



Broker Services Portal Quick Guide

How to access commission statements for Group Brokers

1. On the left menu bar, click **Group Brokers**.
2. Click **Commission Statement**.
3. View commission amounts by month.
4. Click on the .pdf or .xls icon to download the monthly commission statements.

The screenshot displays the Delta Dental Broker Services Portal interface. The top navigation bar includes the Delta Dental logo, the text "Delta Dental of Minnesota", and a "Select a Client" dropdown menu with "Client" selected. On the right side of the header, there are icons for help, search, and user profile. The main content area is titled "Group Brokers / Commission Reports / Your Agency Name". Below this title, there is a "BLOCK OF BUSINESS" section with a "COMMISSION STATEMENT" tab highlighted. A table lists commission statements with columns for Statement, Funding Type, Period, Payment Date, Paid Amount, PDF, and XLS. The first row shows "Commissions Statement, January 2021", "Fully Insured", "01/01/2021 - 01/31/2021", "02/16/2021", "\$1,025.92", a PDF icon, and an XLS icon. A blue arrow points to the "Group Brokers" icon in the left-hand menu. The footer contains links for Privacy Policies, HIPAA Privacy Notice, Website Security, Language Assistance, and Notice of Non-Discrimination, along with copyright information and contact details for the Broker Services Portal.

Statement	Funding Type	Period	Payment Date	Paid Amount	PDF	XLS
Commissions Statement, January 2021	Fully Insured	01/01/2021 - 01/31/2021	02/16/2021	\$1,025.92		