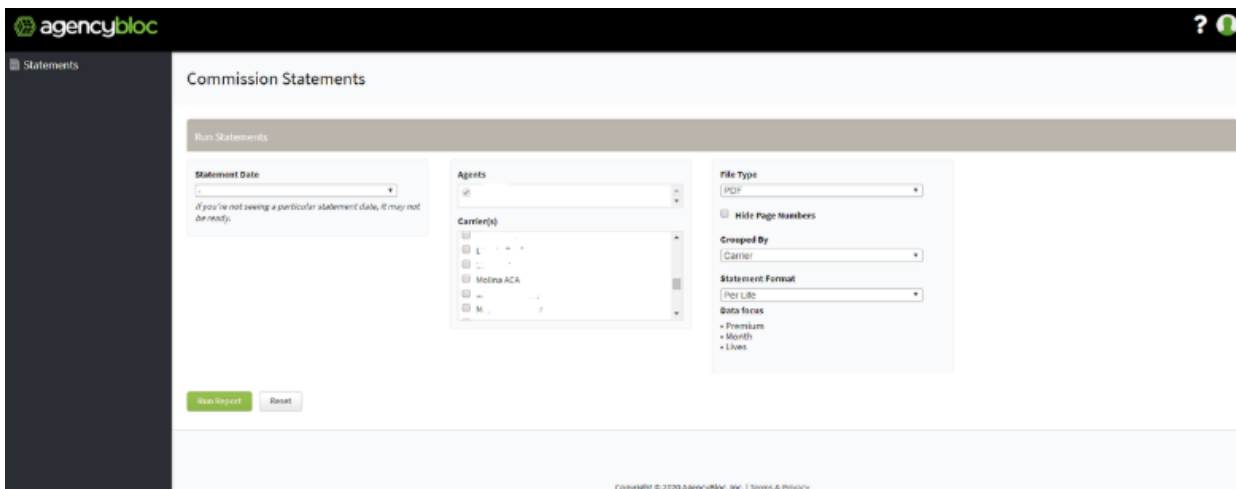


## How to Download Commission Statements

You can only view statements for ACA carriers you are contracted and appointed with Keystone Advisors

How to download your commission statements:



The screenshot shows the 'Commission Statements' page in the AgencyBloc system. It features a 'Run Statements' section with a 'Statement Date' dropdown menu, a note that 'if you're not seeing a particular statement date, it may not be ready.', and a 'Run Report' button. There are also filters for 'Agents', 'Carrier(s)', 'File Type' (set to PDF), 'Hide Page Numbers', 'Grouped By' (set to Carrier), and 'Statement Format' (set to PDF). A 'Data Sources' section lists Premiums, Month, and Lives.

1. Select Statement Date:
  - a. If you're not seeing a particular statement date, it may not be ready.
2. Select the carrier you received a payment for.
3. File Type: Select PDF or CSV.
4. Grouped by: Carrier or Policy holder.
5. Click: Run Report .

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