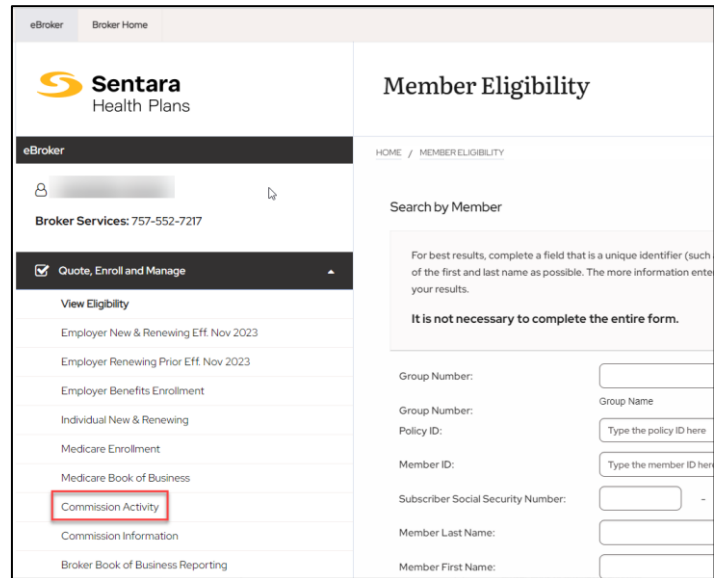


**Purpose:** Outline the functionality available to Brokers when accessing their Commission Activity in Report2Web.

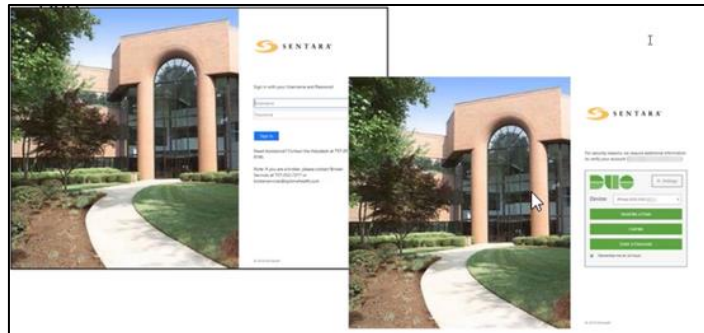
After you login, the Sentara Health Plans landing page displays.

Under the **Quote, Enroll and Manage** section on the left, click on **Commission Activity** to access the dashboard.


Note: The **Commission Activity** dashboard is updated every Wednesday morning by 9:00am.



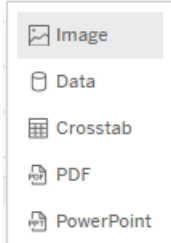
You are prompted to sign in again and authenticate using Duo.



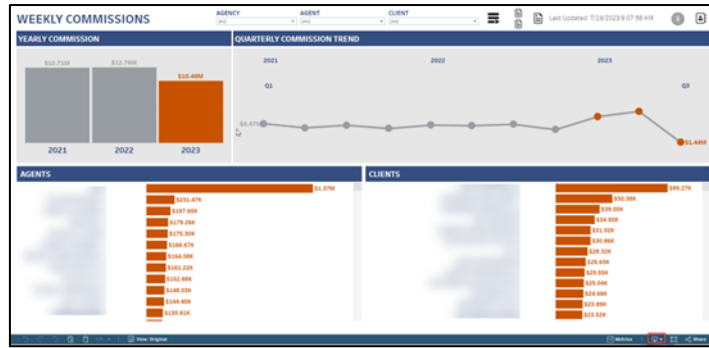
The **Commissions Dashboard** displays.

Click on this  icon on the bottom blue ribbon to choose a format to download displayed information.

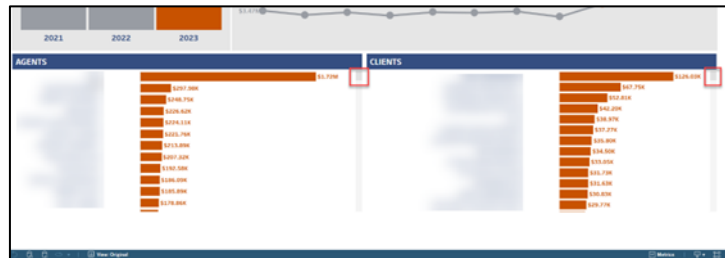
A pop-up window will open with formats to choose from. Click on the desired format:



Note: **Crosstab** is the same as Excel.



In the different sections throughout the **Commission Activity**, you have the capability to scroll down to see all the available information in that section. Click on the faint gray square to the right of the data and pull it down to see additional data.



At the top, there are 3 categories: **Agency, Agent, and Client**. You can sort each of these categories by clicking on the dropdown arrows.

Click this icon  to pull up detailed data.



A detailed data report is generated.

You can change what data you are looking for by accessing the categories at the top and their dropdown menus.

You can return to the **Commissions Dashboard** by clicking the icon in the top right corner.

Click this icon to go to the **Quarterly Bonus Report**.

Note: Not all brokers will have access.

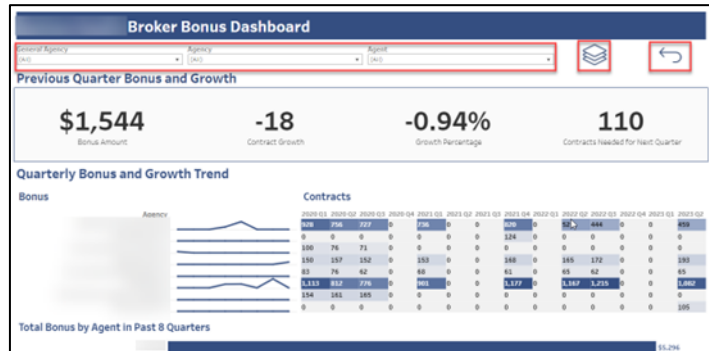


The **Quarterly Bonus Dashboard** displays.

You can change the data you are looking for by accessing the categories at the top and their dropdown menus.

Click on the icon to go to **Bonus Details**.




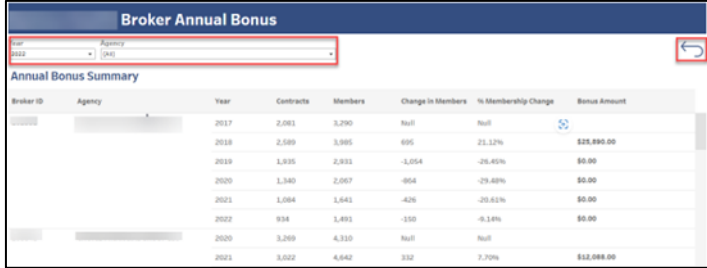





Click on the icon to go back to the **Commissions Dashboard**.



After clicking the icon, the **Bonus Details** page displays.

You can change the data you are looking for by accessing the categories at the top and their dropdown menus.

Click the house icon in the top right corner to go back to the **Bonus Dashboard**.

<p>Click this icon  to go to the <b>Annual Bonus Report</b>.</p> <p>Note: Not all brokers will have access.</p>																																																																									
<p>The <b>Annual Bonus Dashboard</b> displays, providing bonus data. You can change the data you want to see by accessing the categories and their dropdown menus at the top.</p> <p>Click on the  icon to return to the <b>Commissions Dashboard</b>.</p>	 <table border="1"> <thead> <tr> <th>Broker ID</th> <th>Agency</th> <th>Year</th> <th>Contracts</th> <th>Members</th> <th>Change in Members</th> <th>% Membership Change</th> <th>Bonus Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>2017</td> <td>2,081</td> <td>3,290</td> <td>Null</td> <td>Null</td> <td></td> </tr> <tr> <td></td> <td></td> <td>2018</td> <td>2,589</td> <td>3,985</td> <td>695</td> <td>21.12%</td> <td>\$28,890.00</td> </tr> <tr> <td></td> <td></td> <td>2019</td> <td>1,935</td> <td>2,931</td> <td>-1,054</td> <td>-29.45%</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td>2020</td> <td>1,340</td> <td>2,007</td> <td>-654</td> <td>-29.48%</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td>2021</td> <td>1,084</td> <td>1,641</td> <td>-426</td> <td>-25.93%</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td>2022</td> <td>934</td> <td>1,491</td> <td>-150</td> <td>-9.14%</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td>2020</td> <td>3,269</td> <td>4,310</td> <td>Null</td> <td>Null</td> <td></td> </tr> <tr> <td></td> <td></td> <td>2021</td> <td>3,022</td> <td>4,642</td> <td>332</td> <td>7.70%</td> <td>\$12,088.00</td> </tr> </tbody> </table>	Broker ID	Agency	Year	Contracts	Members	Change in Members	% Membership Change	Bonus Amount			2017	2,081	3,290	Null	Null				2018	2,589	3,985	695	21.12%	\$28,890.00			2019	1,935	2,931	-1,054	-29.45%	\$0.00			2020	1,340	2,007	-654	-29.48%	\$0.00			2021	1,084	1,641	-426	-25.93%	\$0.00			2022	934	1,491	-150	-9.14%	\$0.00			2020	3,269	4,310	Null	Null				2021	3,022	4,642	332	7.70%	\$12,088.00
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<p>On the <b>Commissions Dashboard</b>, click this icon  in the top right corner to go back to your <b>Book of Business</b>.</p> <p>For information about features of the <b>Broker Book of Business</b>, please see the document: <b>Instructions for Brokers to Access Broker Book of Business Reporting</b>.</p>	