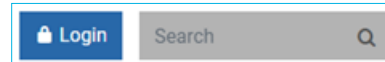
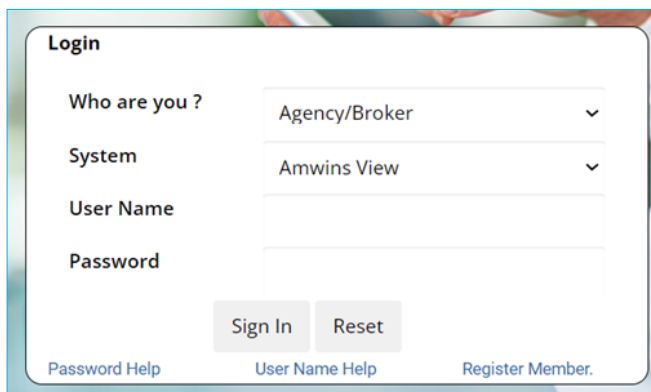


- Login to www.amwinsconnecttpa.com

A blue button with a white lock icon and the word "Login" next to a grey search bar with a magnifying glass icon.

- **Who are you?** - Select Agency/Broker
System – Select Amwins View
Enter your User Name and Password and click Sign In

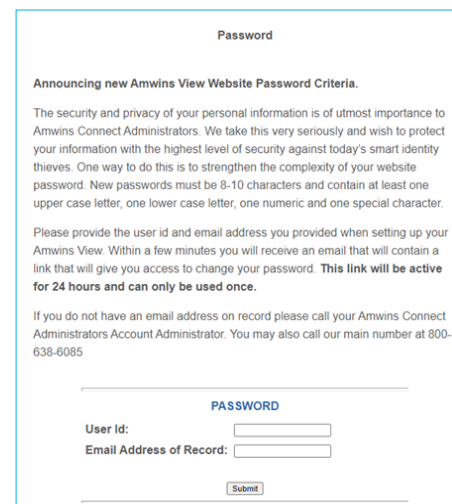
A screenshot of the login form. It has a title "Login". Below it are two dropdown menus: "Who are you ?" with "Agency/Broker" selected, and "System" with "Ammwins View" selected. Below these are two text input fields for "User Name" and "Password". At the bottom are two buttons: "Sign In" and "Reset". At the very bottom are three links: "Password Help", "User Name Help", and "Register Member."

- **“I don’t know my password”**

If you do not have or know your password, you will need to reset it.
We do not have access to password information.

- Click on Password Help
- Enter your User Id (username) and your Email Address of Record.
- If you do not have an email address on record, please contact your Account Administrator

Within a few minutes, you will receive an email that will contain a link to change your password. This link will be active for 24 hours and can only be used once.

A screenshot of the password reset form. It has a title "Password". Below it is a heading "Announcing new Amwins View Website Password Criteria." followed by a paragraph of text. Below that is another paragraph of text. At the bottom are two text input fields: "User Id:" and "Email Address of Record:". Below these fields is a "Submit" button.

▶ “I don’t know my username”

If you are unsure of your username, please contact us at aca.contracting@amwins.com for the information.

▶ “I am logged in. What do I do next?”

- Select Commissions from the left options.
- You will be prompted to choose from:
Administered – commissions are paid around the 15th of each month. Administered commissions are paid the month following the detailed date (i.e. 01/01/21 comm date paid on about the 02/15/21)

Non-Administered – commissions are paid on or about the 24th of each month. Non-Administered commission paid dates are actual paid dates on date dropdown field.



▶ You then have two choices;

Summary Report is a summary of any 3 month period (use dropdown date field).

Detail Report is the commission statement where you can choose between viewing data, converting into Excel, or viewing a PDF hard copy to print

Administered Broker Commission Reporting

Two statements can be generated with the tool below; **Summary Commission Reports** and **Detail Commission Reports**.

Summary Report: Select the desired date range in the "From" and "To" dropdown boxes in the tool titled "Summary Report". Leave the "To" dropdown box set to "blank" for a single month's data. After clicking the "Quick View or Excel" button your data is available in a paged sortable table. This data gives grand totals for each group, by month, combining all carriers into one grand total. See paging feature at the bottom of the page. Sorting may be accomplished by clicking the column header links. (Reports are available for 18 months and summaries may include up to 3 months.)

Detail Report: The Detail Report works the same as the summary report, described above, with the exception of only being able to select one month at a time. This data is broken down by carrier and by product as seen on your standard printed commission statement.

EXCEL: The data displayed in the table may be converted to an excel spreadsheet by clicking on the "CONVERT TABLE TO EXCEL" button. (Available after table is built.) (Microsoft Excel® or Microsoft Excel Viewer® required. If you don't have Microsoft Excel® you may download the free viewer here:) [To install free Microsoft Excel Viewer® click here.](#)

PDF: The Detail Report is also available in PDF format. Click "PDF Format" button to view report. (Adobe Reader® required.) [To install Adobe Reader® click here.](#)

NOTE: Some reports may take up to 60+ seconds to load so please wait.

SUMMARY REPORT

Use this tool to view a summary of commissions for one or multiple months. Leave second drop down blank for single month summary

From: To:

DETAIL REPORT

Use this tool to create a detail commission report for one month.

If you have any questions regarding the commission reporting, please contact us at 410-832-5171 or midatlantic.aca.commissioninquiry@amwins.com