

ACH Commission Payments

on www.ciusolutions.com

All direct bill commissions will be deposited electronically (ACH) to the agency's operating bank account. This quick reference will review how to set up your bank account information.

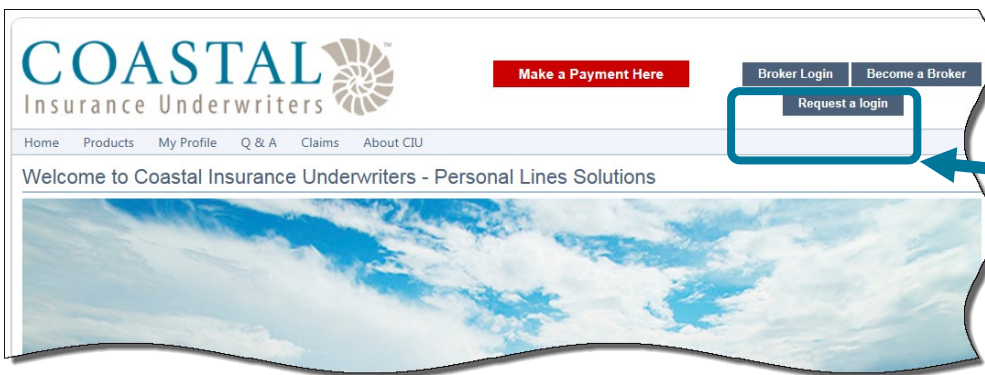
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- Setting up Agency's Operating Bank Account for Commission Payments
- Amending Operating Bank Account Information for Commission Payments

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Setting Up Agency's Operating Bank Account For Commission Payments

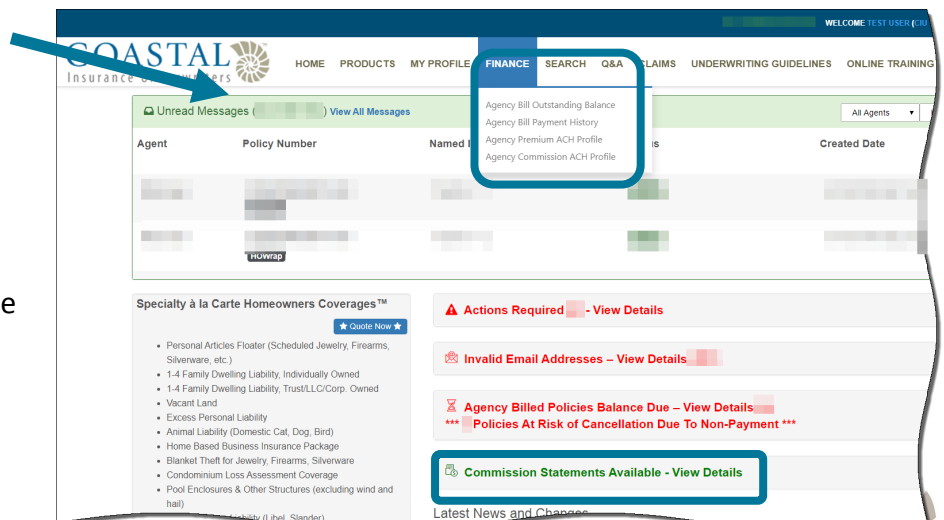


Log in to the website at www.ciusolutions.com using your userid & password. Your userid is your email address. If you have forgotten your password, you can click the **Forgot your password?** link (after clicking **Broker Login**) to reset it.

IMPORTANT—only the agency administrator will be able to set the bank account information. If you are not sure who the agency administrator is you can click **REQUEST A LOGIN** to find out who your agency administrator is.

From the main menu, click on **FINANCE**, and then click on **Agency Commission ACH Profile**.

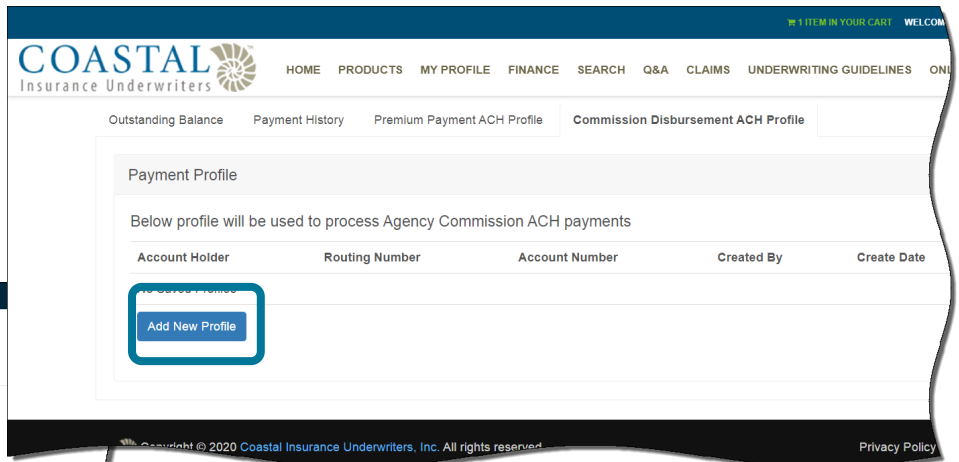
If you need to access the actual commission statement, it is available by clicking **Commission Statements Available—View Details**.



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Click **Add New Profile**.



Add New Profile

Account Holder First Name:

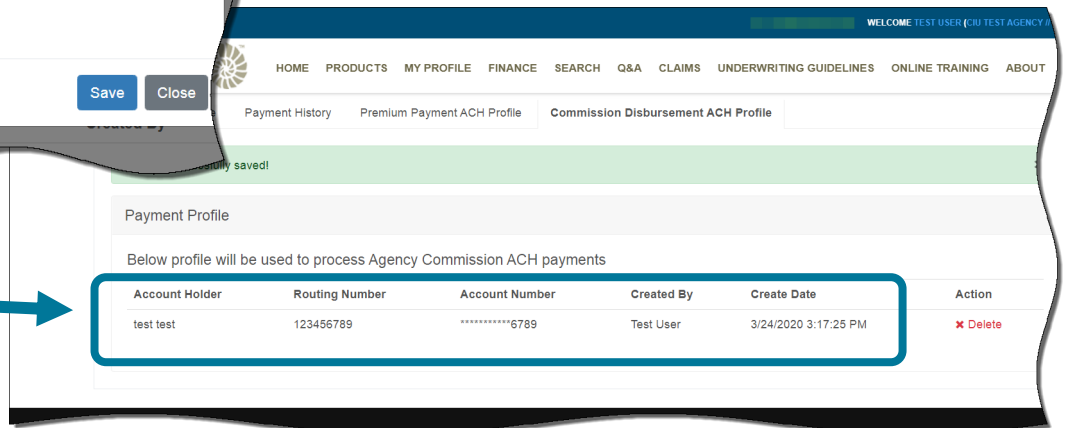
Account Holder Last Name:

Routing Number:

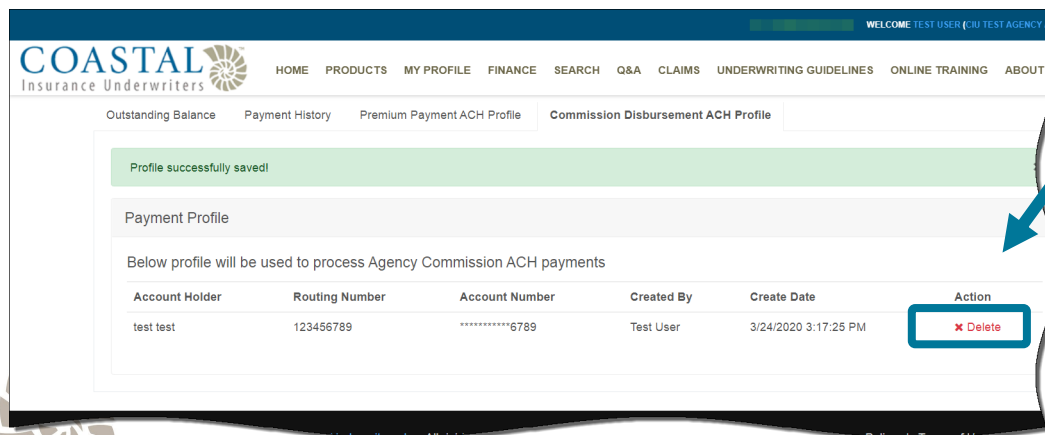
Account Number:

Enter the requested information for the agency's operating bank account and click **Save**.

The screen will reset and you will see the information provided.



Amending Operating Bank Account Information for Commission Payments



Click **Delete** and then enter the new bank account information as per the above instructions.