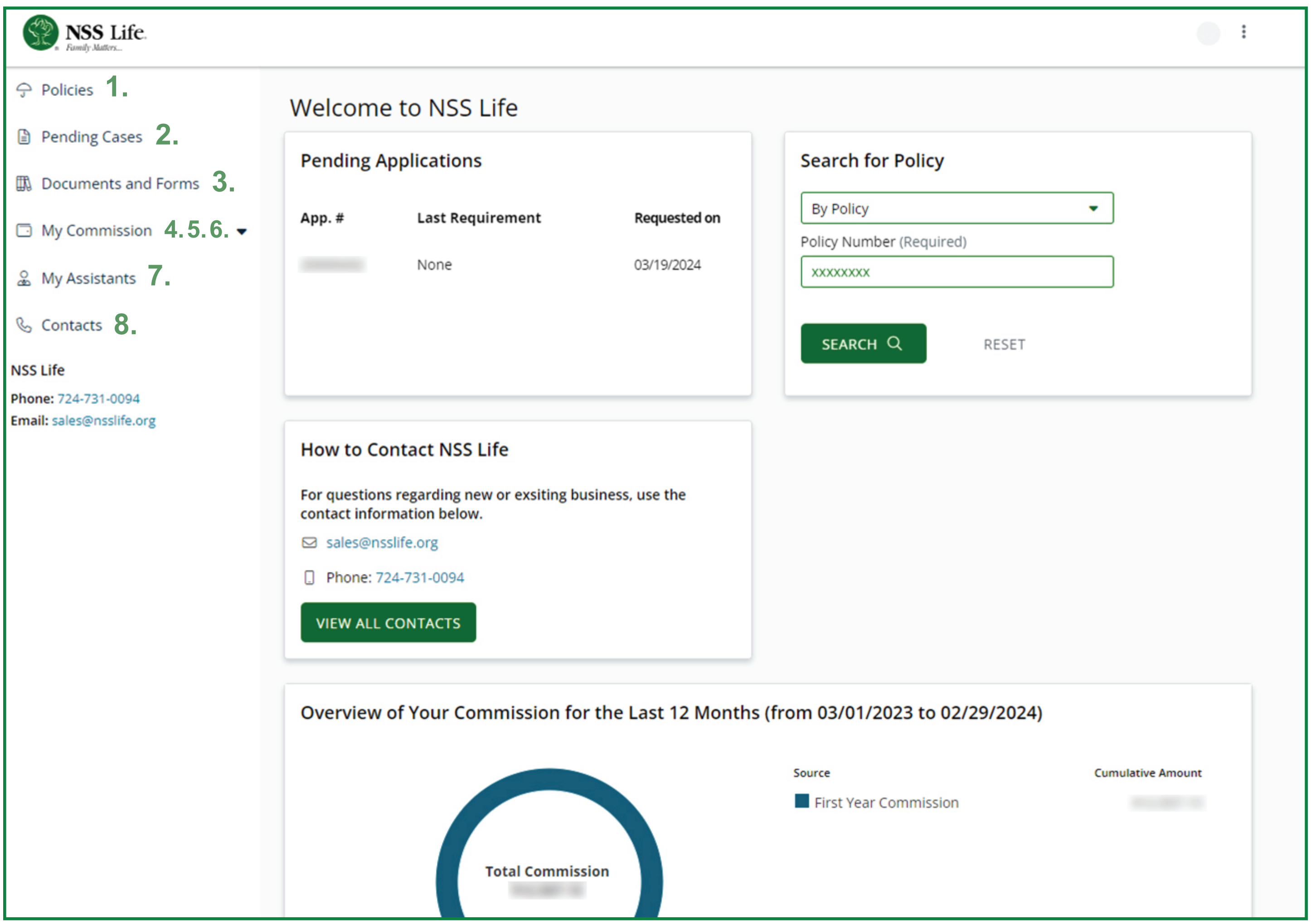
NSS Life® Family Matters...

AGENT ANNUITY PORTAL USER NAVIGATION GUIDE

Home Page

Upon a successful login, the user will load the portal home page referenced below. The Menu on the left of your screen will direct you to the following pages:

1. **Policies** – Search for policies based on selected criteria (Policy Number, Application Number, General Criteria.)
2. **Pending Cases** – Search for pending cases based on selected criteria (Party Type, Date, Pending Issues.)
3. **Documents and Forms** – Search for downloadable Sales related documents or forms.
4. **My Commission** – General synopsis for user's account based on the last 12 months of activity.
5. **Commission Reports**– Display commission reports based on selected timeframe.
6. **Account Statements** – Display downloadable account statements for specified timeframe.
7. **My Assistants** – Add assistant accounts to office staff enabling them to access your accounts (privileges, etc.)
8. **Contacts** – Contact directory for NSS home office staff if support is needed.

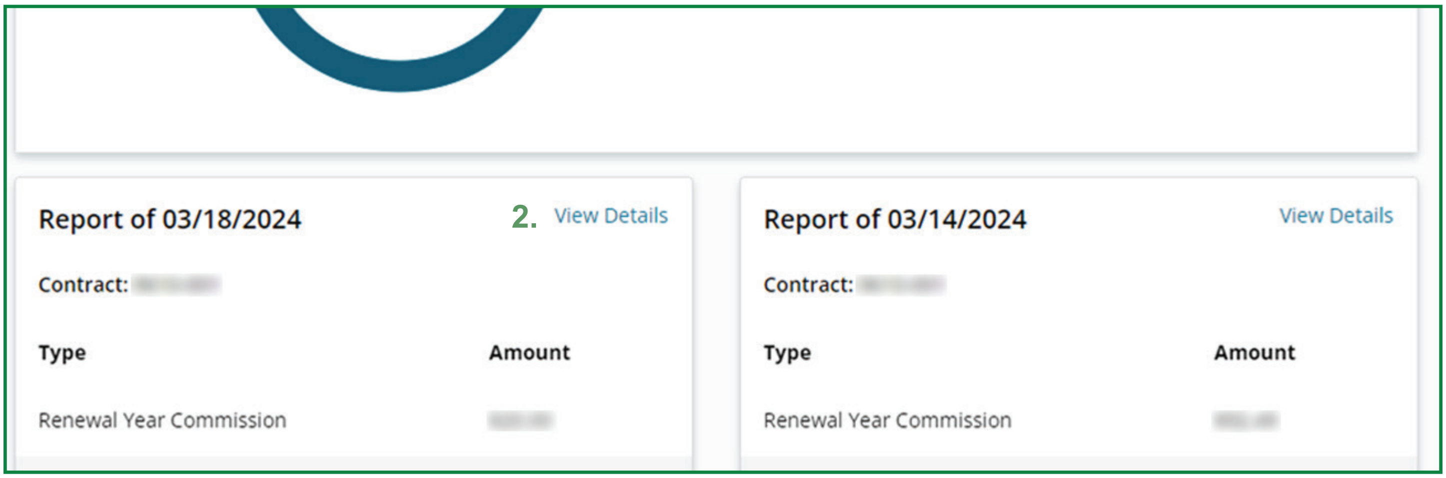


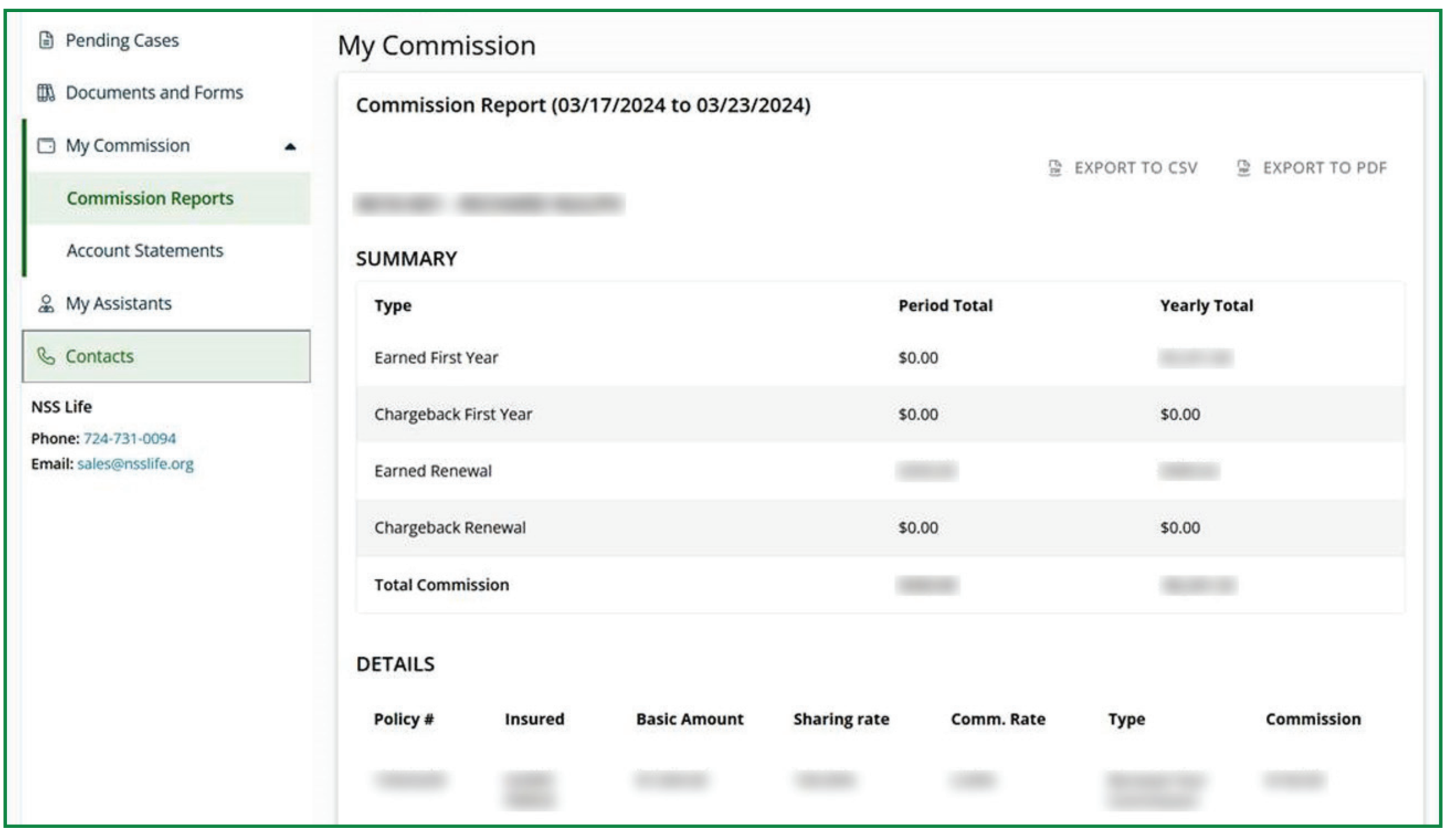
AGENT ANNUITY PORTAL USER NAVIGATION GUIDE

How to access Commission Summary Reports

To access your **Commission Summary Reports** page, follow the instructions below:

1. On the home page, scroll down to the **Commission Report** section, underneath the **Commission Overview** section.
2. At the top right of either report box (the most recent report starting from the left), click on the **View Details** link. This will take you to the **Commissions Summary Report** page for the date range selected.





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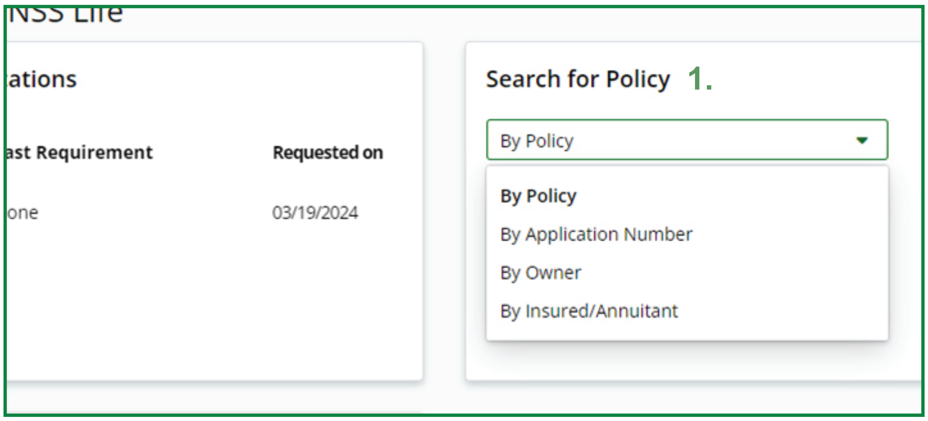
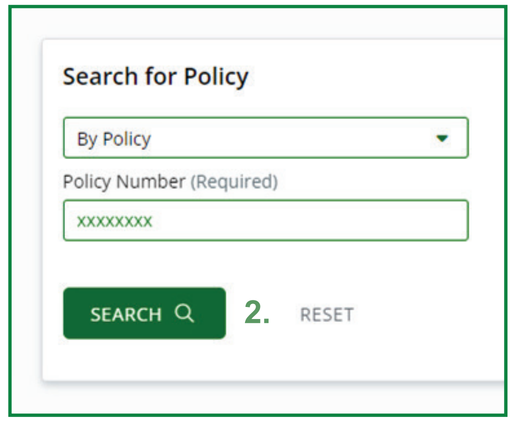
AGENT ANNUITY PORTAL USER NAVIGATION GUIDE

How to access Payment and Disbursement History

To access your **Payment and Disbursement History** page, follow the instructions below:

1. On the home page, in the far right **Search for Policy** section, select the method you wish to search for a policy.
2. Enter the desired search parameters, then click the **Search** button.





3. Select the desired policy out of the list your search generated.
4. In the **Options** drop down menu to the right of the policy number, select the **View Payment and Disbursement History**.