

Broker Services Portal (BSP) Quick Guide

How to access Commission Reports

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

Image 1

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.

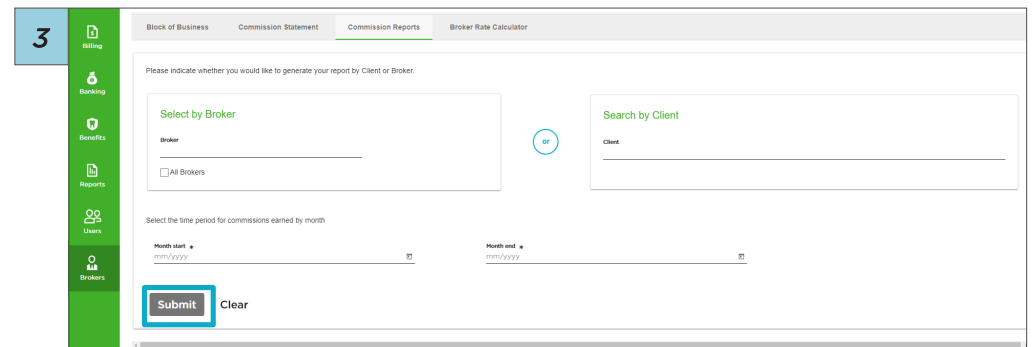
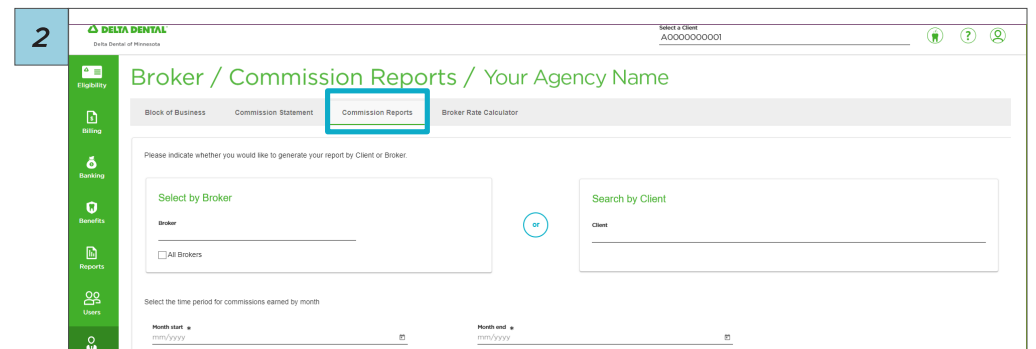
To generate a commission report by client, type in the client name and make selection.

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



4. On the left navigation menu, click **Reports**.

Image 4

5. The report will appear in My Report Queue.

Image 5

