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Broker Services Portal (BSP) Quick Guide

How to access Commission Reports for Group Brokers

- On the left navigation menu, click Group Brokers.
- 2. Click Commission Reports.

Image 2

3. Choose between Select by Broker *or* Search by Client.

To generate a commission report by broker, type in the broker name and make selection.

To generate a commission report by client, type in the client name and make selection.

If you have access to all brokers in an agency, you will have the option to check a box to access Commission Reports for All Brokers.

Once you have made your selection, fill out the time period for commissions earned by month.

Click Submit.

Image 3





3	Block of Business Commission Ratement Commission Reports Broker Rate Calculator
Ö Benking	Prease indicate whether you would like to generate your report by Client of Broker.
Denotits	Select by Broker Search by Client
Reports	Al Bokers
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4. On the left navigation menu, click **Reports**.

lmage 4

5. The report will appear in My Report Queue. Image 5

4 Billing	Block of Business Comr	nission Reports Broke	r Rate Calculator					
Banking	Please indicate whether you would like to generate your report by Client or Broker.							
Benefits	Select by Broker		or	Search by Client				
Reports	First Name Last Name							
Brokers	Select the time period for commissions earned by month							
	Month start * MM/YYYYY	۵	Month end * MM/YYYYY	<u>.</u>				

5	▲ ■ Eligibility	Reporting / XXXXXXXX						
	Billing	My Report Queue						
	6 Banking	(j) Please note: Active Er Date	nrollment Reports may take seve Client Subclient	ral minutes to process before you are able to download	i. Export			
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	Benefits	xx/xx/xxxx	Client Name	XXXXXXXXXXX	D			
	Reports	xx/xx/xxxx	Client Name					
		xx/xx/xxxx	Client Name	XXXXXXXXXXXX				
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