

How to Log In to Producer Toolkit (New Users)

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

💡 If a Producer Toolkit User is already a BMT User under the same Toolkit Admin, this email registration process is not needed. When a Toolkit User 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:

- Notify the new user that they need to get their Username from the person who created their account.
- Provide a link to the login page.
- Notify the new user that they should use the 'First Time Login?' workflow with their assigned Username.



DELTA DENTAL®

Log in to
Producer Toolkit®

Username

☐ Keep me signed in

NEXT

Help

[First Time Login?](#)

First Time Login

×

On the login page, please enter your username and click on next and proceed to the Forgot Password workflow. This will allow you to create a unique password, so that you can get started using the Producer Toolkit.

Here they will start a workflow to create a password.

1. Enter the assigned Username in the Username field and Click NEXT.



Log in to

Producer Toolkit ®

Username

RPTTestUser

☐ Keep me signed in

NEXT

Help

[First Time Login?](#)

2. Click Forgot password?



The screenshot shows the Delta Dental Producer Toolkit login interface. On the left, a green banner contains the Delta Dental logo and the text "Log in to Producer Toolkit ®". On the right, a white login panel is displayed. At the top of the panel is a circular icon with a padlock and four asterisks. Below this is the text "Verify with your password" followed by the username "RPTTESTUSER". A password field is present, followed by a green "VERIFY" button. A red rectangle highlights the "Forgot password?" link, with "Back to sign in" text below it. At the bottom of the panel is a link for "First Time Login?".

3. Click SEND ME AN EMAIL.



This screenshot shows the same Delta Dental Producer Toolkit login interface as the previous one, but for the "Forgot password?" step. The top of the white panel now features a circular icon with an envelope. The text reads "Get a verification email" followed by the username "RPTTESTUSER". Below this, it says "Send a verification email to [redacted] by clicking on 'Send me an email'". A red rectangle highlights the green "SEND ME AN EMAIL" button. Below the button is a "Back to sign in" link, and at the bottom is a link for "First Time Login?".

 An email is sent to the email address on file containing a link and code that is valid for 5 minutes.

Hi RPT Test User FN,

A password reset request was made for your Okta account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the password for your username, RPTTestUser:

[Reset Password](#)

This link expires in 5 minutes.

Can't use the link? Enter a code instead: **460513**

4. Click Enter a verification code instead.

Alternatively, you may use the link provided in the email to verify.



Log in to

Producer Toolkit ®



Verify with your email

Ⓡ RPTTESTUSER

We sent an email to

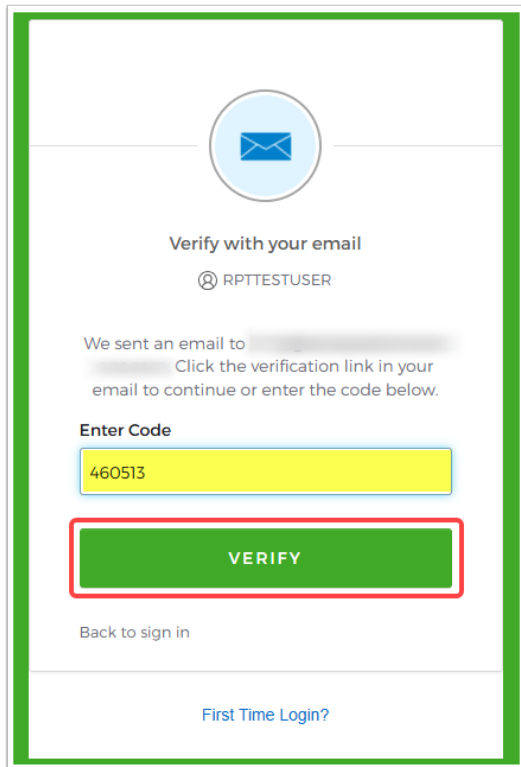
Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Back to sign in](#)

[First Time Login?](#)

5. Enter Code and click VERIFY.

A screenshot of an email verification interface. At the top, there is a blue envelope icon inside a light blue circle. Below this, the text "Verify with your email" is displayed, followed by the email address "RPTTESTUSER" with a small icon to its left. A message states: "We sent an email to [redacted] Click the verification link in your email to continue or enter the code below." Below this, there is a section titled "Enter Code" with a yellow input field containing the code "460513". A green button labeled "VERIFY" is positioned below the input field and is highlighted with a red rectangular border. At the bottom left, there is a link "Back to sign in". At the bottom center, there is a link "First Time Login?".

Verify with your email

RPTTESTUSER

We sent an email to [redacted]
Click the verification link in your email to continue or enter the code below.

Enter Code

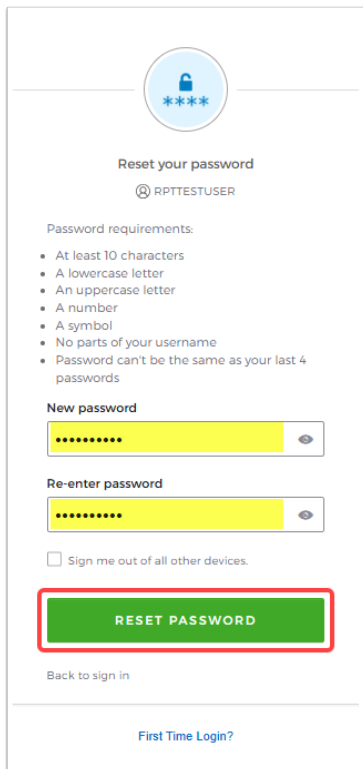
460513

VERIFY

[Back to sign in](#)

[First Time Login?](#)

6. Enter a New password, Re-enter password, and Click RESET PASSWORD.





Reset your password

RPTESTUSER

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Password can't be the same as your last 4 passwords

New password

Re-enter password

☐ Sign me out of all other devices.

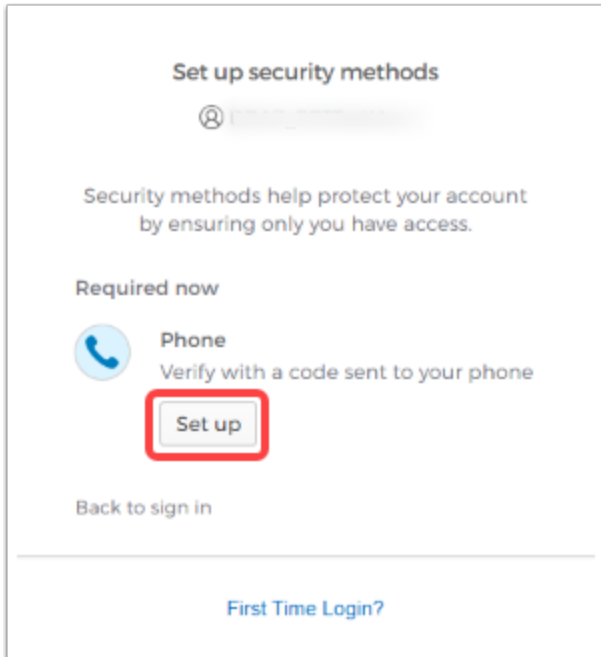
RESET PASSWORD

[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

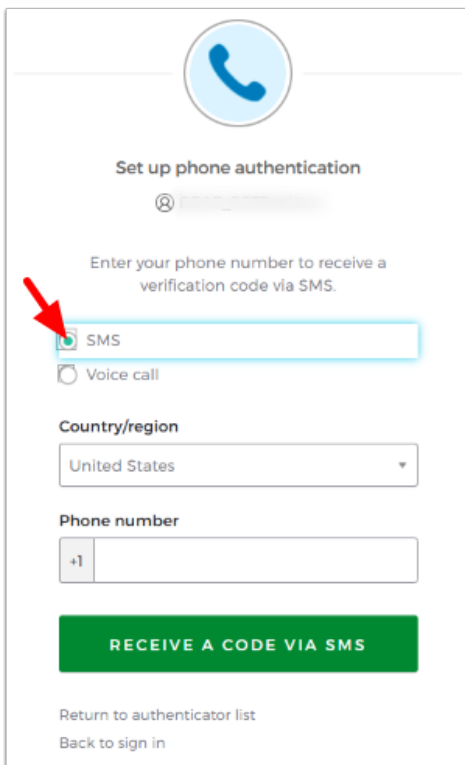
Phone
Verify with a code sent to your phone

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?](#)

The new user is then logged in to Producer Toolkit.