

Downloading your Commission Details – to Excel

Note: myBusiness is optimized for Internet Explorer v10 or later. If you have an older version of Internet Explorer try using Safari, Chrome, or Firefox search engines.

Go to connexioninsurance.com select **Log In** at the top right.
Enter your “UIS” **user name** and **password** and click the Login button.

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INSURANCE SOLUTIONS

User Name * UIS000000

Password * Enter your password

Remember User Name

LOGIN

Having trouble logging in? [Click Here](#)

Select **myBusiness** (in the middle of the screen toward the bottom – in red)

Select the “**Compensation**” tab along the top blue bar.

Click on **Commission Statement**

Home Compensation Assigned Policies My Producers My Documents Notifications

Compensation Commission Statement

SEARCH

Producer Name Producer Code

Statement From Date Statement To Date

Show All My Producers

Clear Search

Search

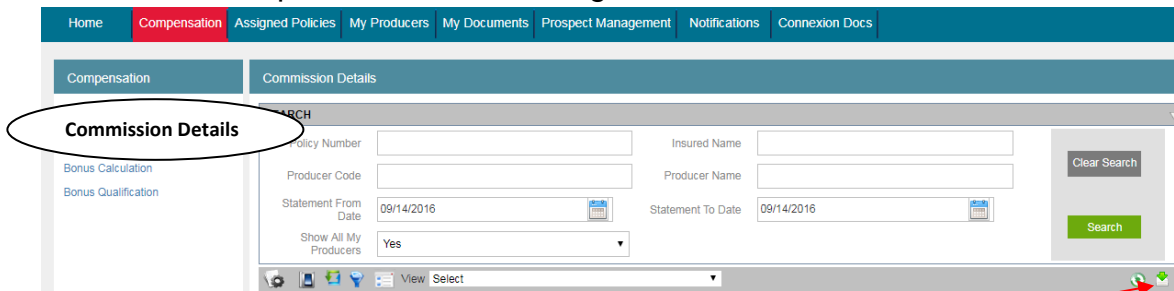
Producer Name	Producer Code	Payee Name	Statement From Date	Statement To Date	Statement Date	Opening Balance(\$)
			08/31/2016	09/13/2016	09/14/2016	
			07/29/2016	08/11/2016	08/12/2016	
			06/29/2016	07/14/2016	07/18/2016	

Note the blue date of the Statement you need details for.

You can also scroll to the right on the Commission Statement page to see the total amount paid on that date. Scroll down if you do not see the date you are looking for.

Once you have noted the statement date click on **Commission Details** (on the left)

Using the noted statement date from the Commission Summary input that date in **both** the **Statement From Date** and the **Statement To Date**, **Show All My Producers** select Yes from the dropdown, and select the green **Search** button



You can download these details to Excel or CSV file by click the download button on the right side and choosing Excel or CSV. The file will download to your browser, click to open.

The screenshot shows a Microsoft Excel spreadsheet titled 'Contracts_AgentCommissionDetails_310_20160927085621 - Microsoft Excel'. The spreadsheet contains the following data:

	A	B	C	D	E	F	G
1	Carrier	Producer Name	Insured Name	Policy #	Statement Date	Billing Due Date	Commission
2	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	09/01/2016	\$26.00 V
3	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	07/01/2016	\$18.86 V
4	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	08/01/2016	\$18.99 V
5	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	08/01/2016	\$72.27 V
6	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	09/01/2016	\$2.27 V
7	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	09/01/2016	\$34.00 V
8	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	08/01/2016	\$5.00 V
9	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	09/01/2016	\$15.00 V
10	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	09/01/2016	\$6.50 V
11	Premera Blue Cross	Producer	Client	#####-WX0048	09/14/2016	08/01/2016	\$12.00 V

In Excel you can sort the data to suit your needs.

Commission information appears in myBusiness the day payment is made to you.

If you work for an Entity Producer, only the administrator at your brokerage can view commissions.

Connexion has a team devoted to getting commissions paid as quickly and accurately as possible. We pay on either a Wednesday or Friday near the middle of the month and near the end of the month via ACH deposit. Thank you for partnering with Connexion.

If have additional commission questions please call 800-228-5798 select 1 then 5, or email us at commissions@connexioninsurance.com