



How to access your LIBERTY member portal

By creating an account with LIBERTY you can:

- ✓ Print an ID card
- ✓ Contact Member Services through an internal system
- ✓ View claim status
- ✓ Find a dentist
- ✓ View your dental history and available benefits

Instructions to register:

1. Visit our website to register for an online account:

- Logon to www.libertydentalplan.com
- Select **Login: Member**
- At the bottom of the window select: [Click here to create a new user](#). You will then be routed to **create an account page**

2. On Create an Account page:

- Select **member** from the drop down menu when asked for type of user/account
- Click **select**

3. Enter member information:

- **Important:** You must enter the ID number completely as it appears on your ID card with "-01" for the primary account holder, etc.
- Create your **username** and **password**. Passwords must be a minimum of 8 characters and contain at least 3 of the following:
 - At least one (1) uppercase letter
 - At least one (1) lowercase letter
 - At least one (1) number
 - At least one (1) special character (!@#%\$*) etc.
- Please **confirm password** and **enter your email address**
- Click **create account** when finished
- Once completed, you will receive an email with a link to activate your account. Please note the account must be 'active' before you can login.

