



Reporting Producer-Level Commissions Statements through your Agency Management System

Agency Management System Download for Producer-Level Commission Reports

- Your agency management system can be a resource for reporting producer-level commission statements'
- Commissions downloads are sent once monthly and delivered on, or about, the 4th business day of the month.
- To take advantage of this reporting, work with your agency management system vendor to ensure:
 - All producers in your agency are familiar with vendor best practices related to policy setup. Ensuring the policy is set up with the correct producer-level information will result in accurate commission reporting.
 - Your system is set up to accept commission downloads.
 - Your commission reporting/reconciliation settings reflect the change to a monthly cadence.
- To receive, or confirm you are receiving, the direct bill commission statement for your agency code(s) please follow these steps:
 1. From the Agent Center portal, click on the 'Agency' header and then click on 'AMS download & registration'.
 2. If you have multiple agency codes, you will need to select each one at the top of the screen, confirm your selection(s) at the bottom of the screen and click the button to save your changes.
 - a) Make sure that the commission download preference is set correctly. You can elect to receive a statement for personal lines, commercial lines or both.

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