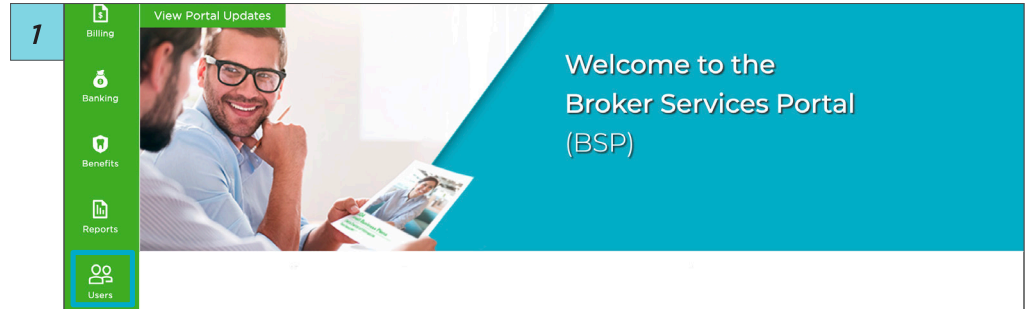**DELTA DENTAL**®

Broker Services Portal (BSP) Quick Guide

How to give Commissions Report access

Broker Super Users and Broker Delegates who have Commissions Statement access can grant access to other users.
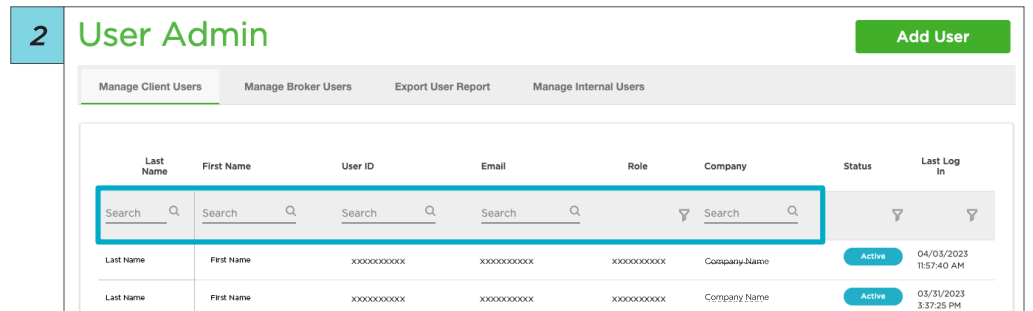
1. On the left navigation menu, click **Users**.

   Image 1

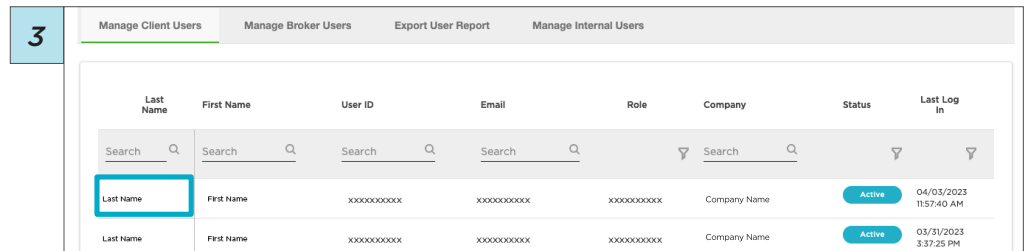2. Find the broker who will be given Commissions Report access by searching via one of the following fields:

   • Last Name

   • First Name

   • User ID

   • Email

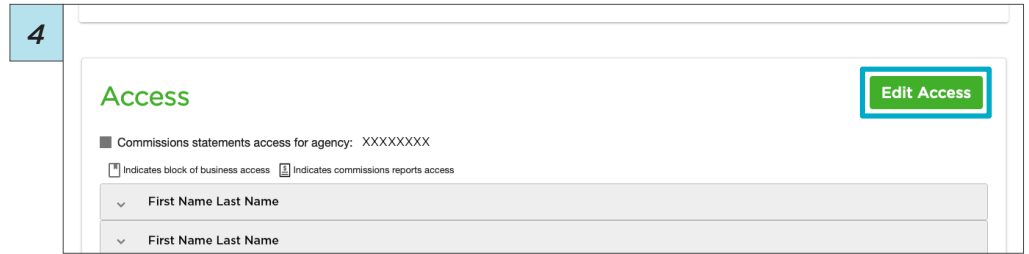   • Company

   Image 2

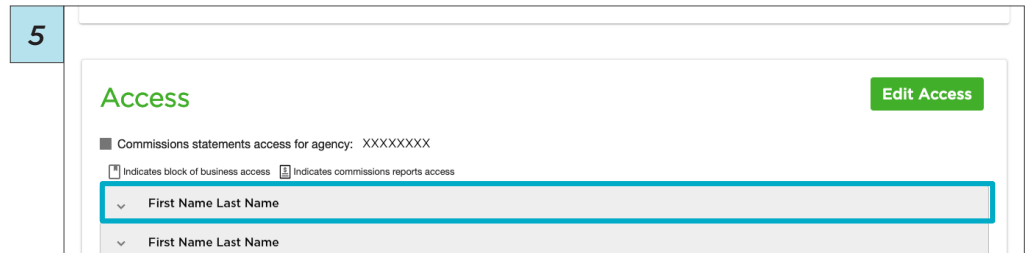3. Click on the last name of the user.

   Image 3

4. Click **Edit Access**.

   Image 4

5. Click all relevant brokers name(s) to give this user access to their commission reports.
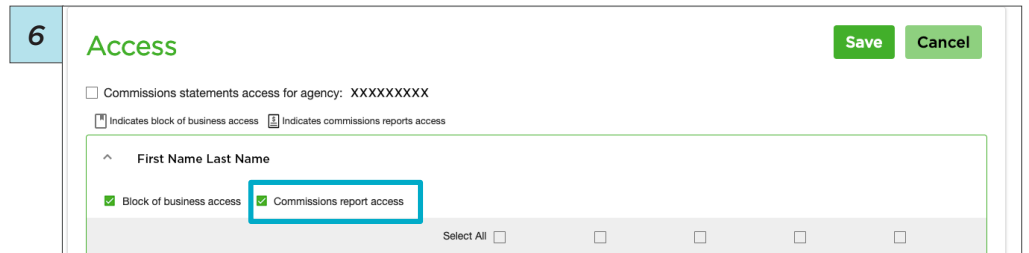
   Image 5

6. Click the check box for Commissions Report access.
   If the Commissions statement access for agency check box is checked, user will have access to all client's and broker's commission reports in the agency.

   Image 6

7. Repeat steps 5 and 6 for any brokers you want to apply these settings to.

8. Click **Save**.

   Image 7