



Accessing and Understanding your New Statements!

Welcome to CommTPA, your new commission statement and payment processor. Your statements have been updated to provide you with more information about your business. We think that the new commission statements will be simpler, and easier to understand.

Thank you!

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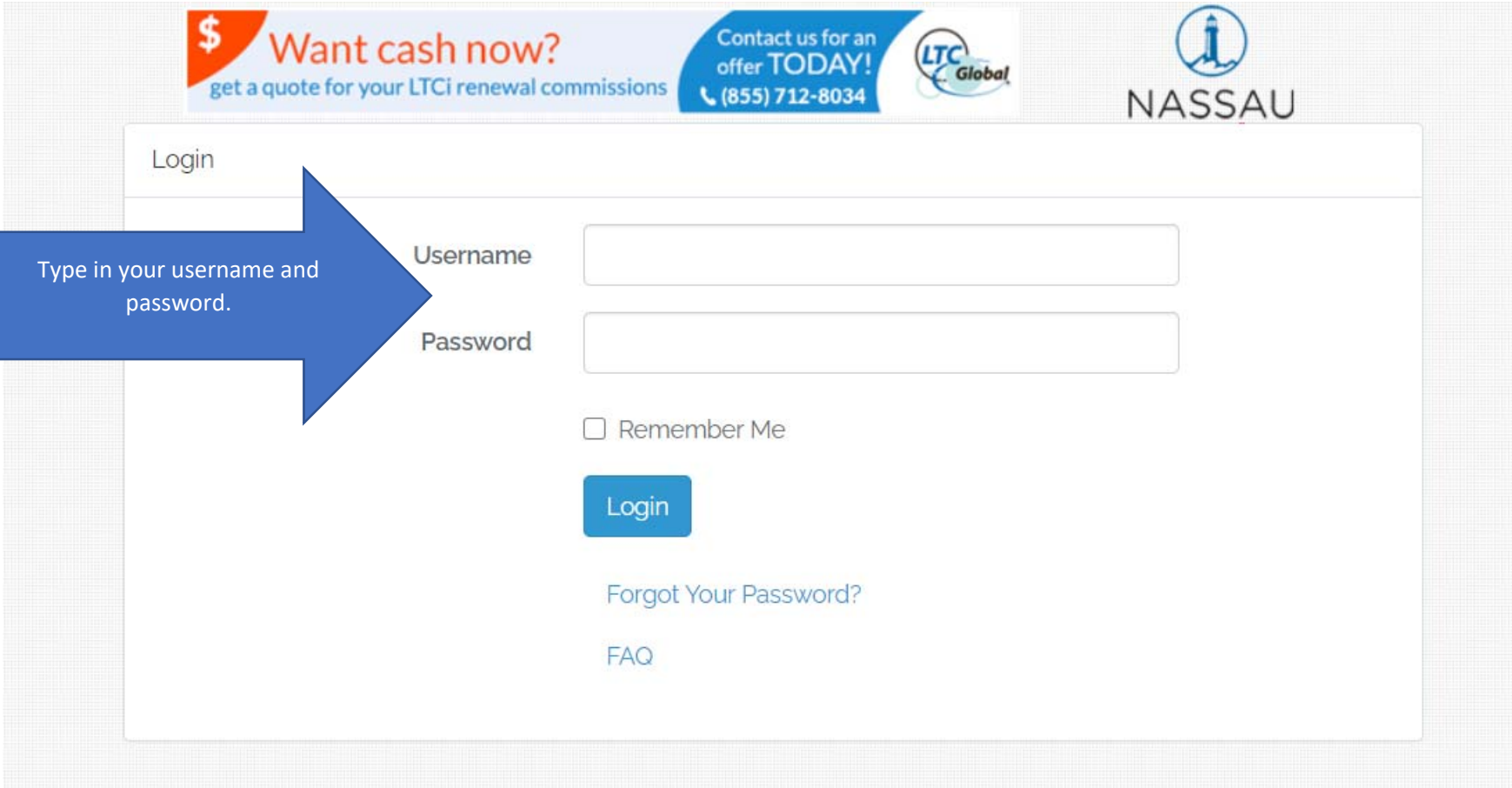
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NASSAU

Accessing Your CommTPA Statements

1. Visit: <https://www.clicagentportal.com/login>
2. Type in your username and password
 - a. Your login information should have been emailed to you. If you did not receive an email, please contact CommTPA:
 - i. Phone: 855-627-3008
 - ii. E-Mail: tradcommissions@ltcglobal.com



Want cash now?
get a quote for your LTCi renewal commissions

Contact us for an offer TODAY!
(855) 712-8034

LTC Global

NASSAU

Login

Type in your username and password.

Username

Password

Remember Me

Login

[Forgot Your Password?](#)

[FAQ](#)

3. Click on “My Business”
4. Click on “My Statements”

The screenshot shows a web application interface. At the top, there is a blue header bar with several elements: a red square with a white dollar sign and the text "Want cash now? get a quote for your LTCi renewal commissions"; a blue box with the text "Contact us for an offer TODAY! (855) 712-8034"; the "LTC Global" logo; and the "NASSAU" logo featuring a lighthouse icon.

On the left side, there is a "Main Menu" with the following items: "My Business", "My Messages", "Update Login", and "FAQ". A blue callout bubble points to the "My Business" item with the text "Click on 'My Business'".

Below the menu, the "My Business" section is active. A red warning bar at the top of this section reads "Warning: This is a restricted access page". Below the warning, there is a button labeled "My Statements" with a document icon. A blue callout bubble points to this button with the text "Click 'My Statements'".

5. Click “View Statement”

The screenshot shows a web application interface. On the left is a sidebar with a blue header bar. Below it, a box labeled 'Main Menu' contains a shield icon with a checkmark. Underneath are two menu items: 'My Business' and 'My Messages', each with a right-pointing arrow icon. The main content area on the right features a 'Show 10 entries' control with a dropdown arrow. Below this is a list of items. The first item is 'HTML'. The second item is 'View Statement' with a document icon. A blue callout bubble with a white border points to the 'View Statement' link, containing the text 'Click View Statement'.

Understanding your New Statements

Summary Page:

Commission Statement Summary 07/31/2018

Record Count: 2,556
Statement ID: 4444

Producer ID

Producer ID: 100000

Producer Name and Address

HOLMES, SHERLOCK
400 HARROW RD
WESTFIELD, NJ 07090

Statement Date

Statement ID

RENEWAL COMMISSION

Renewal Summary

AMERICAN EXCHANGE	\$75.54
AMERICAN PIONEER	\$587.66
CONSTITUTION LIFE	\$425.60
PROGRESSIVE	\$11.30
TOTAL RENEWAL COMMISSION	\$1,100.10

CHARGEBACKS

Chargeback Summary

AMERICAN EXCHANGE	-\$0.95
AMERICAN PIONEER	-\$54.54
CONSTITUTION LIFE	-\$7.84
TOTAL CHARGEBACKS	-\$63.33

Payment

GRAND TOTAL PAYMENT \$1,036.77

Debit Balance Activity

DEBIT BALANCE ACTIVITY

BEGINNING DEBIT BALANCE	\$0.00
CHANGE TO DEBIT BALANCE	\$0.00
ENDING DEBIT BALANCE	\$0.00

Commissions Detail Section:

- Commission details for each carrier can be seen on their respective tabs.

AMERICAN EXCHANGE Commission Details														
Writing Agent	State	App/Policy Number	Carrier	Insured Name	Policy Type	App Date	Effective Date	Commission Type	Paid to Date	Payment Premium	Mode	Participation %	Commssion Split	
SCHRUTE, DWIGHT	PA	AM000000	AMERICAN EXCHANGE	FLENDERSON, TOBY	SPDZ12	12/22/2006	12/16/2006	WRITING	08/14/2018	\$65.23	ANNUALLY	0.00%		
HALPERT, JIM	PA	AM000001	AMERICAN EXCHANGE	BERNARD, ANDY	SPDZ12	11/11/2006	11/15/2006	OVERRIDE	08/14/2018	\$7.58	ANNUALLY	0.00%		
SCOTT, MICHAEL	PA	AM000002	AMERICAN EXCHANGE	MARTIN, ANGELA	SPFZ12	10/14/2009	11/12/2009	OVERRIDE	08/01/2018	\$66.47	ANNUALLY	0.00%		

Commission details for each carrier can be seen on their respective tabs

Adjustments Section:

- Special adjustments will appear in the adjustments section.

Commission Statement Summary						
07/31/2018						
Producer ID: 100000						
HOLMES, SHERLOCK						
400 HARROW RD						
WESTFIELD, NJ 07090						
ADJUSTMENTS						
TOTAL MANUAL ADJUSTMENT					\$13.04	
GRAND TOTAL PAYMENT					\$13.04	
DEBIT BALANCE ACTIVITY						
BEGINNING DEBIT BALANCE					\$0.00	
CHANGE TO DEBIT BALANCE					\$0.00	
ENDING DEBIT BALANCE					\$0.00	
ADJUSTMENT DETAILS						
Agency	App/Policy Number	Transaction Type	Adjustment Type	Amount	Description	
PM		WRITING	COMMISSION	\$13.04		

Special adjustments will appear in the adjustments section.

Debit Balance Increase:

- The agent below has a commission balance of \$ -15.50. This negative balance will be applied to their debit balance (i.e. increase the agent's debit balance).

		Commission Statement Summary	
		07/31/2018	
Producer ID: 1615 HOLMES, SHERLOCK 400 HARROW RD WESTFIELD, NJ 07090			
RNE			
	PENN LIFE - MAIN	-\$15.50	
	TOTAL RNE		-\$15.50
ADJUSTMENTS			
	DEBIT BALANCE INCREASE FOR NEGATIVE COMMISSION BALANCE	\$15.50	
	GRAND TOTAL PAYMENT		\$0.00
DEBIT BALANCE ACTIVITY			
	BEGINNING DEBIT BALANCE		\$0.00
	CHANGE TO DEBIT BALANCE		-\$15.50
	ENDING DEBIT BALANCE		-\$15.50

Debit balance summary

If total commissions are negative, the amount will be added to the debit balance

No payment because total commissions were negative

Debit balance before statement

Ending debit balance after statement activity

Beginning + Increase = Ending
 $\$0 + \$15.5 = \$15.5$

Debit Balance Reduction:

- The agent below has an outstanding debit balance. The commissions earned this cycle are used to pay off that balance. If the debit balance is larger than commissions earned, the entire balance will be used to pay off the debit balance and no payments will be made.
- In the case below, the agent earned sufficient commission to pay off the debit balance and received the remainder as payment.

Commission Statement Summary 07/31/2018

Producer ID: 100000
HOLMES, SHERLOCK
400 HARROW RD
WESTFIELD, NJ 07090

RENEWAL COMMISSION	
AMERICAN PIONEER	\$10,251.50
TOTAL RENEWAL COMMISSION	\$10,251.50

ADJUSTMENTS	
DEBIT BALANCE REDUCTION	-\$9,412.48

GRAND TOTAL PAYMENT	\$839.02
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DEBIT BALANCE ACTIVITY	
BEGINNING DEBIT BALANCE	-\$9,412.48
CHANGE TO DEBIT BALANCE	-\$9,412.48
ENDING DEBIT BALANCE	\$0.00

Debit Balance Reduction.
This amount will be used
to pay off the outstanding
debit balance

Debit balance
before
statement

Ending debit
balance after
statement activity

Beginning - Reduction = Ending
\$9,412.48 - \$9,412.48 = 0

Balance Carried Forward (only applies to agents receiving checks):

- The agent below earned commissions of \$34.55. To receive payment, the agent must have a total balance of \$50 or switch to the EFT program (agents can sign up for the EFT program by completing the EFT form included in this document).
- This agent's balance will be forwarded to the next statement. Once the agent's total balance reaches \$50, a check will be released.
- **Agents on the EFT program will be paid on all balances**

Commission Statement Summary			
7/24/2018			
Producer ID: 100000 HOLMES, SHERLOCK 400 HARROW RD WESTFIELD, NJ 07090			
RENEWAL COMMISSION			
	PENN LIFE - MAIN	\$34.55	
	TOTAL RENEWAL COMMISSION		\$34.55
ADJUSTMENTS			
	BELOW MINIMUM		-\$34.55
	GRAND TOTAL PAYMENT		\$0.00

No payment will be made if total commissions are less than \$50. Balance will be forwarded to the next statement. When the balance reaches \$50 a payment will be made

Payment = \$0 because balance did not reach \$50 threshold

Commission Statement Summary			
07/31/2018			
Producer ID: 100000 HOLMES, SHERLOCK 400 HARROW RD WESTFIELD, NJ 07090			
COMMISSION ACTIVITY			
	Statement balance forwarded from 07/24/2018		\$34.55
RENEWAL COMMISSION			
	PENN LIFE - MAIN	\$100.64	
	TOTAL RENEWAL COMMISSION		\$100.68
	GRAND TOTAL PAYMENT		\$135.23

The balance carried forward will show up at the top of the summary section of the preceding statement

Once the balance reaches \$50, a payment will be released

Frequently Asked Questions

1. Why is my grand total payment zero when I have commission listed in the detail section?

- Agents receiving checks will not be paid until their commission balance reaches \$300. To receive payment switch to the EFT program or wait until your outstanding commission balance reaches \$300.
- If you have an outstanding debit balance, your commissions may have been used to pay this balance off. Please refer to the debit balance activity section.

2. How do I access my statements?

- You can access your statements by logging onto <https://www.clicagentportal.com/login>

3. How can I sign up for the EFT program?

- Complete the form included below, mail the original to:
 - 843 Alder Creek Dr, Suite A, Medford OR 97504 Attn: CommissionsOR scan and email a completed copy, with a copy of the check, to: tradcommissions@ltcglobal.com

4. Who should I contact if I have additional questions?

- You can reach CommTPA by E-mail or by phone:
 - E-Mail: tradcommissions@ltcglobal.com
 - Phone: 855-627-3008

EFT Commission Payment Authorization Form