

To view the individual commission report from the Agent Portal:

- Queries & Reports --> Report --> Agent commission report
- Enter the batch # in the Batch field displayed - the Batch # will always be the mm-yyyy of the commission statement you want to view (Example: 07-2018)
- "Report" button

Production Environment

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Report Interface

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Agent commission report

Batch

☒ Pdf ☐ Excel

Report

This report will list Agent commission for a particular agent

The individual commission statement will be displayed.