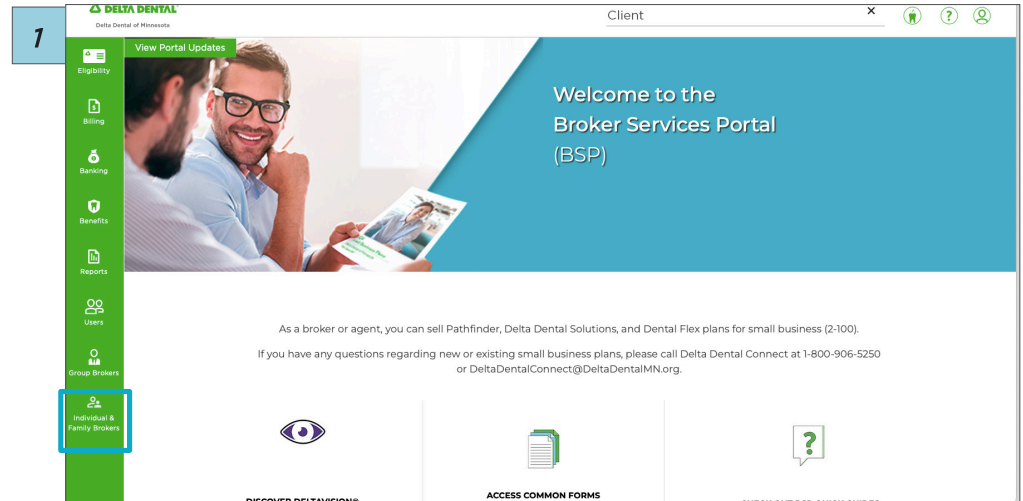


Broker Services Portal (BSP) Quick Guide

How to access Individual & Family Block of Business

1. On the left menu bar, click **Individual & Family Brokers**.
2. Click a **Broker Name** with the green list icon on their line to view the block of business.
Image 2



Broker Services Portal (BSP) Quick Guide

How to access Individual & Family Block of Business

3. Sort by:

- Client first name
- Client last name
- Plan
- Coverage start date (sort and filter)

Image 3

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

Image 4

