# Broker Services Portal (BSP) Quick Guide

## How to access broker Block of Business

1. On the left navigation menu, click **Brokers**.

   *Image 1*

2. Click the name of a broker to view their block of business.

   *Image 2*

3. On the bottom left of the list, use items per page drop down menu to adjust how many clients are shown on your screen.

   *Image 3*

4. Click the list icon next to the broker's name to download their block of business.

   *Image 4*