## **Quick Reference Guide to Pulling Commission Statements Online:**

After you login to <u>www.metlifepro.metlife.com</u>, you will be routed to your home page. Click on the bar that reads "Commission Reports" which will open a new browser window:

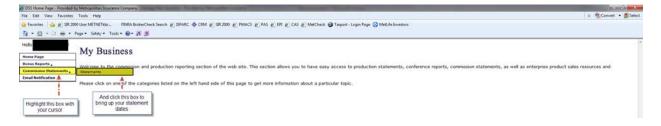
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## For Microsoft Edge users:

Look at the top right of the page, you will notice **"3 blue dots"**. Click on the 3 blue dotes and there will be a list of options. Select the option to **open internet explorer** via Microsoft edge.

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The new Internet Explorer browser window will populate to reflect the following:



Once you click the box highlighted above ("Statements"), you will see the bottom of this page populate for you to choose the appropriate statement date:

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Once you select the appropriate date, all available statements for that cycle for your producers will be made available:



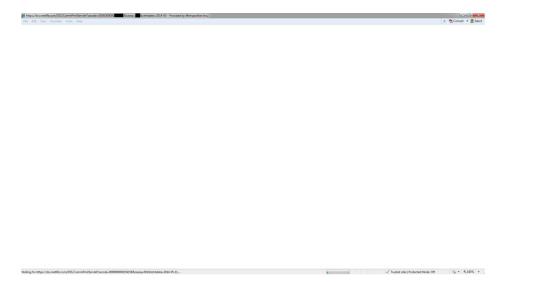
By clicking on the appropriate statement you wish to view, a new window will be generated that will show as:

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Please allow up to **30-60 seconds** for this view to populate. It can take some time for this window to generate:

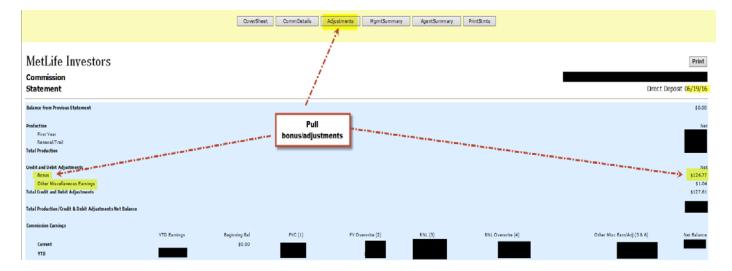
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This is commonly known as the Cover Sheet which provides the agent or agency with a summary of their Compensation but no details. In order to receive the detailed statement, you will need to click on the box labeled "**PrintStmts**" for your agent or street level compensation (illustrated above). When it is selected, another window will generate same as before:



This will take longer to generate than the Cover Sheet as this window is pulling detailed data for your statement (up to 45 - 60 seconds), please be patient. You can check the status bar at the bottom of the page to track your activity. Once it pulls up, you will see your detailed statement showing the breakdown of the summary for your agent or street level compensation.

For Bonus and adjustments, select the adjustment tab



For any questions related to your commission statements or access to the site, please contact our compensation team at:

Email: <a href="mailto:life.com">life.com</a>@metlife.com</a>

Phone: 877-638-0411 (Option 5, then 3)