

Guide to Access Banner Commission Statements

Accessing Commission Information

The Commissions tab is located at the top of the screen just below the Licensing tab. This page allows the user to view commission balances or commission statements by selecting one of the links on the left hand side of the screen.

Commission Balance Link

The Commission Balance link allows the user to view their year-to-date commission balance, current balance and the last paid date. The commission balance changes daily from commission activity. The Select A Broker tab, located at the top of the page, can be utilized to obtain commission information on a specific agent, or the Search link on the left can be used. Once an agent is selected, choose the Commissions tab to view the commission information for that agent.

Commission State Link

This link allows the user to view earned commission statements and advance commission statements. After selecting the agent/broker or agency, select the Commission tab followed by the Commission Statement link. This screen asks the user to select dates for the period of time commission statements should be viewed. Use the drop down boxes to enter the desired date(s). The Commission Search page also allows the user to search by insured last name, insured first name, and/or policy number after desired dates have been selected. Once the user has set parameters and selected Submit at the bottom of the screen they will be directed to a screen that has a link to view the commission statement for the specified dates. The user can then view, print, or save their commission statement. The statement includes information such as the writing agent, policy number, insured's name, plan code, policy issue date, policy paid to date, commission process date, mode, premium, split percentage, commission rate percentage, commission earned, first year or renewal and description.

Adobe Acrobat Reader is required to view the finished statements. At the bottom of this screen there is a link to the Adobe website. The Adobe website provides a current version of Acrobat Reader which can be downloaded at no cost