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**From:** PartnershipCompensationSupport  
**Sent:** Wednesday, October 01, 2014 9:08 AM  
**Subject:** Liberty Mutual Statements Portal for Affinity Marketing payments - [PayeeName]

Dear **UserName**,

Welcome to the Liberty Mutual Statements Portal. This portal was created to give you secure internet access to your Affinity Marketing Payment Statements. This email contains a lot of information, please read carefully and completely. **Please retain this email for future reference.**

You will need the information below to access the site.

<b>Payee Name:</b>	<b>PayeeName</b>
<b>User name: User name)</b>	<b>UserID (This is your Liberty Assigned</b>
<b>First Name*</b>	<b>XXXX</b>
<b>Last Name*</b>	<b>XXXX</b>
<b>Email Address*</b>	<b>XXXX</b>

**Security Question:**

XX

**Security Answer:** \*This is a defaulted value and should be changed to something you can remember once you have set your password. This question will be asked on any future resets you make to your password.

\*These fields ARE case sensitive and will need to be input as shown when changing your password and/or security questions.

**First time users, upon receipt of this email and when logging in for the first time, please complete the following:**

- 1) Set your password by using the Self Service tools located on the bottom of the logon screen. \* Passwords must be at least 8 characters and cannot be trivial (the same as user id, last name or first name);**
- 2) After setting your password, please take a moment to change your Security Question by clicking on the link 'to reset your security question' also located in the bottom box on the site. Please choose a question you will remember as it will be needed when you need to reset your password.**

Here is the web link to the portal and an attached training manual which will help you access the site and print/download your statements. Please save this link for future access.

<https://salescompreporting.libertymutual.com>



Payment statements will be available on the day you receive your payments either via paper check or EFT.

**Please be advised that it is against security and Liberty Mutual company policy to share your User ID and password.**

We are currently in the process of updating some of our websites to provide information on frequently asked questions and forms. We will send out a communication with this link once available.

Thank you and if you have any questions please contact:  
**[PartnershipCompensationSupport@LibertyMutual.com](mailto:PartnershipCompensationSupport@LibertyMutual.com)**

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