

Job Aid for Agents



This job aid provides information regarding commission statements, commission calculations, and internal replacement guidelines for life products.

Registering on the North American Company Website:

- Access www.NorthAmericanCompany.com.
- Click **Register Now** (right side of screen).
- Enter your agent number and SSN. Then click **Submit**.
- Enter all applicable information on the next page.
- Create a username (at least 8 characters – no special characters).
- Create and answer two security questions.
- Create a password (8 character minimum, at least 1 upper and 1 lower case letter, at least 1 number, and no special characters or spaces).
- Accept the text verification code and accept the terms and conditions.
- Click **Submit**.

Accessing Commission Statements on the Website:

- Click **My Business** at the top of the screen.
- Then select “Commission Statements.”
- From the drop-down box at the top, select the agent number you wish to view.
Result: Your most recent statement displays.
- To view previous statements, click **Search Statement History**. Enter a date range and type your agent number.
- Click **Submit**.

Whenever you navigate away from the home page, click Agent Home page at the top of the screen to return to your starting point.





Reading Your Commission Statement:

- When you open your commission statement, either “Commission Statement” or “Annualized Commission Statement” will display at the top of the page.
- The table below explains each field in the **commission statement**:

Field	Description
INSURED'S NAME	An asterisk in front of an insured's name indicates that policy is annualized.
DUR	How premium was applied. RN = Renewal, FY = First Year, IN = Initial Payment, SF = Service Fee. If the code is “IN,” you will see a CURRENT ADVANCE amount on the annualization statement.
MKT PLAN	Policy type
ACCT DATE	Date premium was processed by North American Company.
DUE DATE	Effective date of premium (date premium was received by North American)
M.PD	Policy Mode. 01 = Monthly, 03 = Quarterly, 06 = Semi-Annually, 12 = Annually
PREMIUM	Commissionable premium
C-RATE	Commission rate
%SPLIT	Split percentage (blank indicates no split)
COMMISSION	Commission amount



Calculating Commissions:

- Use this formula to calculate commissions for **term life** policies:
Commissionable Premium (premium minus service fee) X Commission Rate X Agent Split
- Use this formula to calculate commissions for **universal life** policies:
Lesser of annual premium or target X Commission Rate X Agent Split



Reading Your Annualized Commission Statement:

- The table below explains each field in the **annualized commission statement**:

Field	Description
INSURED'S NAME OR EXPLANATION	The insured's last name will display “END PAY BK. PERIOD,” if a policy reaches its anniversary and has an unearned annualized balance remaining.
ACCT DATE	Date premium was applied
ISSU DATE	Issue date of the policy
MO PD	Policy Mode. 01 = Monthly, 03 = Quarterly, 06 = Semi-Annually, 12 = Annually
BEGINNING BALANCE	Beginning annualized balance for this statement
CURRENT ADVANCE	New annualized amount during this statement period
COMMISSION APPLIES	Commission amount held toward annualization for the policy
CHARGE BACK	Reduces the annualization balance on the policy
ENDING BALANCE	Annualized balance remaining after this statement



Calculating Annualized Commissions:

- Use this formula to calculate annualized commissions for **term life** policies:
Commissionable Premium X Commission Rate X Annualization Rate X Agent Split
- Use this formula to calculate advance commissions for **universal life** policies:
Lesser of annual premium or target X Commission Rate X Annualization Rate X Agent Split



Year-to-Date Taxable Earnings:

- Year-to-date earnings display on the last page of each statement.



Internal Replacement Guidelines:

To view internal replacement guidelines, click [here](#). You must log in to view the information located under Policy Change Guidelines.

For questions regarding replacement guidelines, contact North American Policy Change at 1-877-872-0757 Ext. 32720.
