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## GETTING STARTED

LIBERTY Dental Plan ("LIBERTY") offers 24/7 real-time access to information and tools through our secure Online Portal.

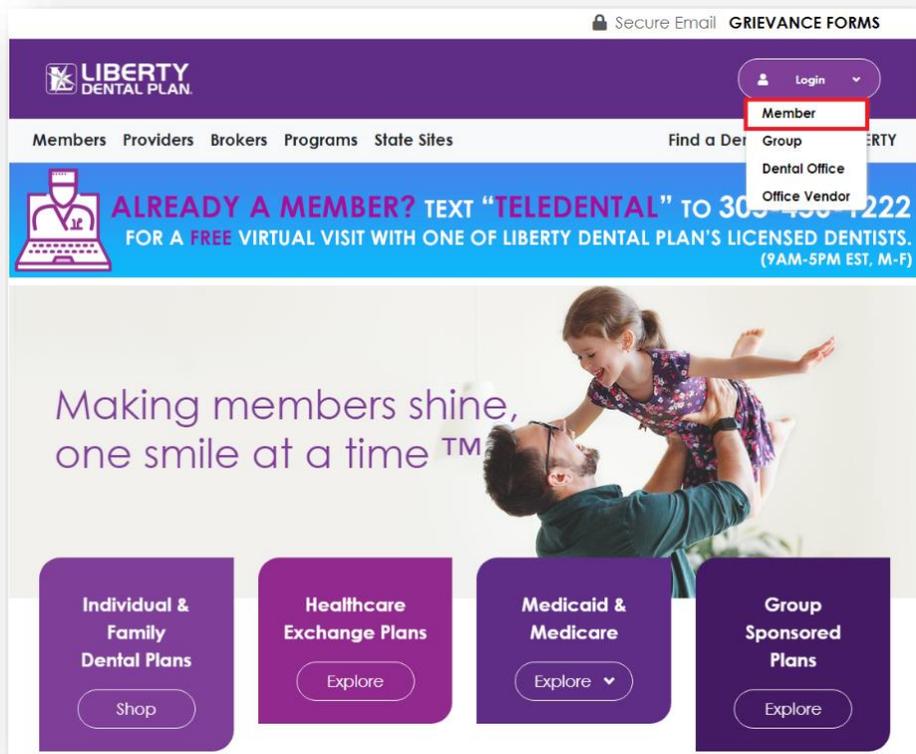
### SYSTEM REQUIREMENTS

- Internet Connection compatible with Microsoft Edge, Google Chrome, and Mozilla Firefox
- Adobe Acrobat Reader (To be able to display PDF images)

## NEW MEMBER REGISTRATION

### REGISTER A NEW MEMBER

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



Register a New Member *continued*

- 3. Select [Click here to create a new user](#)

- 4. Select **Member** from the drop-down menu as the **TYPE** of user and click **Select**

**Note:** 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.

Register a New Member *continued*

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

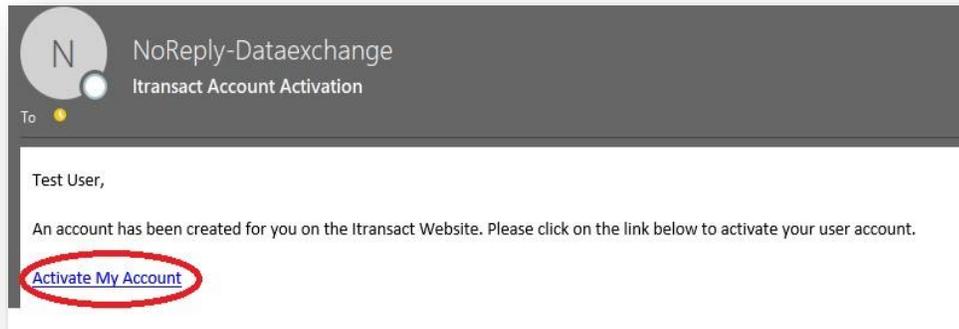
Primary Subscriber	<Member ID>-01	Ex: 12345678-01
Spouse	<Member ID>-02	Ex: 12345678-02
Child 1	<Member ID>-03	Ex: 12345678-03
Child 2	<Member ID>-04	Ex: 12345678-04

6. Select **Create Account**

**Note:** Passwords must be a minimum of 8 characters in length and contain at least 3 of the following: 1 uppercase letter, 1 lower case letter, 1 number and 1 special character. (!@#\$%&\*)

**Register a New Member** *continued*

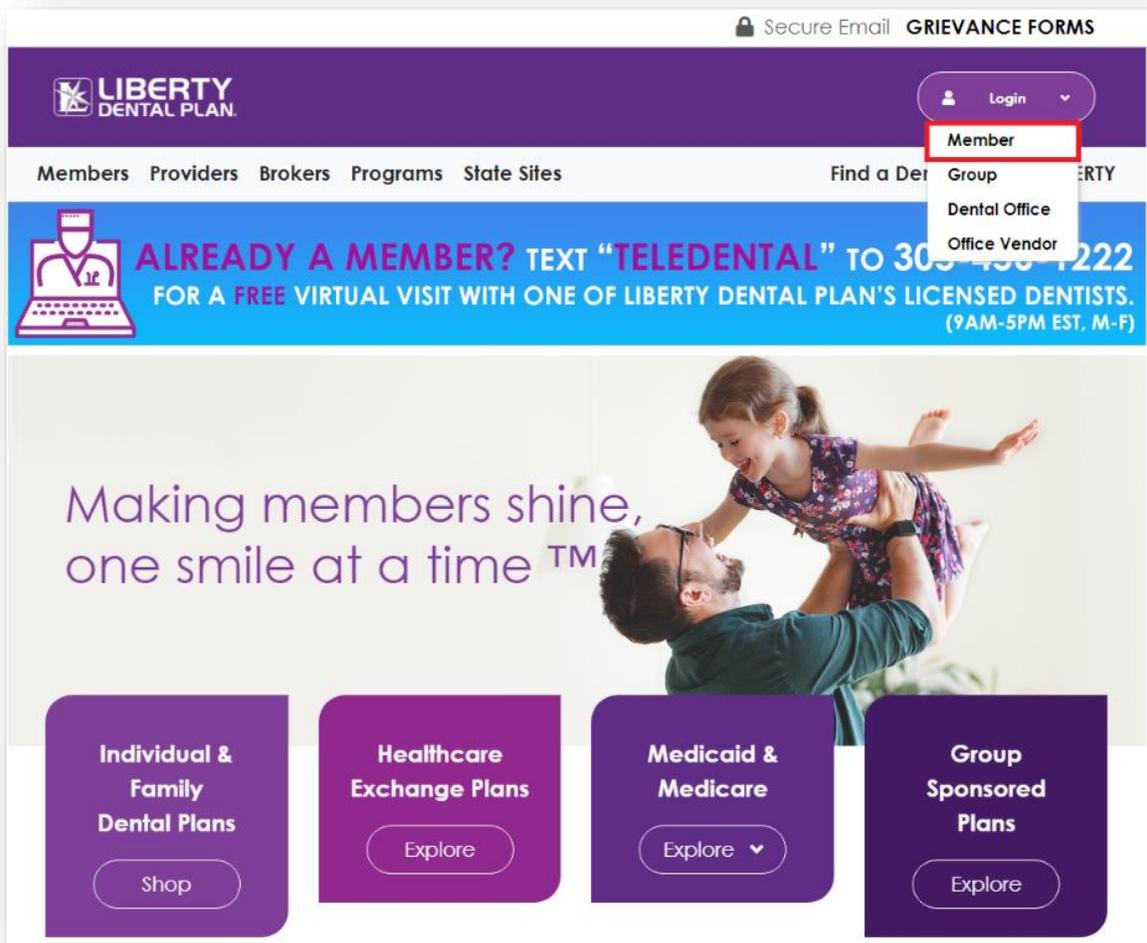
7. An activation email will be sent to the email address provided. To activate the account, please click on the "**Activate My Account**" link to complete the activation process.



## FORGOT PASSWORD/UNLOCK ACCOUNT

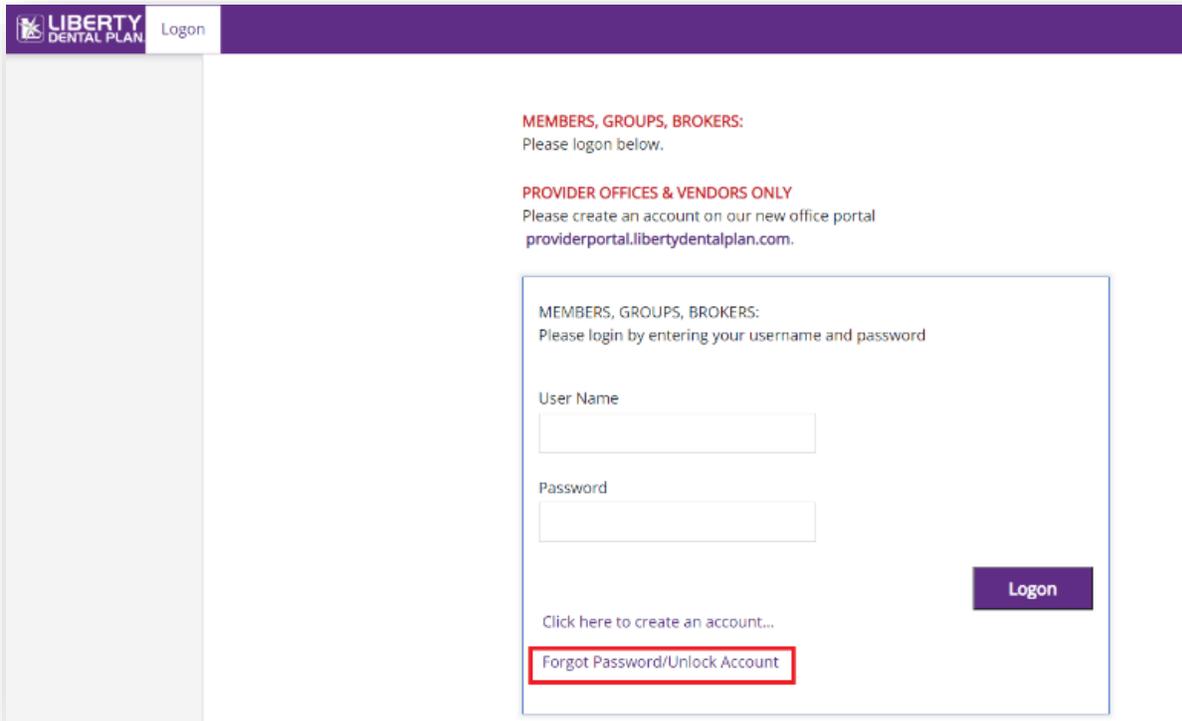
### PASSWORD RESET/UNLOCK ACCOUNT

1. To reset password/unlock account, enter the following website address into your browser: [www.libertydentalplan.com](http://www.libertydentalplan.com)
2. Click on **Login** → **Member**



### Forgot Password *continued*

#### 3. Select **Forgot Password/Unlock Account**



**LIBERTY DENTAL PLAN** Logon

**MEMBERS, GROUPS, BROKERS:**  
Please logon below.

**PROVIDER OFFICES & VENDORS ONLY**  
Please create an account on our new office portal  
[providerportal.libertydentalplan.com](http://providerportal.libertydentalplan.com).

**MEMBERS, GROUPS, BROKERS:**  
Please login by entering your username and password

User Name

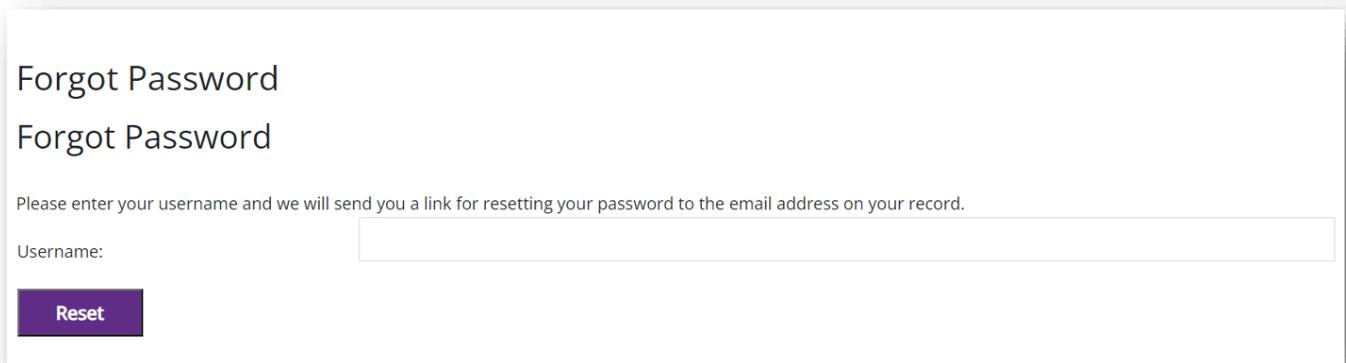
Password

Logon

[Click here to create an account...](#)

[Forgot Password/Unlock Account](#)

#### 4. Input **Username** and click **Reset**



## Forgot Password

## Forgot Password

Please enter your username and we will send you a link for resetting your password to the email address on your record.

Username:

Reset

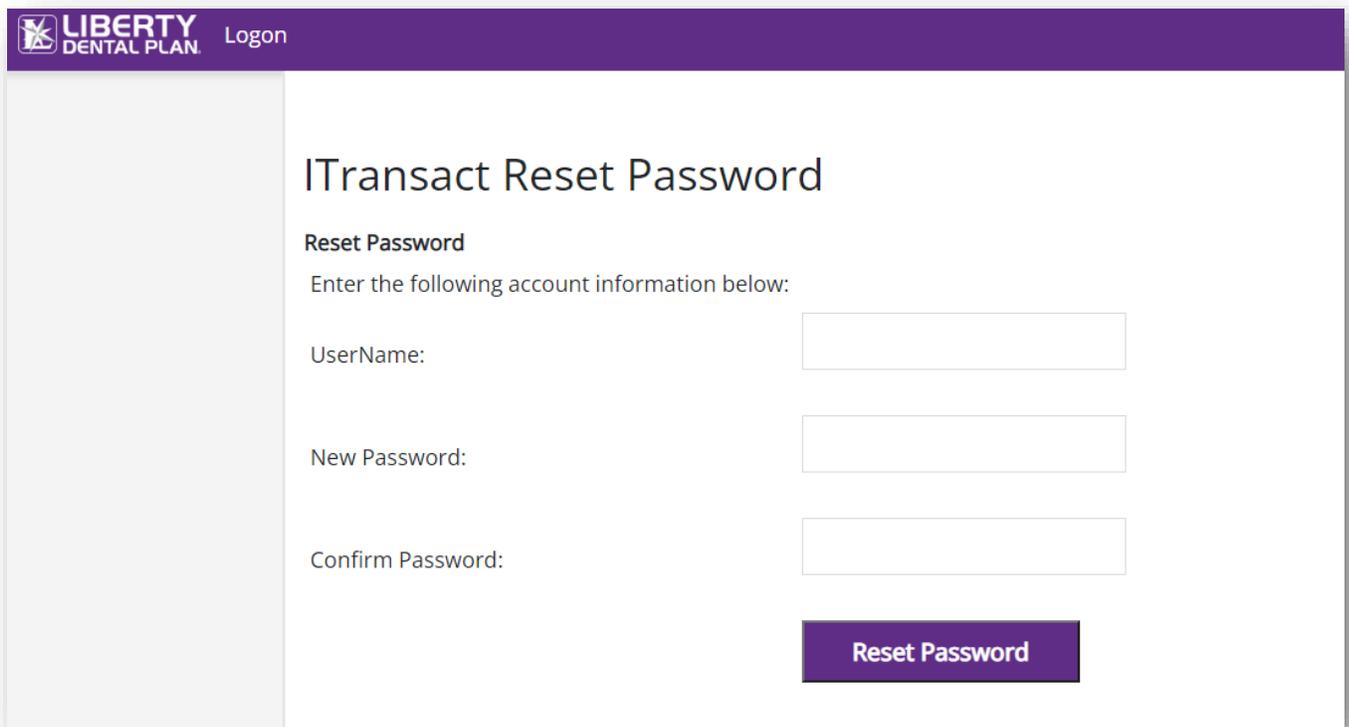
**Forgot Password** *continued*

- A password reset request will be sent to the email address provided. To reset the account, please click on the link within the body of the email.



Please use the following link to reset your password: <https://itransact.libertydentalplan.com:443/LBT/iTransact/Logon/ResetPassword.aspx?ResetLink=aQddZTGKopsHeDisC2RDjcNXoqywafWSX%2fix1Je9OMg%3d>.

- Input **Username** create **New Password** and **Confirm Password**



- Select **Reset Password**

**Note:** Passwords must be a minimum of 8 characters in length and contain at least 3 of the following: 1 uppercase letter, 1 lower case letter, 1 number and 1 special character. (!@#%&\*)