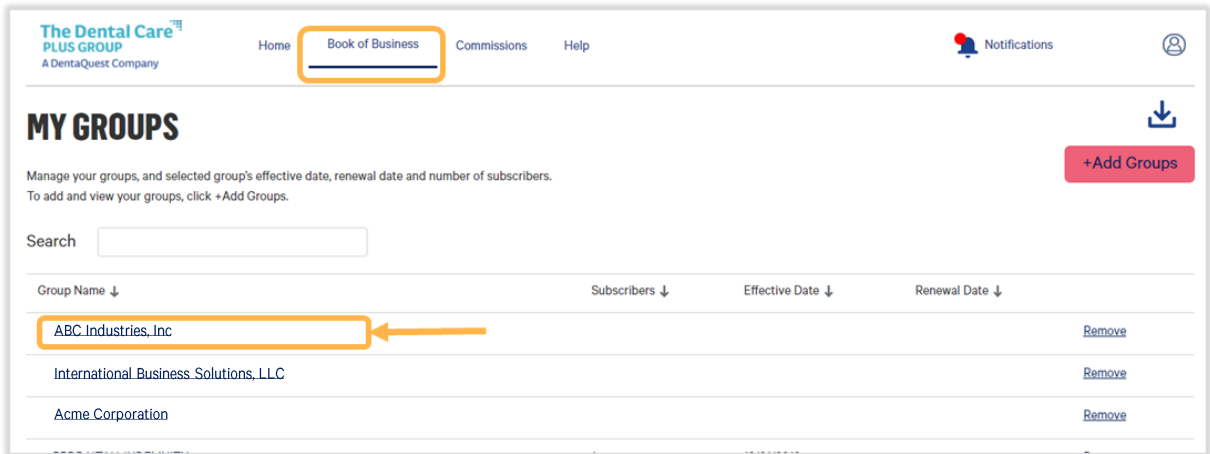


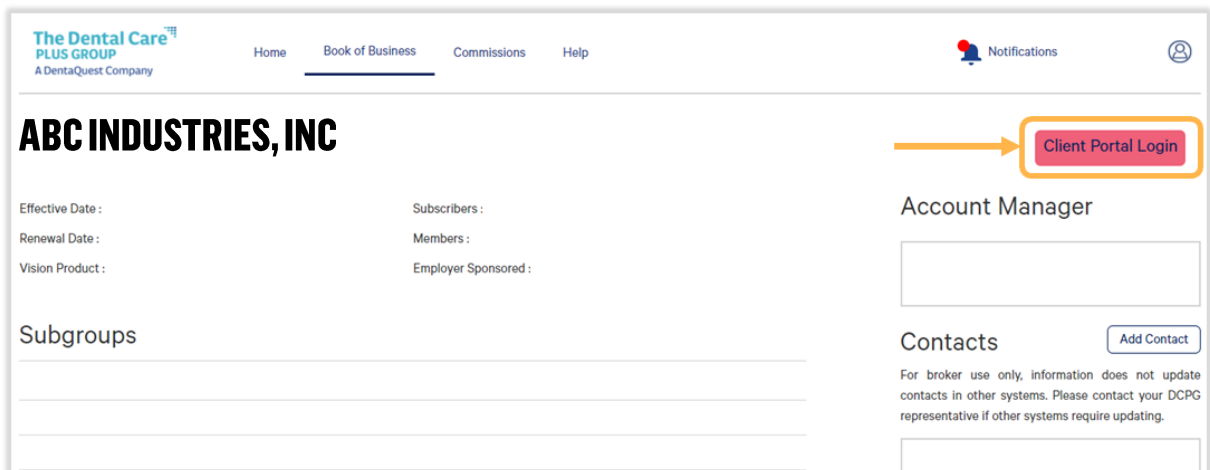
Accessing the Client Portal from the Broker Portal

The Broker Portal provides you with access to directly login to the Client Portal for any Groups who have granted you access to do so. The Client Portal Login button is easily accessible from the Group's detail page and will automatically log you into the Client Portal when clicked.

1. To access the Client Portal, first click on the 'Book of Business' tab in the navigation bar to get to the 'My Groups' dashboard. Click on the name of the Group that you would like to login to the Client Portal as to navigate to the Group's detail page.



2. Once on the Group's detail page, locate the 'Client Portal Login' button in the top-right corner of the page.



- From the Group's detail page, you will be able to easily identify if you have been granted access to login to the portal for that Group by looking at the Client Portal Login button.

Client Portal Login

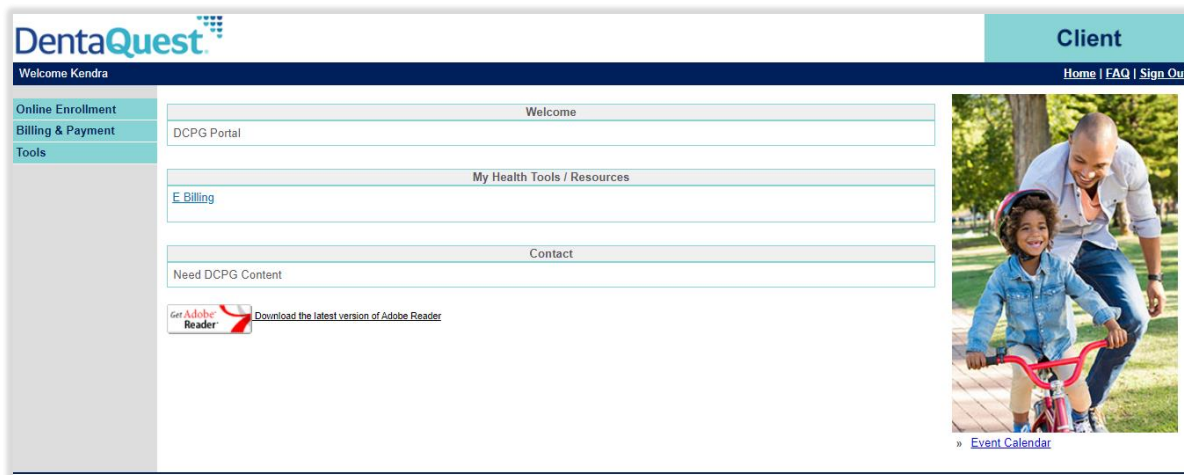
If the button appears like this, you have access to login to the Client Portal for this Group. **Click on the Button to login.**

Client Portal Login

Authorized brokers only. Please complete the **Online User Request Form** and submit it to your Dental Care Plus Account Manager for authorization.

If the button appears like this, you do not have access to login to the Client Portal for this Group. **Click on the Online User Request Form in the message below the button to request access.**

- After clicking the 'Client Portal Login' button, a new window will open, and you will be automatically redirected and logged into the Client Portal.



IMPORTANT TIP: Once you've logged into the Client Portal, you'll need to click 'Sign Out' in the top right corner of the navigation bar if you wish to log into the Client Portal under a different group. If you do not sign out, you will get an error message when trying to login under another group.

