

A Quick Tour

The **Broker Dashboard** brings together many of your important business elements. Here, you'll get a quick look at your commissions (unless paid to an agency) and production. You'll also find a breakdown of your insured groups; group number, contact info, product offerings, employee details and ID Cards.

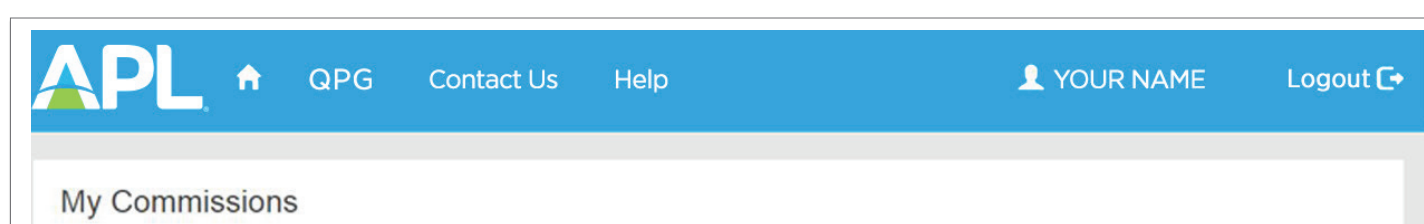
CONTACT APL

866-980-7483
 sales@ampublic.com

Using Your Dashboard

At the top of the Dashboard, you'll see links to:

- QPG (Quote Proposal Generator)
- Contact Us
- Help
- Your profile information



Commissions

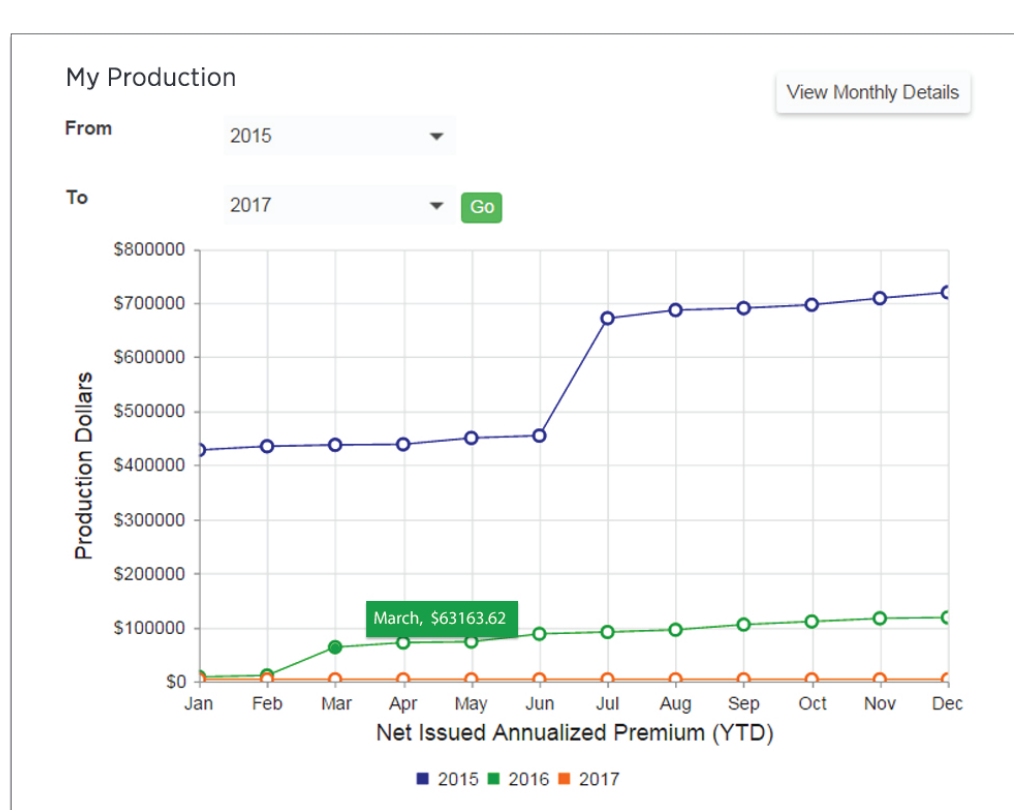
Below the top navigation, you'll find **My Commissions**. There are two ways you can view commissions: use the calendar drop down to set your date range and display a graph or select your payment period from **Download Commission Details** and generate a PDF or Excel document. Hover over any column in the graph to see the dollar amount of commission earned for that period. If your commissions are paid directly to an agency, nothing will display in the graph or **Commission Details** report.



Production

Next to My Commissions, you'll find **My Production**. This graph displays your year-to-date net issued annualized premium by month and year. There are several interactive tools to help you manage your production data, including:

- Calendar drop downs to set your date range and display production
- Multi-year date range displays year-to-date comparisons
- Hover over any point on the graph to see the exact dollar value
- Click on the date(s) in legend to hide or show that year's production



View Monthly Details

In the top right of the **My Production** table, you'll find the **View Monthly Details** button. Set the "From" and "To" date ranges in the drop down menus and click on the **View Monthly Details** tab to see a side-by-side table view of your monthly production premium dollars.

	2015	2016	2017
Month	Premium	Premium	Premium
January	\$0.00	\$0.00	\$550.56
February	\$923.28	\$4,222.92	\$0.00
March	\$923.28	\$461.64	\$0.00
April	\$0.00	\$1,384.92	\$0.00
May	\$0.00	\$923.28	\$0.00
June	\$275.28	\$461.64	\$0.00
July	\$0.00	\$461.64	\$0.00
August	\$493.80	\$258.00	\$0.00
September	\$0.00	\$1,027.08	\$0.00
October	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00
Total	\$2,615.64	\$9,201.12	\$550.56

Proposal Request Worksheet

Just below My Production is the **Proposal Request Worksheet**. Clicking the Start Now button will open a fillable PDF you can download to your desktop, complete and email to sales@ampublic.com. This form has all the information we'll need to begin a custom quote for your group.

Proposal Request Worksheet Start Now

My Groups

Next, you'll see details on your groups. The **My Groups** portion of the dashboard shows a collapsed view of your insured groups. Expand the group's name to see details on the products offered in the group, insured employees, their contact information, coverage details and available ID Cards.

Group Name	Group Number	Status	Email	Phone	Fax	Contact Full Name	Bill Code	Cafeteria Plan
ABC ENTERPRISE	12345	Active	AMY.ROUSH@AMPUBLIC...	8751234567		AMY ROUSH	M	Y

Customer Name	SSN	Phone	Email	Mailing Address	Mailing Address 2	City	State	Zip Code
MOUSE, MINNIE	***-**-2444	4055232058		123 DONALD DUCK DRIVE		ORLANDO	FL	32805

GROUP ACCIDENT	Coverage Couple
MEDLINK WBENEFIT ASSIGNMENT	Status Active
	Monthly Premium \$159.91
	Dependents MINNIE MOUSE - Applicant MICKEY MOUSE - Spouse
	ID Card MEDLINK WBENEFIT ASSIGNMENT