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Process for Commission Reconciliation

1. First, confirm your book of business.
2. Check your carrier portal to see if you are the AOR (Agent of Record)
3. Complete the **client reconciliation form**.
4. Once the form is complete, please send to agentsupport@keystonema.com
5. Estimated timeline of 10 business days when commission will be paid out if owed. (if upcoming commission cycle is already process, you may receive payment in cycle following upcoming.

If you have any questions, please reach out to our agent support team at agentsupport@keystonema.com or call us at (866) 469-4921

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