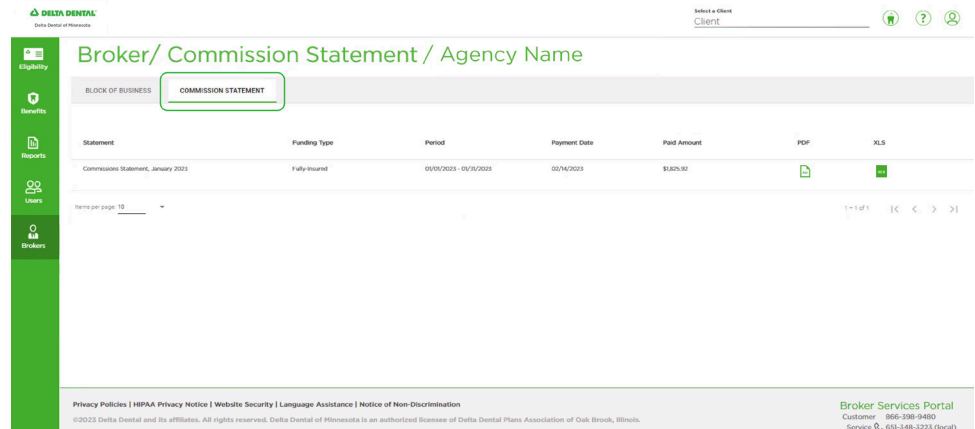


Broker Services Portal Quick Guide

How to access commission statements

1. On the left menu bar, click **Brokers**.
2. Click **Commission Statement**.
3. View commission amounts by month.
4. Click on the .PDF or .XLS icon to download the monthly commission statements.



The screenshot displays the Delta Dental Broker Services Portal interface. At the top, the Delta Dental logo is on the left, and a 'Select a Client' dropdown menu is on the right. Below the logo, a vertical green menu bar contains icons for Eligibility, Benefits, Reports, CDP Users, and Brokers. The main content area is titled 'Broker/ Commission Statement / Agency Name' and features a 'BLOCK OF BUSINESS' section with a 'COMMISSION STATEMENT' tab highlighted. Below this is a table with columns for Statement, Funding Type, Period, Payment Date, Paid Amount, PDF, and XLS. A single row is visible with the following data: 'Commission Statement, January 2023', 'Fully Insured', '01/01/2023 - 01/31/2023', '02/14/2023', '\$1,875.92', a PDF icon, and an XLS icon. At the bottom of the page, there is a footer with privacy policies and contact information for the Broker Services Portal.

Statement	Funding Type	Period	Payment Date	Paid Amount	PDF	XLS
Commission Statement, January 2023	Fully Insured	01/01/2023 - 01/31/2023	02/14/2023	\$1,875.92	