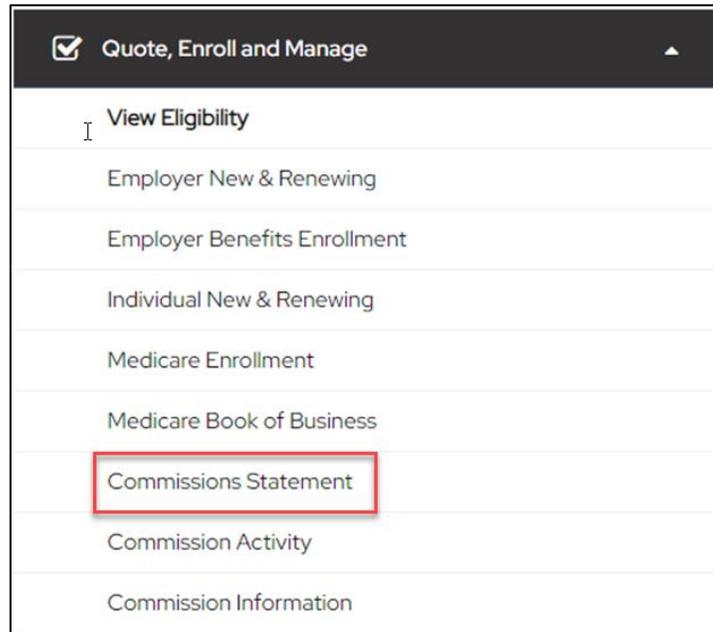


**Purpose:** Outline the functionality available to Brokers when accessing their Commissions Statements in Report2Web.

After you login, the Sentara Health Plans landing page displays.

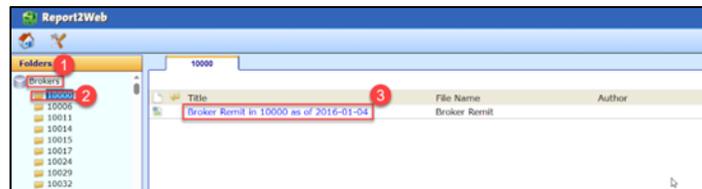
Under the **Quote, Enroll and Manage** section on the left, click on **Commissions Statement** to access the Report2Web dashboard.



After you click on **Commissions Statement**, the Report2Web dashboard displays.

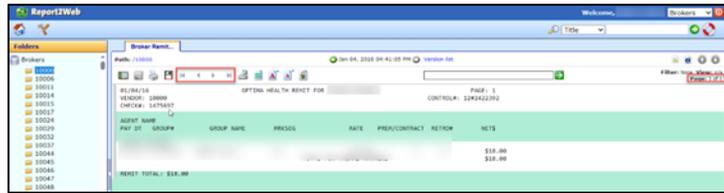
1. Click **Brokers** on the left to generate a list of your **Group** numbers.
2. Click on the desired **Group** Number to access the Group account.
3. The list of **Commissions Statements** displays. Click on the desired **Commissions Statement** link to access the document.

Note: You will only see your groups and not see what is displayed in this example.

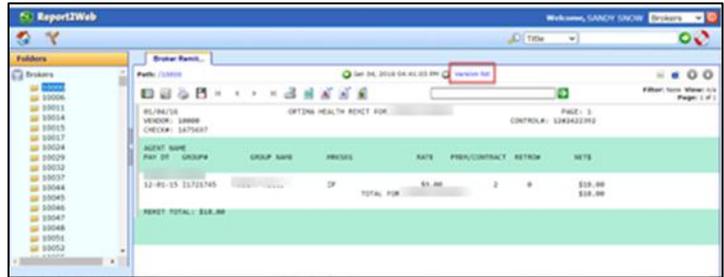


The **Commissions Statement** displays.

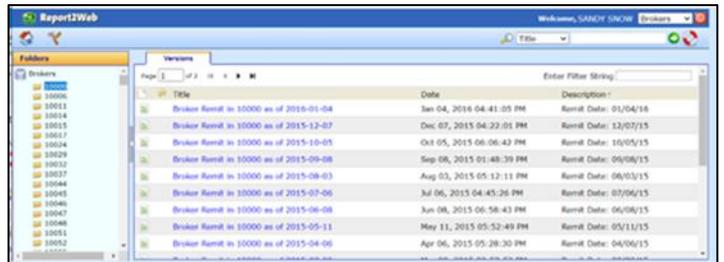
Click on the arrows at the top of the page to move through the different pages of the statement (if there are multiple pages).



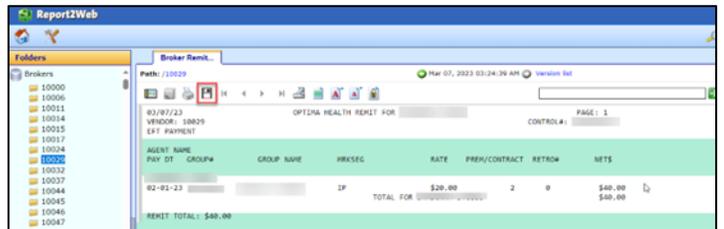
To access different versions of the **Commissions Statement**, click on the hyperlink **Version List** at the top.



The **Version List** displays providing all the available versions of the document.

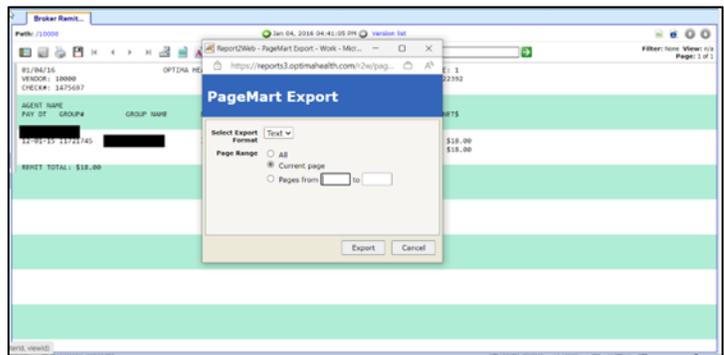


Download or export the **Commissions Statement** by clicking on the disc icon by the printer icon.



The **PageMart Export** pop-up window displays, which gives you the option to export the document.

1. Choose **Text** or **PDF**
2. Select the Pages
3. Click **Export**



If you choose **Text** as the **Page Export** option, a **Text** document displays.

Click on **File** or **Edit** in the top left corner to access functionalities such as **Print** or **Save**.



If you choose **PDF** as the **Page Export** option, a **PDF** document displays in a new window.

In the upper right corner, you can choose to **Print** or **Save** the document by selecting the appropriate icon.

