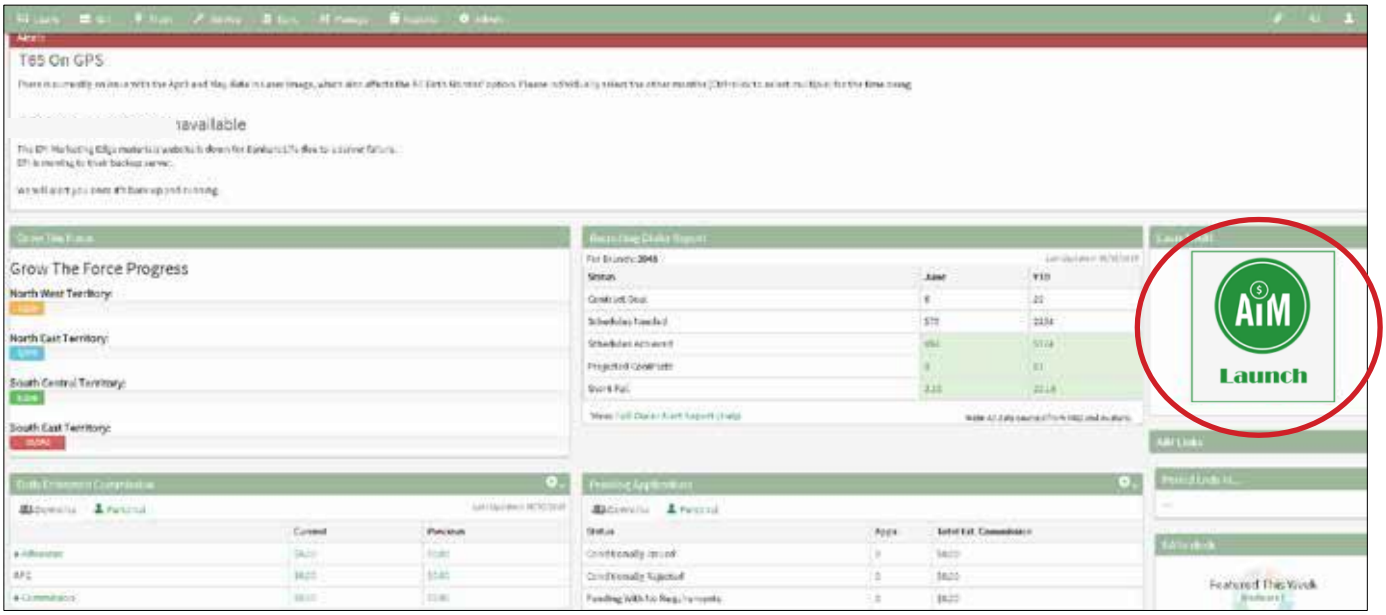
Field Navigation Job Aid

The Agent Incentive Management, or AiM, system is used to view your compensation statements. You will find detailed information about your commissions by product category, APCs, persistency and more.

Accessing your Compensation Statements

AiM is accessed via BSPN. To view compensation information for cycles beginning January 1, 2017, click the AiM icon on BSPN to access the system and view your desired commission information.



To view compensation statements prior to January 1, 2017, enter your search criteria into the Agent Compensation Statement Lookup by navigating to ***BSPN > Earn > Compensation > Agent Compensation Statement Lookup***.

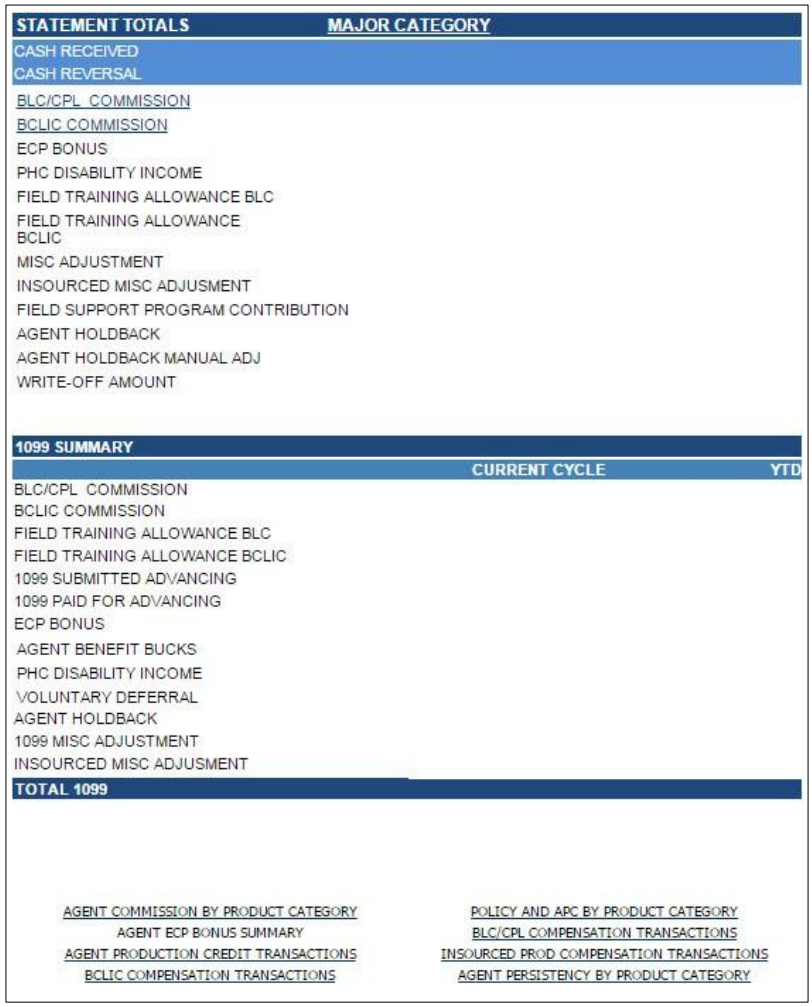
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Using AiM

To view a compensation statement, verify you are on the AGT Comp Summary tab. In AiM, anytime you enter a value into an Agent Number field, you must first enter the prefix of AGBLC and *then* your agent number. These fields are case sensitive so all letters need to be capitalized. Then select the month and cycle you would like to view, and click the Submit button. Your compensation statement will display based on your search criteria.



The line items underlined and listed in blue are links that will take you into a page with more detailed information about your commissions. These include BLC/CPL Commissions, BCLIC Commissions (for our New York agents) and several links found at the bottom of the page.



There are tabs at the top of the page that will take you to other reports you can access based on your role. Agents licensed in New York will have an Inside Limits tab.

Commission Schedule

Commissions are paid four times monthly for agents (managers are paid semi-monthly):

- Cycle 1: 1st through the 7th
- Cycle 2: 8th through the 15th
- Cycle 3: 16th through the 22nd
- Cycle 4: 23rd through the end of the month

Logging Out

To log out, click the arrow in the upper right hand corner next to your username. From the dropdown menu click the Logout link.



IE 9 Browser Size

If your default browser is Internet Explorer 9, the site may display too large for your screen. There is a one-time fix per computer for this issue. In the upper right corner, click on the Tools icon; it looks like a gear. Select F12 Developer Tools. A window will display. Click on the Browser Mode: IE9 tab, and select Internet Explorer 9. The page will resize and you should not have this issue going forward.

Support

To learn more about reading the agent compensation statement, talk to your manager.

If you have issues accessing the system, try clearing your cookies, then log into the system again.

Managers, to learn more about reading reports and other capabilities in the AiM system, check out additional information at ***BSPN > Earn > Compensation > AiM***.

Training

To find additional training on AiM, go to Cornerstone**.**



1. Once you are logged into Cornerstone, type “AiM” into the search box, located in the upper right corner of the page.



2. Locate desired courses and/or documents, then click the “Request” button to add the materials to your transcript.

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