

# LIBERTY On-line Portal Help Guide

## System Requirements

- Internet Connection (Recommend Internet Explorer 11 or later)
- Adobe Acrobat Reader (To be able to display PDF images)

## Office Number and Access Code

All contracted network dental offices are issued a unique Office Number and Access Code. These numbers can be found on your LIBERTY Dental Plan Welcome Letter and are required to register your office on LIBERTY's On-Line Provider Portal. If you are unable to locate your Office Number and/or Access Code, please contact our Member Services Department at (888) 700-0643 for assistance.

## New Office Registration

1. To register a new Office, enter the following website address into your browser: [www.libertydentalplan.com](http://www.libertydentalplan.com)
2. Click on **Register**



A designated Office Administrator should be the user to set up the account on behalf of all providers / staff. The Office Administrator will be responsible for adding, editing and terminating additional users within the office

3. Select **Office** as the **TYPE** of user

The image shows the "Create an Account" form on the Liberty Dental Plan website. The form is titled "Create an Account" and has a dropdown menu for selecting the user type, with "Office" selected and circled in red. Below the dropdown, there are several input fields: Office Number, Access Code, Phone Number (with area code, prefix, and number fields), Account User First Name, Account User Last Name, Account User Name, Account Password, Confirm Password, and Email Address. A "Create Account" button is located at the bottom right of the form.

4. Fill out necessary information. Enter your 6-digit **Office Number** (include leading zeros). The **Office Number** and **Access Code** can be found in your LIBERTY Dental Plan Welcome Letter

Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:

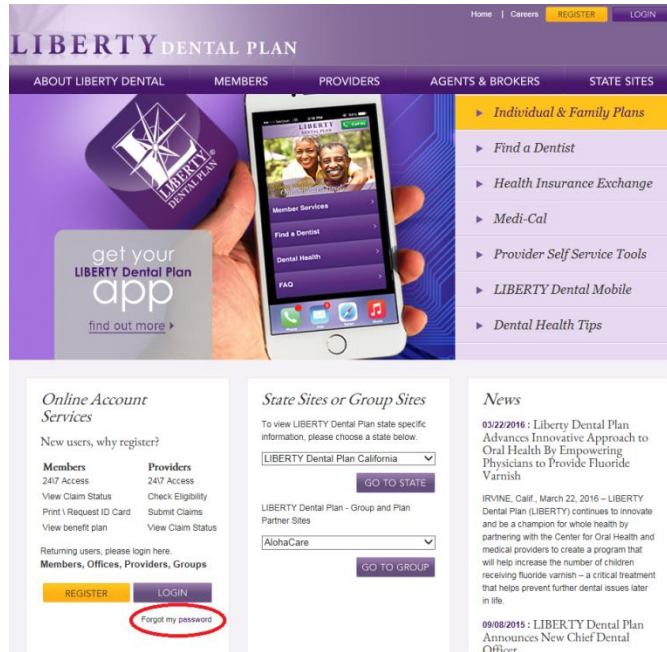
- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#\$\$%&\*)

5. Click **Create Account**

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## Office Password Reset

1. Visit [www.libertydentalplan.com](http://www.libertydentalplan.com)



2. Click **Forgot my password**

On the next screen

3. Select **Office** from the drop-down menu
4. Enter the account information in the boxes provided. The **Office Number** and **Access Code** were provided in the Welcome Letter

5. Click **Reset Password**

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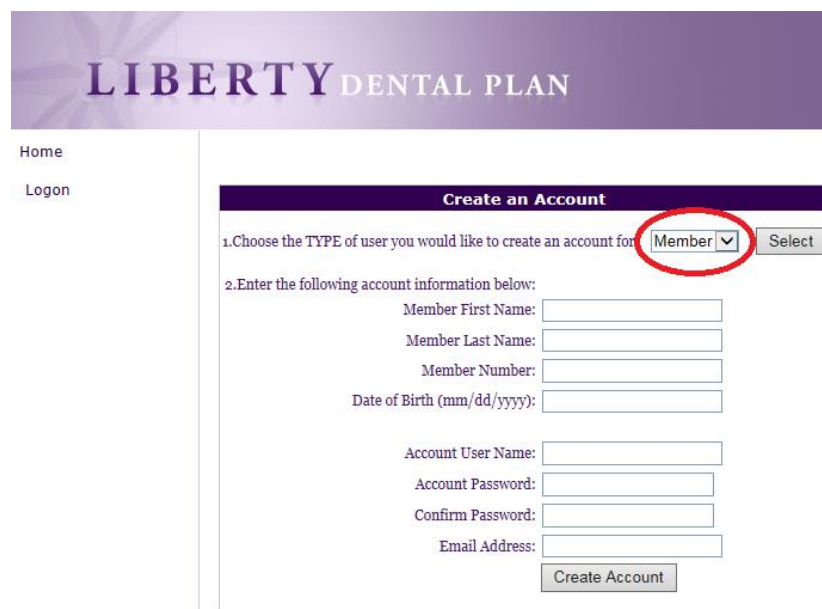
## New Member Registration

1. To register a new Member, enter the following website address into your browser: [www.libertydentalplan.com](http://www.libertydentalplan.com)
2. Click on **Register**



Each Member of a family may have their own account. All LIBERTY member numbers have -01 for the primary account holder, -02 for spouse, -03, -04 etc., for children and other family members. Your card might not show this information, but is necessary when registering.

3. Select **Member** as the **TYPE** of user



4. Fill out necessary information. Enter your **First and Last Name**, **Member Number** (Example: xxxxxx-01) and **Date of Birth**

Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:

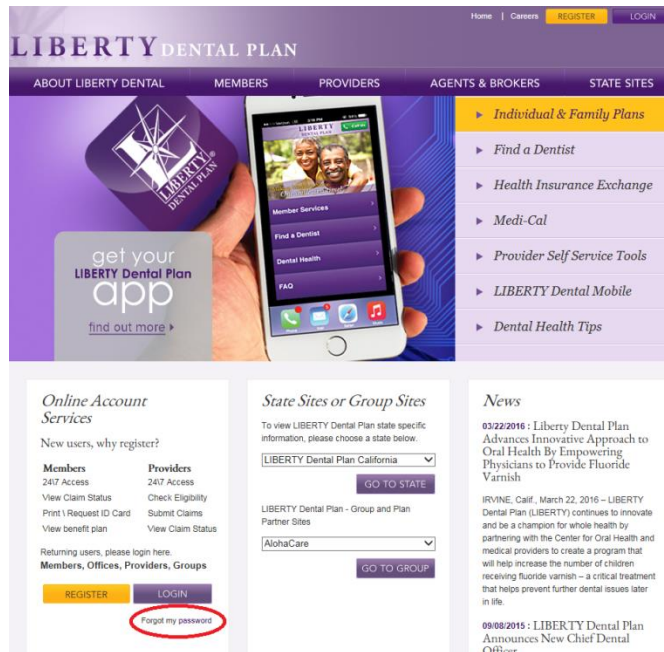
- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#%&\*)

5. Click **Create Account**

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## Member Password Reset

1. Visit [www.libertydentalplan.com](http://www.libertydentalplan.com)



2. Click **Forgot my password**

On the next screen

3. Select **Member** from the drop-down menu

Enter the account information in the boxes provided. The **Member Number** must include -01 and the **Account User Name** is the name that was created when registering the account

LIBERTY DENTAL PLAN

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### Reset Password

1. Choose the TYPE of user you would like to reset password for: **Member** Select

2. Enter the following account information below:

Member First Name:

Member Last Name:

Member Number:

Date of Birth (mm/dd/yyyy):

Account User Name:

New Password:

Confirm Password:

Reset Password

4. Click **Reset Password**