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Track Molina Business & Commissions

Monitor your book of business monthly, using your [Molina Agent Portal](#).

1. Once logged in, scroll your mouse over "Book of Business" and select "My Book of Business Search" and click the **PURPLE** "Search" button.
2. Review the previous month and current month to verify active client plans.
3. Contact clients in a late payment status. Assist your clients by showing them how easy it is to pay online.

A client is listed as ACTIVE, but NOT on your commission statement and/or you were NOT paid?

1. Complete the [Molina Broker Enrollments Reconciliation Form](#). (Save a blank copy for future use)
2. Submit excel sheet to: Agentsupport@keystonema.com

We will review and respond back to you within 24-48 hours. If commission is owed, it will be paid out on the upcoming commission cycle. If upcoming commission cycle is already processed, you may receive payment in the next cycle.

DISCLAIMER

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