

How to Access the CSV Commission Report

The CSV commission report is a downloadable file that provides details specific for commissions paid to the agent ID or payee.

You can access the CSV commission report through My Business Manager, the same way you currently access other commission reports.

My Business Manager for Agents - Internet Explorer

My Business Manager Home | Help | Privacy Policy | Exit

Quotes & Proposals Enrollment Modify Profile Commissions

Commission Agency Search Required *

Agency ID:*

Agent ID:

Report Name:

Report Month:*

- TAPSR723 - AGENT COMMISSION REPORT - B C B S INDIVIDUAL SALES
- TAPSR724 - AGENT COMMISSION REPORT - B C B S 2-49 GROUP SALES
- TAPSR725 - AGENT COMMISSION REPORT - B C B S 100+ GROUP SALES
- TAPSR726 - AGENT COMMISSION REPORT - B C B S +100 PER CAPITA BASED COMMISSIONS
- TAPSR727 - AGENT COMMISSION REPORT - BLUECHOICE HEALTHPLAN
- TAPSR728 - AGENT MONTHLY COMMISSION TOTALS
- TAPSR729 - AGENT COMMISSION REPORT - B C B S 50-99 GROUP SALES
- TAPSR735 - AGENCY COMMISSION TOTALS - SUMMARY REPORT
- TAPSR736 - AGENCY COMMISSION TOTALS - SUMMARY REPORT
- TAPSR737 - AGENT REPORT - ADVANCE AND DRAW ACTIVITY
- TAPSR738 - AGENT COMMISSION REPORT - DIRECT PAY SALES
- PVTEXAGC - TAPS EXT AGT - COMMISSION REPORTS

When the report is available, it will be included in your monthly search results.

Agent ID	Report Name
001	PVTEXAGC - TAPS EXT AGT - COMMISSION REPORTS
673B46	PVTEXAGC - TAPS EXT AGT - COMMISSION REPORTS

When you select the hyperlink under Agent ID for the report you need, you will have the option to open or save the file named **CsvServlet**.



If you save the file, you will be able to import the report into any CSV compatible software such as Microsoft Excel.



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