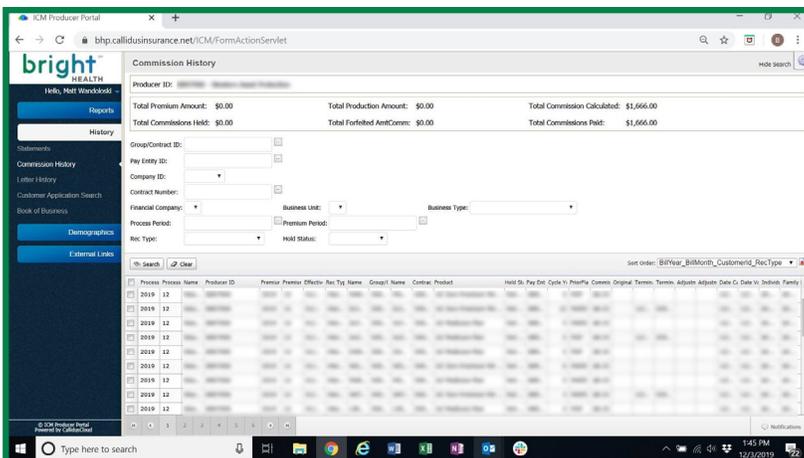




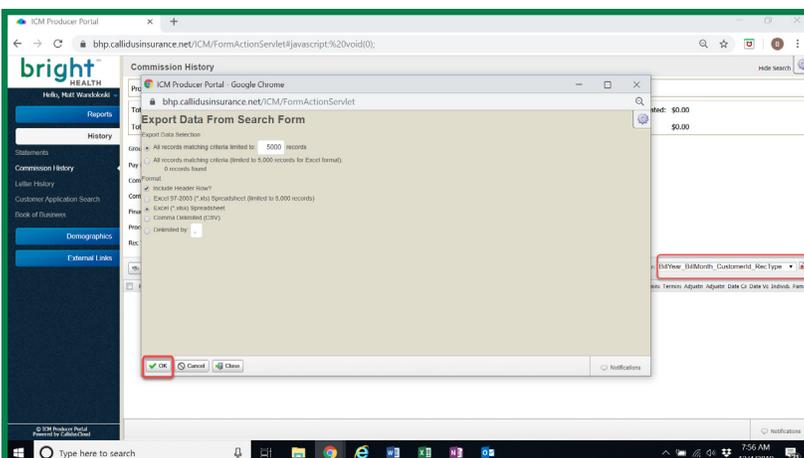
## 1. Log In

- Go to <https://bhp.callidusinsurance.net/ICM/FormActionServlet> and log in using your Username and Password



## 2. Commission History

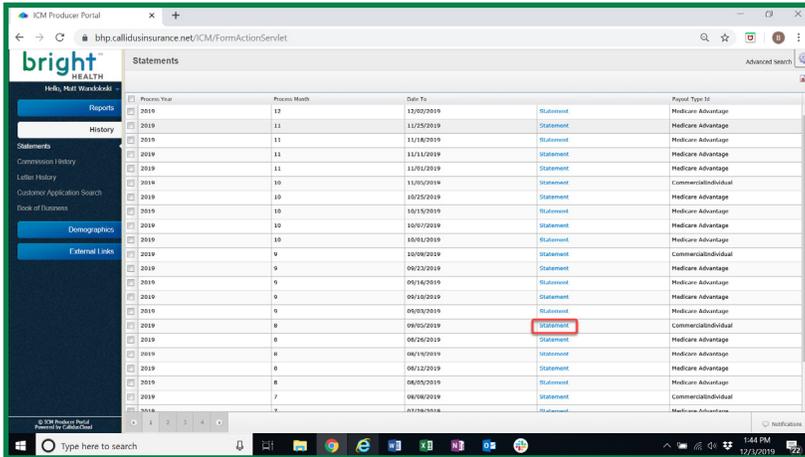
- From Home Screen, select the History Tab on left side, then select Commission History
- From Here you can search by Customer, Premium Period, Effective Date, and others



## 3. Downloadable Spreadsheets

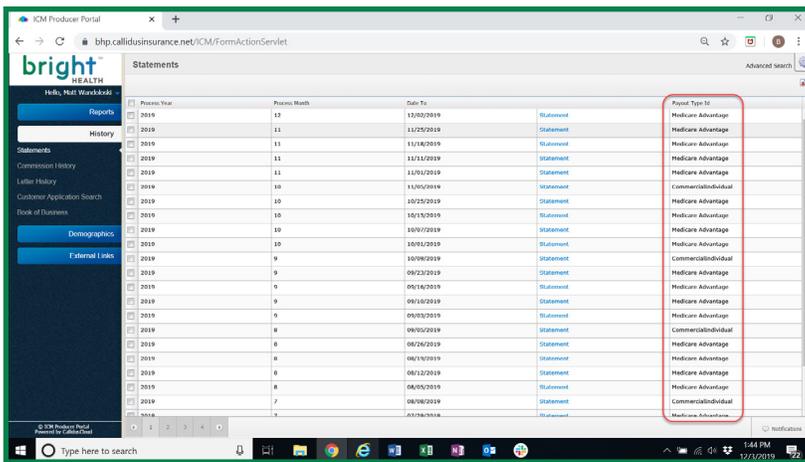
- From Commission History page, select the red down arrow next to filter selection on the right side
- Select Export data selection and format from pop-up window, then select OK to download
- note: selection is defaulted to 5,000 records - you may select ALL records radial button if you need more

# Book of Business



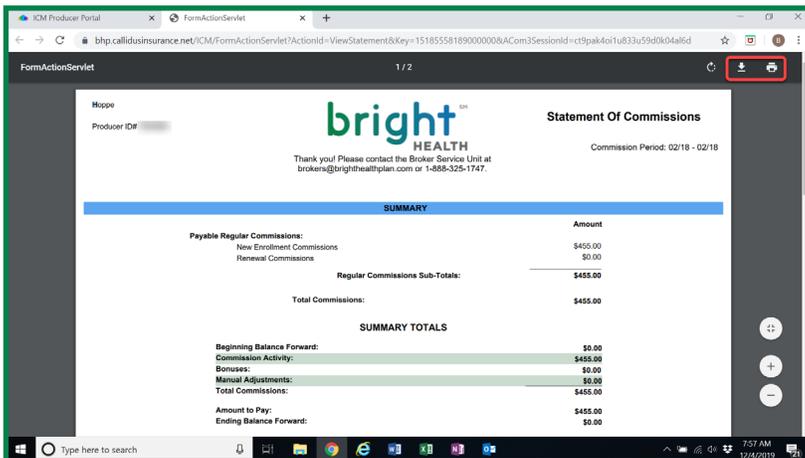
## 4. Statements

- Go to History tab on left side panel, then statements
- Select statement that you want to view



## 5. Payout Type Id

- Notice the right column; if you sell both lines of business you can see them here (Individual Family Plans and Medicare Advantage)



## 6. Statement of Commissions

- When viewing your statement of commissions, you may download or print. Statements stay in your commission history as long as you are contracted with Bright Health