

WOODMEN  
OF THE WORLD



ASSURED LIFE  
ASSOCIATION

## NEW! ONLINE SERVICES - MEDICARE SUPPLEMENT -

### MEDICARE SUPPLEMENT

March 20<sup>th</sup>, 2011

#### AVAILABLE SOON!

Woodmen of the World and/or Assured Life Association would like to announce the availability of new online administrative services for their Medicare supplement agents available on Monday, May 23<sup>rd</sup>, 2011.

Since Mutual of Omaha functions as the administrative offices for the Woodmen/Assured Life Medicare supplement product, these new services are available on the Mutual of Omaha broker website *Sales Professional Access* (SPA) at:

[www.mutualofomaha.com/broker](http://www.mutualofomaha.com/broker)

#### ONLINE ACCESS:

Woodmen of the World and/or Assured Life Association Medicare supplement agents can register for a SPA user ID and password in order to access these new services. To get started simply visit the website URL address listed above and select the *Sign up* link next to "Not registered?"

If you are an agent who is already registered on SPA, you can continue to use your existing login information to access these new services: electronic commission statements, app tracking & case monitoring reports, direct deposit information update form, and other miscellaneous reports.

#### ELECTRONIC COMMISSION STATEMENTS:

Woodmen/Assured Life Medicare supplement commission statements will be available online for agents to view. Paper commission statements will continue to be mailed out for a period of time after the electronic commission statements are accessible online.

**Later in 2011 we will cease to mail out paper commission statements** to Woodmen/Assured Life Medicare supplement agents and these documents will only be available online. More information will come regarding this project.

#### [INSTRUCTIONS – viewing electronic commission statements](#)

**1) Visit Sales Professional Access** (SPA) at [www.mutualofomaha.com/broker](http://www.mutualofomaha.com/broker)

**2) Log in** - Use your existing login information or create an account (see "Online Access" section above).

**3) Set your Compensation PIN (optional)** – You can set a PIN to secure your electronic commission statements.\* Select the *Support* tab, click on the *Compensation PIN* link and follow the directions to set your PIN.

*\*A Compensation PIN will help keep your commission information separate and private from your other reports on the Reports tab.*

**4) Select the Reports tab** – On the *Reports* page, click the *Compensation (Brokerage)* link and enter your production number. (If you have set up a Compensation PIN, you will be required to enter it at the top of the *Reports* page once after each time you log into SPA prior to viewing your compensation reports.)

