LIBERTY On-line Portal Help Guide

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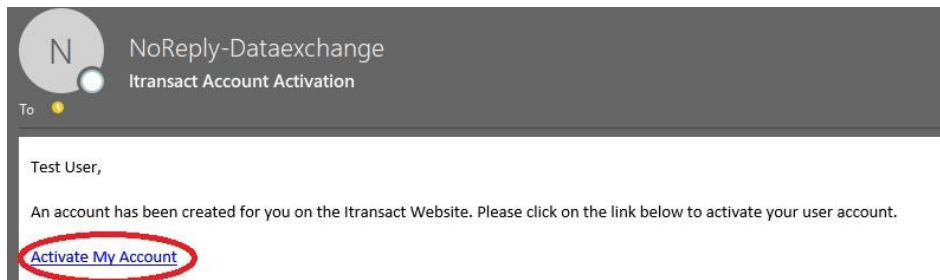
4. Fill out necessary information. Enter your 6-digit **Office Number** (include leading zeros). The **Office Number** and **Access Code** can be found in your LIBERTY Dental Plan Welcome Letter

   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**

An email notification will be sent to the email address provided. To active account, please click on the "Activate My Account" link to complete the activation process.

Office Password Reset
   1. Visit www.libertydentalplan.com

On the next screen

2. Click **Forgot my password**

3. Enter **Username**

4. Click **Reset**

An email notification will be sent to the email address provided. To reset account, please click on the link provided within the email.

5. Fill out necessary information.

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 (!@#$%&*)

6. Click **Reset Password**

New Member Registration

1. To register a new Member, enter the following website address into your browser: 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: xxxxxxx-01) and **Date of Birth**
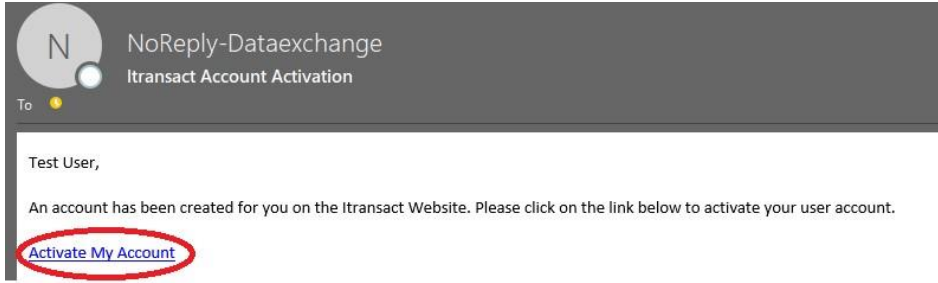
Passwords must be a minimum of 8 characters in length and contain at least 3 of the following attributes:
- At Least One Uppercase Letter
- At Least One Lowercase Letter
- At Least One Number
- At Least One Special Character (!@#$%&*)

5. Click **Create Account**

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An email notification will be sent to the email address provided. To active account, please click on the "Activate My Account" link to complete the activation process.

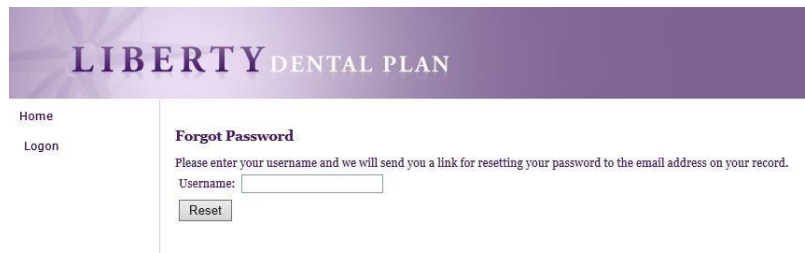## Member Password Reset

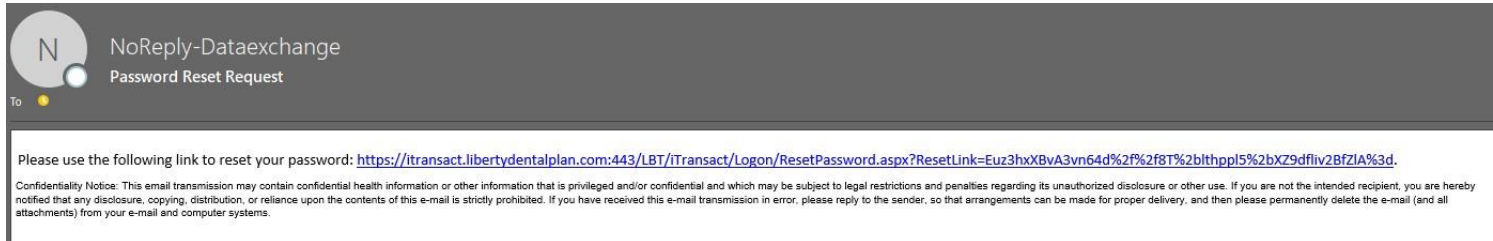**1. Visit** www.libertydentalplan.com

2. Click **Forgot my password**

3. Enter **Username**

4. Click **Reset**

An email notification will be sent to the email address provided. To reset account, please click on the link provided within the email.

5. Fill out necessary information.

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