

Quick Reference—

ACH Commission Payments



All direct bill commissions will be deposited electronically (ACH) to the agency's operating bank account. This quick reference will review how to set up your bank account information.

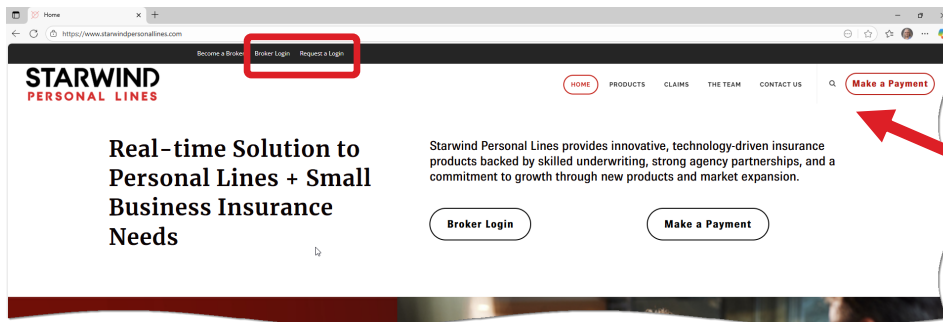
Feature

- Setting up Agency's Operating Bank Account for Commission Payments
- Amending Operating Bank Account Information for Commission Payments

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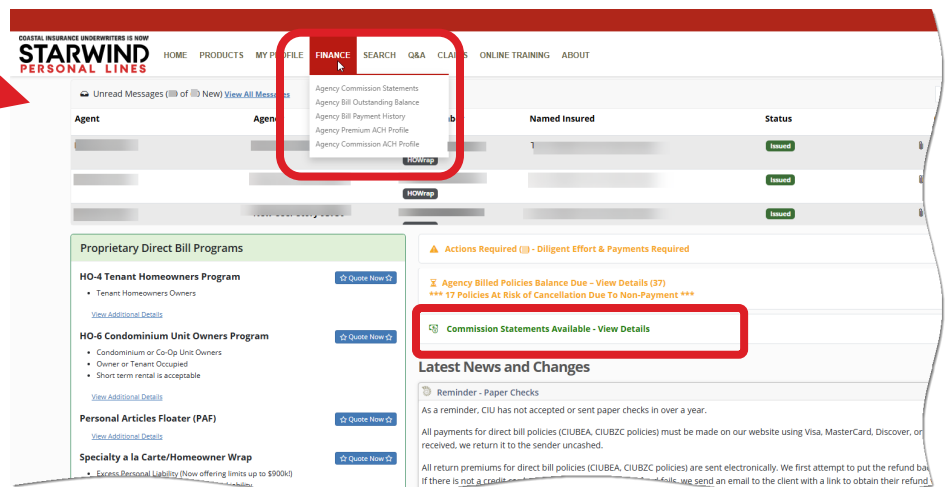
Setting Up Agency's Operating Bank Account For Commission Payments



Log in to starwindpersonallines.com using your userid & password. Your userid is your email address. If you have forgotten your password, you can click the **Forgot your password?** link to reset it.

IMPORTANT—only the agency administrator will be able to set the bank account information. If you are not sure who the agency administrator is you can click **REQUEST A LOGIN** to find out who your agency administrator is.

From the main menu, click on **FINANCE**, and then click on **Agency Commission ACH Profile**.



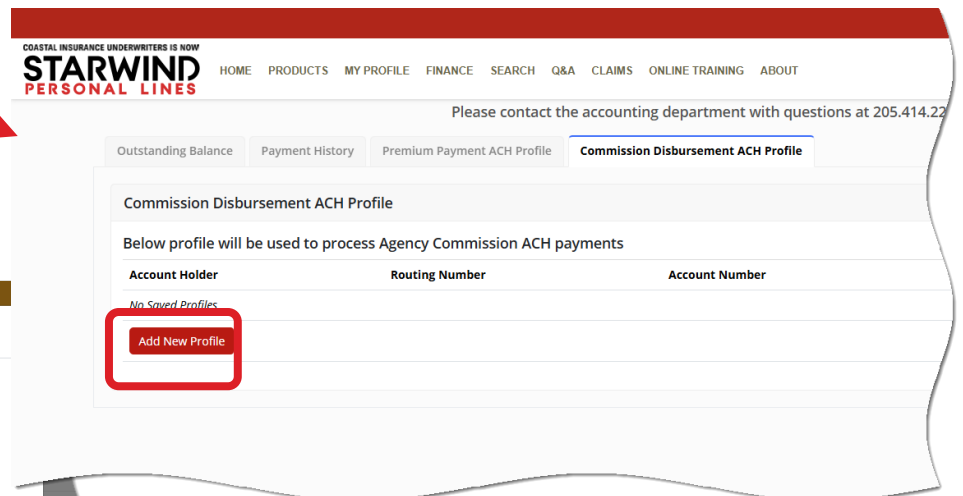
If you need to access the actual commission statement, it is available by clicking **Commission Statements Available—View Details**.

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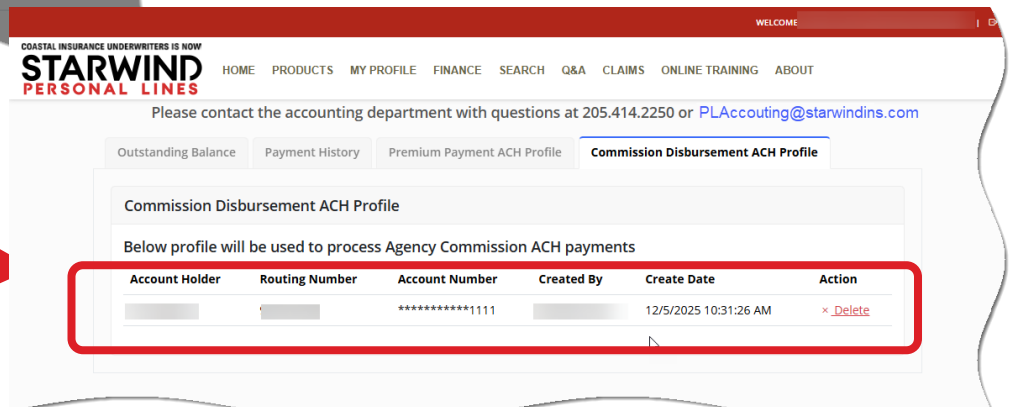
Click **Add New Profile**.



Enter the requested information for the agency's operating bank account and click **Save**.



The screen will reset and you will see the information provided.



Amending Operating Bank Account Information for Commission Payments

Click **Delete** and then enter the new bank account information as per the above instructions.

