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## View Your Commissions Online

Did you know you can view your commission payments online using the Manage Your Book of Business tool on the EmblemHealth [broker portal](#)? Once you sign in, simply click on the “commissions” tab. You’ll be able to see the previous six months of your commission payments. Click on a specific month to review payment details, including group name, group number, date the premium was received by EmblemHealth, amount of the premium paid, your commission rate and the actual paid commission amount.



We generally pay commissions between the 10th and 15th of the month. The quickest way to receive payment is by registering for direct deposit through [Bank of America’s Paymode-X™](#) payment service. Once your account is activated, we can issue your payments electronically. For more information, you can contact Paymode-X toll free at **1-866-252-7366**, Monday through Friday, from 8 am to 8 pm.

### Here are answers to some frequently asked questions:

#### Q. What can I do if I didn’t receive a commission for each group in my book of business?

- A. Click on the tab for your existing book of business to view the status of each of your groups. If you see a date in the “termination date” field, the group has terminated and the commission wouldn’t be due. If a group hasn’t terminated and you haven’t received a commission check, contact EmblemHealth Broker Services.

#### Q. Will I receive a commission if the group doesn’t pay their premium on time?

- A. Client payments must be made at least a few days before your commission due date. If a group is late with their payment, your commission will be delayed until the following month, at which time it will be paid in full.

If you have any questions about how to use our broker portal, please call EmblemHealth Broker Services at **1-866-614-6040**, Monday through Friday, from 9 am until 5 pm.