



How to Operate Your Agency's Commission Statements

Commissions Total and Commissions Detailed in the Bridger Policy Management System

Commission Total Report —

This report shows all producers, offices, agencies and bank accounts that have batched commissions with Created Batch Dates within a selected period.

- 1) Log in to the system at policy.bridgerins.com
- 2) Go to Reports
- 3) Go to Commission Total
- 4) Select the From Date (First of the Month) and the To Date (Usually 7 to 10 days out). This will capture the ACH processing date. Commissions for the previous month are paid within the first 3-5 working days of the next month. The day can vary depending on workflow/balancing issues/account updates.
- 5) Carrier - Select ALL as we currently only have the Knightbrook Insurance Company BridgerAuto program on the system.
- 6) Product - Select ALL as we currently only have the Knightbrook BridgerAuto program in the system
- 7) Agency - Select your Agency
- 8) Agency Office - Select ALL offices or a specific office or multiple offices within your agency. They will all show up in the dropdown menu. Just click on the office to highlight the selection.
- 9) Commission Method – Commissions are paid on collected premium. Select Collected.
- 10) Commission Payment – Select All
- 11) Producer - Select ALL producers or a specific producer or multiple producers within your agency. They will all show up in the dropdown menu. Only those producers for which we have individual information in the system and that have credentials will show up. Just click on the producer to highlight the selection.
- 12) Payment Status – Select ALL
- 13) Choose how you would like to receive the report:
 - a. View Report
 - b. Generate PDF
 - c. Generate Excel
 - d. Generate Word
 - e. Send Email

Commission Detailed Report —

This report shows Paid, Pending and Received batched commissions transactions (Producer type only) with Created Batch Dates within the selected period.



- 1) Log in to the system at policy.bridgerins.com
- 2) Go to Reports
- 3) Go to Commission Total
- 4) Select the From Date (First of the Month) and the To Date (Usually 7 to 10 days out). This will capture the ACH processing date. Commissions for the previous month are paid within the first 3-5 working days of the next month. The day can vary depending on workflow/balancing issues/account updates.
- 5) Carrier - Select ALL as we currently only have the Knightbrook Insurance Company BridgerAuto program on the system.
- 6) Product - Select ALL as we currently only have the Knightbrook BridgerAuto program in the system
- 7) Agency - Select your Agency
- 8) Agency Office - Select ALL offices or a specific office or multiple offices within your agency. They will all show up in the dropdown menu. Just click on the office to highlight the selection.
- 9) Commission Method – Commissions are paid on collected premium. Select Collected.
- 10) Commission Payment – Select All
- 11) Producer - Select ALL producers or a specific producer or multiple producers within your agency. They will all show up in the dropdown menu. Only those producers for which we have individual information in the system and that have credentials will show up. Just click on the producer to highlight the selection.
- 12) Payment Status – Select ALL
- 13) Choose how you would like to receive the report:
 - a. View Report
 - b. Generate PDF
 - c. Generate Excel
 - d. Generate Word
 - e. Send Email

This report will show the following for each transaction:

- 1) Policy Number
- 2) Agency Name
- 3) Agency Number
- 4) Office Name
- 5) Producer First Name
- 6) Producer Last Name
- 7) Address, City, State and Zip Code
- 8) Tax ID Number
- 9) Insured Name
- 10) Transaction Date
- 11) Transaction Type
- 12) Premium
- 13) Commission %



14) Commission \$

15) Payment Date

16) Original Payment Amount