

Partnership Reporting Statements User Guide



- Reporting Platform Features
 - Easy to navigate
 - Secure central location
 - Statements – 2 file formats
 - Current and historical reporting
 - Flexibility to view data at a summary or transaction level
 - Self Service Password and Security Question Reset
 - Eliminates need to call for assistance
 - Statements Portal Link
 - <https://salescompreporting.libertymutual.com>

Log On Screen Highlights

Personal Insurance Sales Reporting

User Name: _____
Password: _____

Sign In



Do NOT use for initial logon, as your password needs to be setup. See next slide for initial setup assistance.

Note: System maintenance will be performed on Sundays between 5 AM - 11 AM.
User access may be unavailable during that time.

Liberty Mutual Employees

QUESTIONS ABOUT YOUR LOGIN?

- To reset your password – use the "ENTERPRISE ID PASSWORD RESET TOOL"

QUESTIONS ABOUT YOUR COMMISSION REPORTS?

- LSO Employees [Email PS Comp Inquiry Team](#)
- DRC Employees [Email DRC Incentive Team](#)
- Partnership Employees [Email Partnership Compensation Support](#)

ALL OTHER INQUIRIES [Email Sales Comp Team](#)

Partnership Users

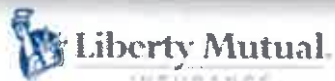
QUESTIONS ABOUT YOUR LOGIN?

- To reset your password - [CLICK HERE](#)
- To reset your security question - [CLICK HERE](#)

ALL OTHER INQUIRIES [Email Partnership Compensation Support](#)

External Partnership Users log in using User ID and Self Chosen Password

- Upon receipt of Welcome email, reset your Password and Security Question. Self Service tools located on log on screen. (Instructions on next slide)
- Quick link to contact Partnership Compensation Team.



Log On Screen – Self Service Tools

Partnership Users

QUESTIONS ABOUT YOUR LOGIN?

- To reset your password - [CLICK HERE](#)
- To reset your security question - [CLICK HERE](#)

ALL OTHER INQUIRIES: [Email Partnership Compensation Support](#)

Self Service Tools for Resetting User ID and Self Chosen Password

Upon receipt of Welcome email, set your Password and Security Question using the self service tools located on the log on screen. If you require assistance, please email the Partnership Compensation Support team.

First Step for initial login – setting your password*:

Self Service Password Reset

Personal Insurance Sales Reporting

Please enter your information below to reset your password:

User ID*

First Name*

Last Name*

Email Address*

If you require assistance, please email [Partnership Compensation Support](#)



As provided in your Welcome email, enter your:

- User ID
- First Name
- Last Name
- Email Address

*** Passwords must be at least 8 characters and cannot be trivial (the same as user id, last name or first name)**

- *Upon clicking the 'Submit' button, you will be asked their security question and will be directed to choose a new password. Use your default security question provided in your welcome email.
- Upon completion, proceed to next page to learn how to change your security question.

Log On Screen – Self Service Tools

Partnership Users

QUESTIONS ABOUT YOUR LOGIN?

- To reset your password - [CLICK HERE](#)
- To reset your security question - [CLICK HERE](#)

ALL OTHER INQUIRIES: [Email Partnership Compensation Support](#)


Self Service Tools for Resetting User ID and Self Chosen Password

Upon receipt of Welcome email, set your Password and Security Question using the self service tools located on the log on screen. If you require assistance, please email the Partnership Compensation Support team.

Changing security question: Self Service Security Question Reset

- After setting your password, click on the link to reset your security question. Input your:
 - User ID
 - Email address
 - Password just established
- Select your security question and answer and click 'submit changes'
- Make note of your security question. This will be needed for any future self help password resets.

Personal Insurance Sales Reporting



The security question helps Liberty Mutual Insurance verify your identity and protect your privacy when you reset your Password. To change or update your security question, you must first verify your User ID and Password.

*All fields marked with an asterisk are required.

User ID*

Email Address*

Password*

Please select and answer your new security question.

New Security Question:*

Answer:*

If you are an external Partnership user and you require:

- Assistance unrelated to a security question reset, please email [Partnership Compensation Support](#)

Partnership User Experience - Search

Personal Insurance Sales Comp Reporting LM133160



[Home](#)

Search this site

Home Page

TPC

Name



XXX COMPANY

Modified

7/31/2014 10:53:53 AM

© 2014 Liberty Mutual Insurance

Site offers easy to use search functionality.

Personal Insurance Sales Comp Reporting LM133160



[Home](#)

Search

XXX COMPANY

Preference for results in English

sal XXX COMPANY

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Partnership User Experience - Reports

Personal Insurance Sales Comp Reporting

LM133160



[Home](#)

Search this site



XXX COMPANY

Reports are displayed with the most recent at the top.

TPC

XXX COMPANY

Type	Name	Created
	LMPmntDetail_07312014_566	8/22/2014 1:44 AM
	PaymentStmnt_07312014_566	8/22/2014 2:32 AM
	BonusStatements_20140531_9397634	8/1/2014 5:48 AM
	LMPmntDetail_20140531_9380736	8/3/2014 4:43 AM
	PaymentStmnt_20140531_9379642	8/6/2014 3:25 AM
	BonusStatements_20140430_9309899	8/1/2014 7:05 AM
	LMPmntDetail_20140430_9284487	8/3/2014 5:15 AM
	PaymentStmnt_20140430_9283780	8/5/2014 9:48 PM

Choose the appropriate report and click the link. You will see two-three report files for each payment month:

- [PaymentStmnt_YYYYMMDD](#) = A PDF version of your statement. This mirrors the paper statement that was formerly mailed in hard-copy.
- [LMPmntDetail_YYYYMMDD](#) = A Microsoft Excel version of your statement. This includes the detailed transactions that back up your payment.

For assistance:

1) Password Reset

- Follow link to password reset on log in page. * **Passwords must be at least 8 characters and cannot be trivial (the same as user id, last name or first name)**

2) Security Question Reset

- Follow link to security question reset on log in page

3) To contact us with questions regarding statements or compensation, please email us as follows:

- Email 'PartnershipCompensationSupport@LibertyMutual.com'
- Subject: Inquiries – [insert client name/number, broker name, nature of request, etc]
- Message: Please include all the necessary detail so we can complete your request as quickly as possible.



Liberty Mutual[®]

INSURANCE