

Ameritas Producer Portal Instructions

1 Navigate to <https://producerportal.ameritas.com/>

2 If you have accessed your portal before, enter your user information.

If you are a first-time user, click the **Register** button.

3 Next, fill in the required information. The **Agent/Agency ID** is your Agent Writing Number from your Ameritas welcome e-mail.

**Do not use the first three digits of your Agent ID when registering such as 010 or 026.*

If commissions are paid to you individually, please use your **Agent ID**.

If commissions are paid to an agency, please use the **Agency ID**.

**Separate email addresses are needed for each registration.*

If you cannot find your welcome e-mail, please contact our Agent Concierge Team at 1-800-620-5010 (Option #4) or concierge@directbenefits.com

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To view your book of business, please click on the **"Inforce Block"** menu in your Portal.

To view your full BOB at once, enter **"010"** in the **"Search"** Bar. Change the Search By to **"Member ID"**. Hit Search. In a few moments it will display all policies.

[AGENT NAME]

Overview Compensation **Inforce Block** Alerts

Inforce Block

Individual Cases Upcoming Renewals

Search

010

Search By

Member ID

Policyholder

Member ID

Search

Search

010

Search By

Member ID

Policyholder

Member ID

Search

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To view your commission statements, please click on the **"Compensation"** tab in your Portal.

From your Producer Portal, please complete your **EFT** form electronically to assign electronic depositing for commissions. EFT forms should only be completed on the Agent/Agency ID that will be paid commissions.

[AGENT NAME]

Overview Compensation **Inforce Block** Alerts

Compensation

Statements Reports Agreements

Last 3 Months

Date	Agent ID	Type	Download
04/01/2022	010	AMERITAS	PDF
03/01/2022	010	AMERITAS	PDF
02/01/2022	010	AMERITAS	PDF

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You can view up to 18 months of statements.

Electronic funds transfer (EFT) is set up for your account. Last Updated Invoiced date Update

Updates must be made 5 days prior to the last working day of the month to be effective for that compensation period.

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Please let us know if you need any assistance. For specific questions regarding your Producer Portal, please contact the Ameritas Sales Connect Team at 888-336-7601 Option #2 or salesconnect@ameritas.com. For portal functionality, navigation questions, portal registration or password reset, please contact the Agent Services Team at 855-517-5307 Option #4 or agentservices@ameritas.com.