

## **Ameritas Producer Portal Instructions**

- Navigate to <a href="https://producerportal.ameritas.com/">https://producerportal.ameritas.com/</a>
- If you have accessed your portal before, enter your user information.

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

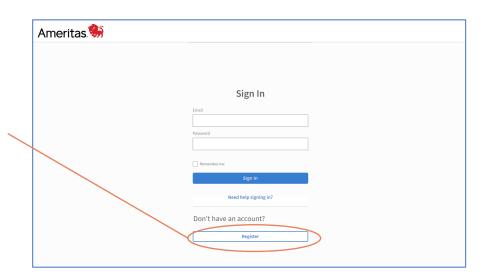
Next, fill in the required information. The Agent/Agency ID is your Agent Writing Number from your Ameritas welcome e-mail.

\*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

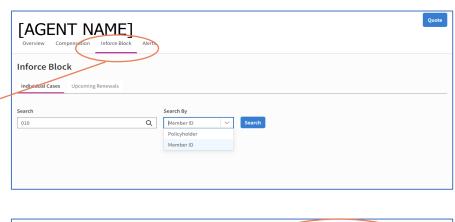


Welcome to account registration

Ameritas.

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.





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.



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 <a href="mailto:salesconnect@ameritas.com">salesconnect@ameritas.com</a>. For portal functionality, navigation questions, portal registration or password reset, please contact the Agent Services Team at 855-517-5307 Option #4 or <a href="mailto:agentservices@ameritas.com">agentservices@ameritas.com</a>.