Logging into the Agent Compensation Center: URL: <u>https://avmd-mprd.callidusondemand.com/SalesPortal/#!/</u>

Avmed Embrace better health.	
Sales Performance Home	
Username	And in case of the local division of the loc
Password	
Sign In	
Forgot Password?	

Username: "VN"+ (i.e. VNxxxx)

First Time Login & Password Prompt: You will receive a link via email with your Username (pre-filled, please take note of it), which will prompt you to create a password the first time you login to the system. If for some reason you do not receive the initial login email, follow the Password Reset instructions listed below.

Password Reset: Enter your Username (you will need to know your VN# in order to reset), select "Forgot Password", and on the following page select "Submit" to have an email sent to you. Please note the link in the email is only good for 60 minutes.

Agency Administrator aka Primary Commission Contact: Password reset emails are sent to the agency's designated Agency Administrator also referred to as Primary Commission Contact's email. Please email <u>agentcomp@avmed.org</u> if there are changes to the primary contact and email for commissions.

Agent Compensation Center Access: There are several ways to access the Agent Compensation Center.

- 1. The link in the monthly Payment Advice Notice email sent to the Agency Administrator.
- 2. Via www.avmed.org, click on Business, under Agents click on Agent Compensation, and then click on the blue Compensation Statements button.
- 3. Save the web URL <u>https://avmd-mprd.callidusondemand.com/SalesPortal/#!/</u> into your favorites; or, as a short cut on your desktop.

Upon logging in, you will see the dashboard below.

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-	Dashboards	(Apr 1, 2010 - Present)
E :	Dashboard Period: Giobal Dashboard V Aug 1, 2019 - Aug 31, 2019 😭	
502	AvMed Announcements	Payee Profile
	Welcome valued AvMed Agency partners! To view commission and bonus information for: <u>-AvMed GROUP Business</u> : Click on the Reports icon in the upper left side of the screen to get to Group Reports. <u>-INDIVIDUAL & FAMILY business</u> : Click on the drop-down arrow next to <i>GLOBAL DASHBOARDS</i> and select <i>EXTERNAL PRODUCER</i> <i>IFP</i> .	First Name : Last Name : Username : Position Name : E-mail :
	IMPORTANT TIPS:	
	If you do not see an EXTERNAL PRODUCER IFP selection, review the drop down on the right upper corner of this screen and make sure your IFP VENDOR NUMBER is showing. If it is not, click drop down and choose it.	
	If you wish to toggle between GROUP AND INDIVIDUAL, compensation details, click on the appropriate selection in the upper right corner first.	
	Please contact us with any questions on navigating this system or on your payments at AvMedAgentSupport@avmed.org or 1-800-461- 2950.	
	Thank you for your partnership.	
	AvMed Agent Administration	

For Group Statements:

Click the 'Reports' icon on the far left as shown below.

Report	s					Dashboards
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- -	Welc	ome valued AvMed	Agency par <u>s:</u> Click on	thers! To view commission and b the Reports icon in the upper lef	oonus information for: It side of the screen to get to	Group Reports.

Click on the 'Report Type' icon next to the statement you wish to view. Order Detail is used the most as it includes the client names, membership, etc.

Name	Report Type	Date Published
Compensation Statement July 2019	2	Aug 15, 2019 5:36:57 PM
Order Detail July 2019	2	Aug 15, 2019 5:28:03 PM
Bonus Detail_PMPM June 2019	2	Jul 15, 2019 3:50:10 PM
Compensation Statement June 2019	2	Jul 15, 2019 3:42:21 PM

To save your statement, click the 'Save' icon in the upper left corner as shown below. You can save the statement in any format (PDF, Excel, etc.), other than 'Crystal Reports'. If you try to save as a Crystal Report, you will get an error message.

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Main Report						
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	Hyperlinks to: (Compense	ation Statement)	(Earnings Detail) (Bon	us Detail)		
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	AGENT NAME	GROUP ID	GROUP NAME	GROUP EFF DATE	SERV MNTH	PF
-		File Fo	mat: al Reports (RPT) DPF Microsoft Excel (97-200: Microsoft Excel (97-200: Microsoft Word (97-200: Microsoft Word (97-200: Rich Text Format (RTF) Separated Values (CSV XML KML	3) 3) Data-Only 3) 3) - Editable		

For IFP Statements: Click the 'Dashboard' icon on the far left. While in the main dashboard, in the upper right hand corner, use the drop down and change to VN####_IFP as shown below. If you have not sold Group and/or Medicare with AvMed, then you will not need to make changes in the drop down.

		Dashboards	VN
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⊡ Ø	AvMed Announcements	Payee Profile	

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Then change the Dashboard drop down on the far left to 'IFP External – Producer'.

You will now be in the main IFP dashboard. In the Announcements, you will find a brief overview of each dashboard. As per above, make sure you select the corresponding commission 'Period' you want to view, and go to the 'Transaction Detail' section, click the blue icon as shown below, to export your IFP report.

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Comp Date	Service Month	Original Eff Date	Subscriber Name	Subscriber #_Eff Date	Business Type	Member Count	Commission Rate	Commission Amount	County	Agent Name	Plan Name	Comments	

For Medicare Statements: Click the 'Dashboard' icon on the far left. While in the main dashboard, in the upper right hand corner, use the drop down and change to VN#####_MED as shown below. If you have not sold Group and/or IFP with AvMed, then you will not need to make changes in the drop down.

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E	Dashboard Global Dashboard	Period: May 1, 2020 - May 31, 2020 💼			VN MED (Jan 1, 2019 - Present)
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18	AvMed Announcements			Payee Profile	

Then change the Dashboard drop down on the far left to one of the following based on your Medicare status:

- 1. Medicare External Commission = you receive commissions for a member
- 2. Medicare External Referral = you receive a one-time fee for referring a member



Select the Payment Period – for Medicare, the statements start at January 1, 2020. Any prior year statements were provided via email.



You will now be in the main Medicare dashboard. In the Announcements, you will find a brief overview of each dashboard for the Commission agents; Referring agents only have Current, YTD, and Transaction Detail dashboards. As per above, make sure you select the corresponding commission 'Period' you want to view, and go to the 'Transaction Detail' section, click the blue icon as shown below, to export your Medicare report.

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Comp Date	Service Month	Original Eff Date	Subscriber Name	Subscriber #_Eff Date	Business Type	Member Count	Commission Rate	Commission Amount	County	Agent Name	Plan Name	Comments	