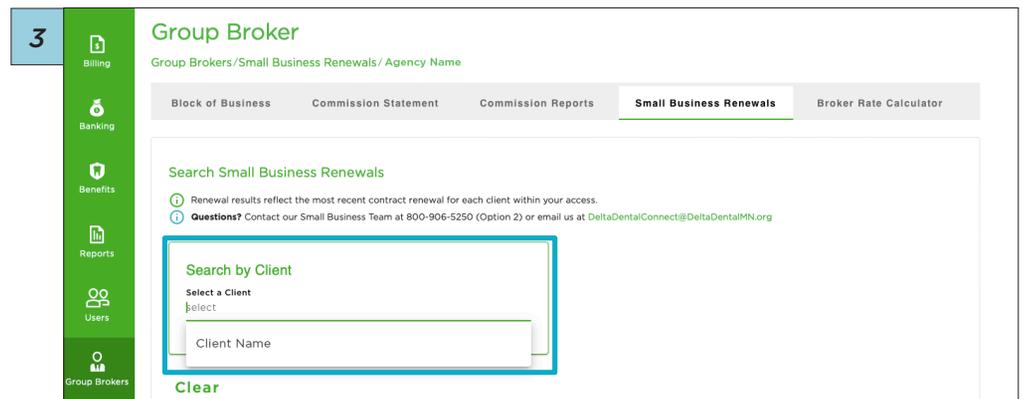
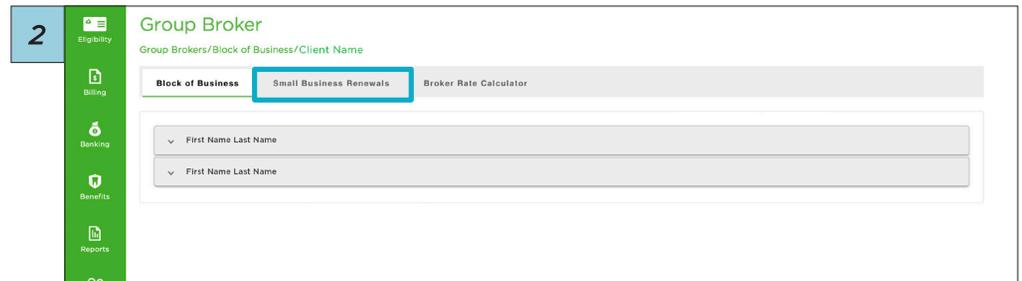


Broker Services Portal (BSP) Quick Guide

How to access Small Business renewals for Group Brokers

1. On the left navigation menu, click **Group Brokers**.
Image 1
2. Click **Small Business Renewals**.
Image 2
3. Click the field under **Search by Client**. Start typing and select the **client name** from drop-down.
Image 3



Broker Services Portal (BSP) Quick Guide

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4. You will see the product name and the renewal date. Click the **icon** next to each renewal record to download the renewal letter and dental and/or vision plan details.
Image 4

5. Click **Clear** before selecting another client.
Image 5

