



Broker Services Portal – Group Commission Statements

Streamline how you receive your commission statements in the Broker Services Portal!

- Easy access to your commission statements
- Download current and historical monthly statements

Let's Get Started

- Designate a Broker Super User within your agency who will have access to commission statements
 - The designated Broker Super User will have access to all group commissions payable to the agency and can designate additional users to access commission statements
- This form must be signed by an authorized representative of the agency

Please complete the following information to designate your agency's Broker Super User with commission access:

| Agency information | |
|--|----------------------------------|
| Agency Name | Agency TIN |
| Broker Super User with commission access | |
| NAME | TITLE |
| EMAIL | PHONE NUMBER |
| Are you a current Broker Super User? | If yes, provide current username |
| Authorized signature | |
| Note: This form must be signed by someone with proper authority within your organization (for example, Finance Team, Treasure, Accounts Payable) | |
| AUTHORIZED SIGNATURE | TITLE |
| PRINT NAME | DATE |

Delta Dental of Minnesota will send your Broker Super User with commission access an email with registration information and further instructions.

Please send completed form to: DDMNBroker@DeltaDentalMN.org.

If you have any questions, please contact the Commissions Team at 1-855-648-1409.



OBLIGATIONS: Broker Super User with commission access acknowledges the confidential nature of commission statements. Broker Super User with commission access agrees they shall:

a) use and disclose the information provided through the Broker Services Portal, including PHI, in compliance with all applicable law and regulations including but not limited to HIPAA;

b) instruct all employees with commission access to maintain the confidentiality of such information and to comply with applicable confidentiality laws;

c) ensure that only those individuals who require access to commission statements are delegated access to the Broker Services Portal;

d) acknowledge they are providing the user access to all commission information

TERMINATION: This Agreement shall continue in effect until Broker Super User with commission access ceases using the Broker Services Portal or terminates their agent relationship with Delta Dental of Minnesota and/or Health Ventures Network (DeltaVision®).