Logging into the Agent Compensation Center:
URL: https://avmd-mprd.callidusondemand.com/SalesPortal/#!/
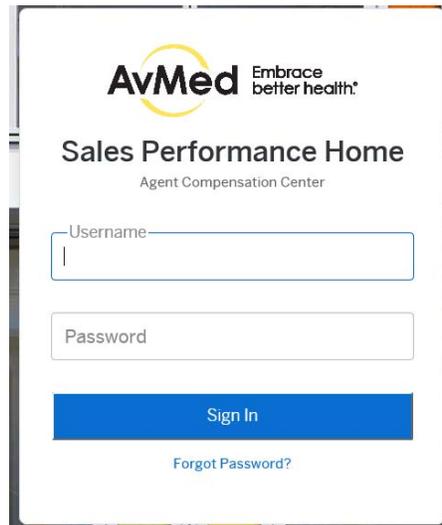
Username: "VN"+ (i.e. VNxxxxx)

First Time Login & Password Prompt: You will receive a link via email with your Username (pre-filled, please take note of it), which will prompt you to create a password the first time you login to the system. If for some reason you do not receive the initial login email, follow the Password Reset instructions listed below.


Password Reset: Enter your Username (you will need to know your VN# in order to reset), select "Forgot Password", and on the following page select "Submit" to have an email sent to you. Please note the link in the email is only good for 60 minutes.

Agency Administrator aka Primary Commission Contact: Password reset emails are sent to the agency's designated Agency Administrator also referred to as Primary Commission Contact's email. Please email agentcomp@avmed.org if there are changes to the primary contact and email for commissions.

Agent Compensation Center Access: There are several ways to access the Agent Compensation Center.

1. The link in the monthly Payment Advice Notice email sent to the Agency Administrator.
2. Via www.avmed.org, click on Business, under Agents click on Agent Compensation, and then click on the blue Compensation Statements button.
3. Save the web URL https://avmd-mprd.callidusondemand.com/SalesPortal/#!/ into your favorites; or, as a short cut on your desktop.

Upon logging in, you will see the dashboard below.
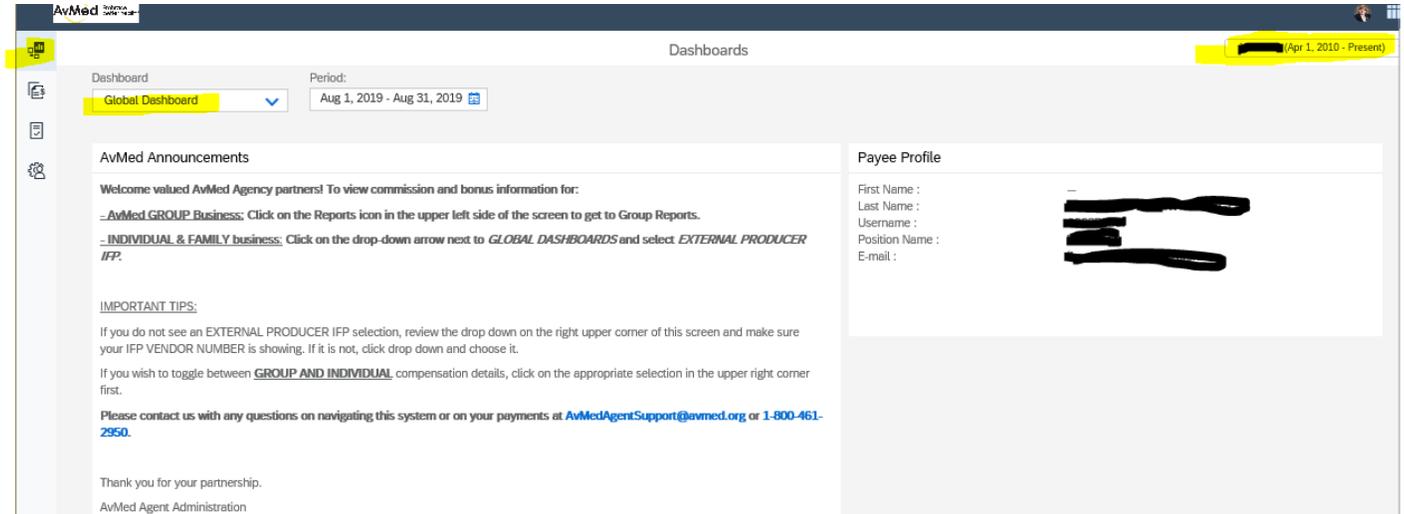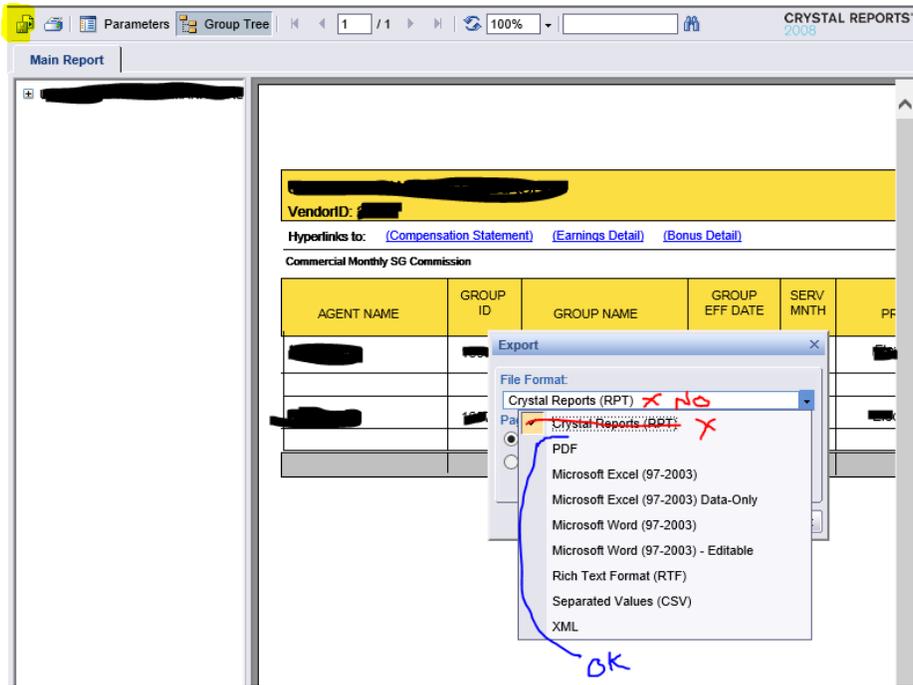

For Group Statements:

Click the 'Reports' icon on the far left as shown below.
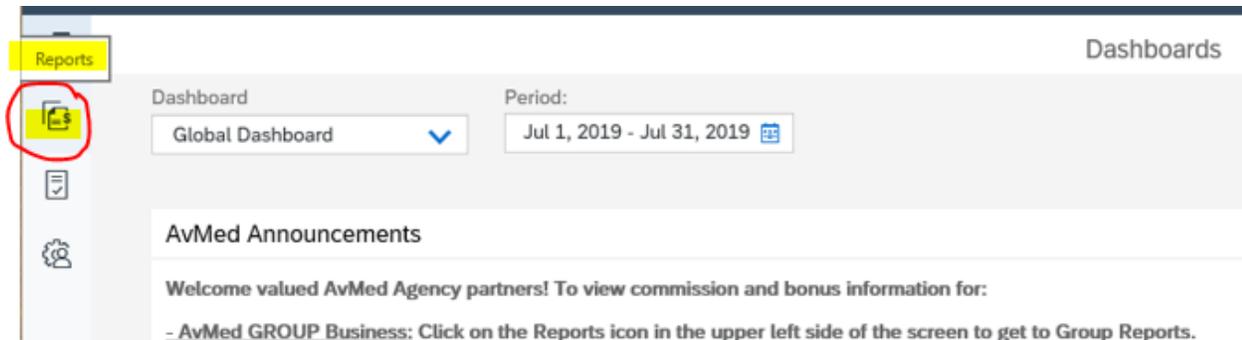

Click on the 'Report Type' icon next to the statement you wish to view. Order Detail is used the most as it includes the client names, membership, etc.

| Name	Report Type	Date Published
Compensation Statement July 2019		Aug 15, 2019 5:36:57 PM
Order Detail July 2019		Aug 15, 2019 5:28:03 PM
Bonus Detail_PMPM June 2019		Jul 15, 2019 3:50:10 PM
Compensation Statement June 2019		Jul 15, 2019 3:42:21 PM

To save your statement, click the 'Save' icon in the upper left corner as shown below. You can save the statement in any format (PDF, Excel, etc.), other than 'Crystal Reports'. If you try to save as a Crystal Report, you will get an error message.
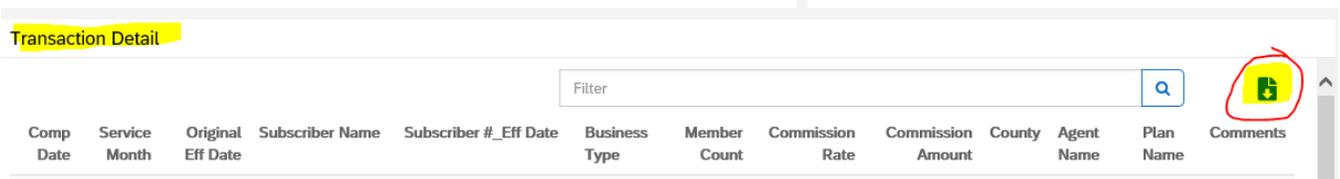
For IFP Statements: Click the 'Dashboard' icon on the far left. While in the main dashboard, in the upper right hand corner, use the drop down and change to VN#####_IFP as shown below. If you have not sold Group and/or Medicare with AvMed, then you will not need to make changes in the drop down.
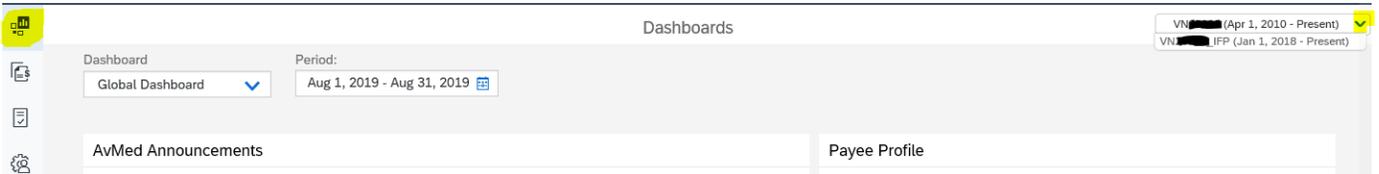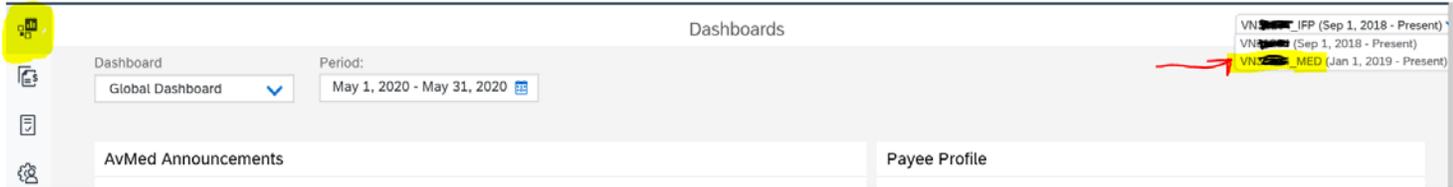

Then change the Dashboard drop down on the far left to 'IFP External – Producer'.
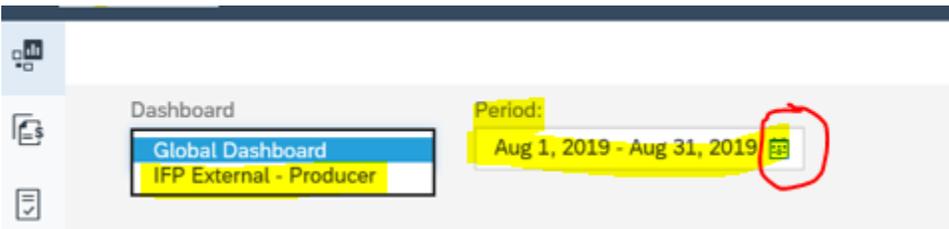
You will now be in the main IFP dashboard. In the Announcements, you will find a brief overview of each dashboard. As per above, make sure you select the corresponding commission 'Period' you want to view, and go to the 'Transaction Detail' section, click the blue icon as shown below, to export your IFP report.
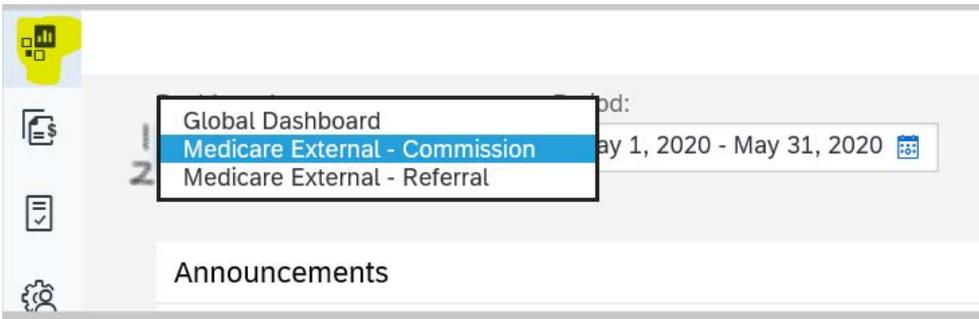
For Medicare Statements: Click the 'Dashboard' icon on the far left. While in the main dashboard, in the upper right hand corner, use the drop down and change to VN#####_MED as shown below. If you have not sold Group and/or IFP with AvMed, then you will not need to make changes in the drop down.


Then change the Dashboard drop down on the far left to one of the following based on your Medicare status:

1. Medicare External – Commission = you receive commissions for a member
2. Medicare External – Referral = you receive a one-time fee for referring a member

Select the Payment Period – for Medicare, the statements start at January 1, 2020. Any prior year statements were provided via email.
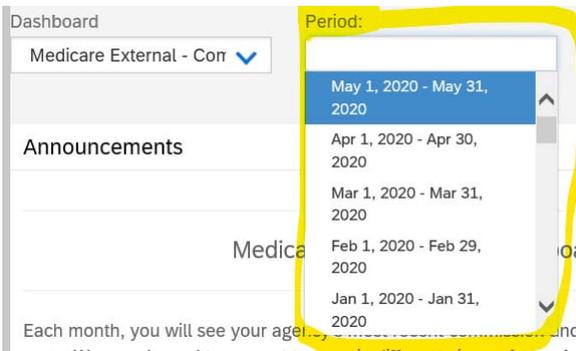
You will now be in the main Medicare dashboard. In the Announcements, you will find a brief overview of each dashboard for the Commission agents; Referring agents only have Current, YTD, and Transaction Detail dashboards. As per above, make sure you select the corresponding commission 'Period' you want to view, and go to the 'Transaction Detail' section, click the blue icon as shown below, to export your Medicare report.