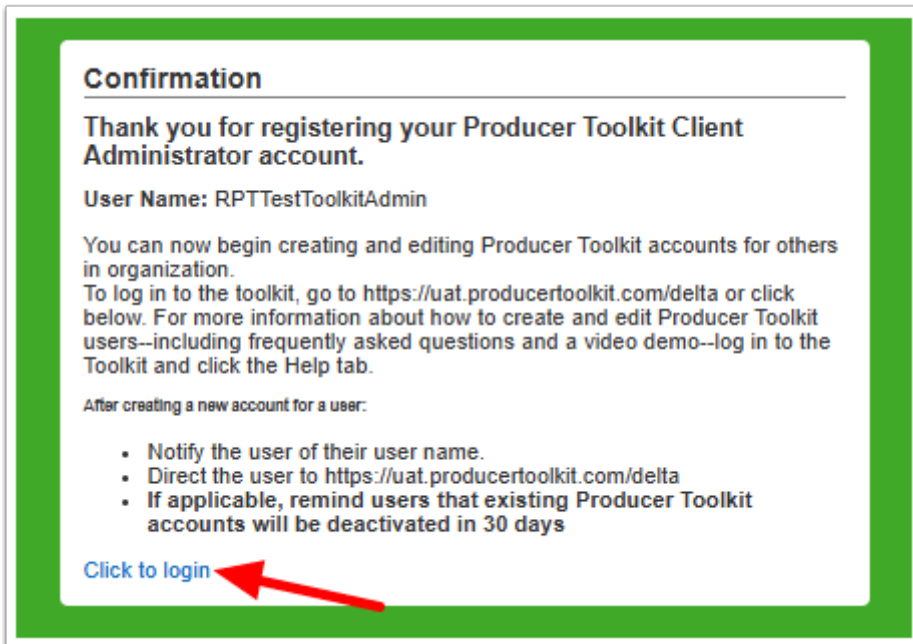
RPTTestToolkitAdmin

Password

Confirm Password

CONTINUE

4. Review your Confirmation, then select Click to login.



5. Enter the Username that you created in step 3, then Click NEXT.

Username

RPTTestToolkitAdmin

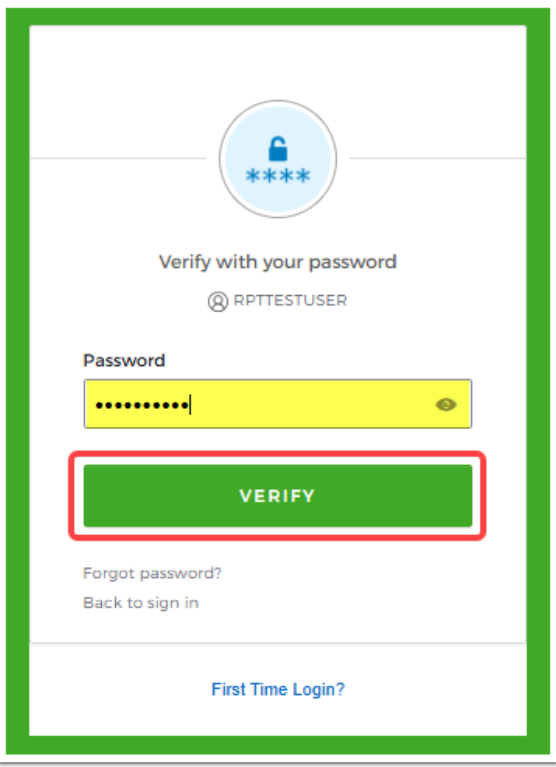
☐ Keep me signed in

NEXT

Help

[First Time Login?](#)

6. Enter the Password that you created in step 3, then Click **VERIFY**.



The image shows a password verification interface. At the top, there is a blue circular icon with a lock and four asterisks. Below this, the text "Verify with your password" is displayed. Underneath, the username "RPTTESTUSER" is shown next to a user icon. A yellow password input field contains eight dots and a cursor. Below the password field is a green button with the word "VERIFY" in white, which is highlighted by a red rectangular border. At the bottom of the form, there are two links: "Forgot password?" and "Back to sign in". A footer link "First Time Login?" is also present.

Verify with your password

RPTTESTUSER

Password

.....|

VERIFY

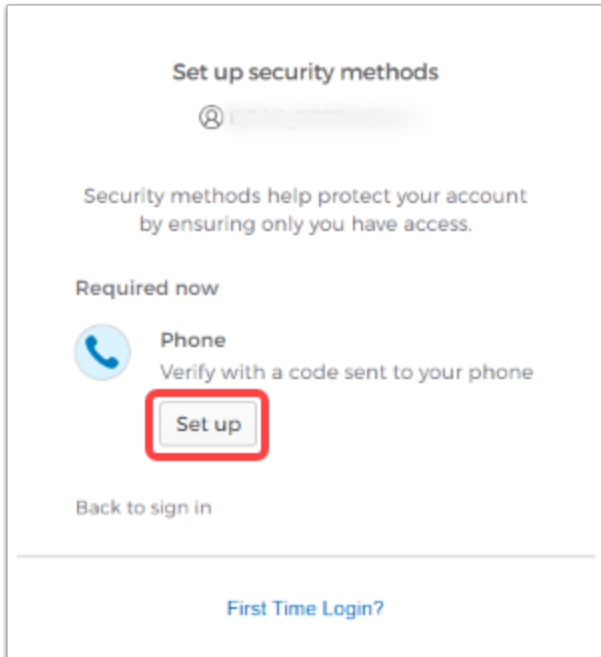
[Forgot password?](#)

[Back to sign in](#)

[First Time Login?](#)

7. Set up security methods for Multi-Factor Authentication.

7.1. Click Set up to verify with a code sent to your phone.



Set up security methods

Security methods help protect your account by ensuring only you have access.

Required now

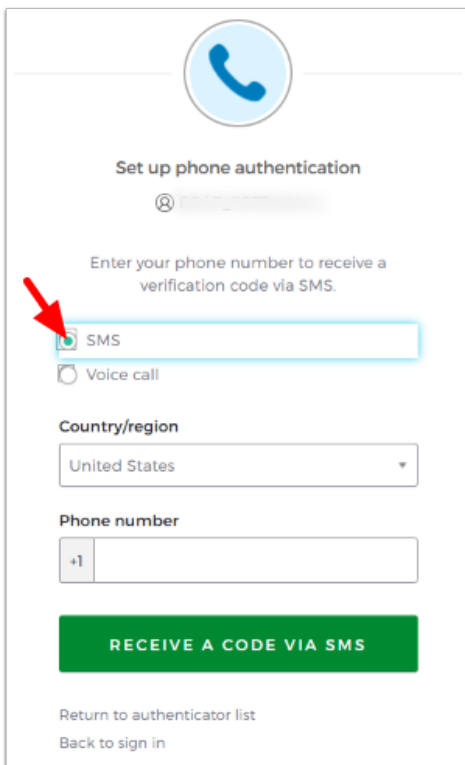
Phone
Verify with a code sent to your phone

Set up

Back to sign in

First Time Login?

7.2. Select SMS or Voice call radio button.



Set up phone authentication

Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

Country/region
United States

Phone number
+1

RECEIVE A CODE VIA SMS

Return to authenticator list

Back to sign in

7.3. Enter your phone number and click button to RECEIVE A CODE.



Set up phone authentication

Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

Country/region

United States

Phone number

+1

RECEIVE A CODE VIA SMS

[Return to authenticator list](#)

[Back to sign in](#)



Set up phone authentication

Enter your phone number to receive a verification code via voice call.

☐ SMS

☒ Voice call

Country/region

United States

Phone number

+1

Extension

RECEIVE A CODE VIA VOICE CALL

[Return to authenticator list](#)

[Back to sign in](#)

[First Time Login?](#)

7.4. Enter the code that was sent to your phone, and click VERIFY.



Set up phone authentication

A code was sent to your phone. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

VERIFY

[Return to authenticator list](#)

[Back to sign in](#)

[First Time Login?](#)

7.5. Set up Okta Verify or Security Key or Biometric Authenticator if desired. Otherwise click CONTINUE.

Set up security methods

Security methods help protect your account by ensuring only you have access.

Optional

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.
Set up

Security Key or Biometric Authenticator
Use a security key or a biometric authenticator to sign in.
Set up

CONTINUE

[Back to sign in](#)

You will then be logged in to Producer Toolkit.