

Travel Commission Statements

Broker commission statements for Travel premiums are located in the B2B Travel Portal. Each statement is generated on the 1st of the following month (e.g. March Statement is available on April 1).

Locating Travel Commission Statements

Only the Broker Travel Administrator has access to the Travel Commission Statements. If the Travel Administrator has more than one distribution number, the Administrator will have to log into each distribution number to access the corresponding commission statement.

1. Log into the Travel Portal.
2. From the Administration Top Menu, select the Reports option.

The screenshot shows the Saskatchewan Blue Cross B2B Travel Portal. At the top right, there is a navigation bar with 'Administration', 'Contact Us', and 'Log Out'. The 'Administration' dropdown menu is open, showing 'Profile Management', 'Reports' (highlighted with a red box), and 'Agent Management'. On the left side, there are several menu items: 'Modify profile', 'What's New', 'Useful Documents', 'Helpful Links', 'About Blue Cross', and 'PARTNER'S GUIDE'. The main content area features a 'Welcome to the Cross Broker Travel Portal!' message, followed by a list of updates and features for the new Annual and Individual Travel Plans. The list includes: Individual Plan for coverage customized to each trip, Annual Plan which covers clients for an unlimited number of trips per year, up to their chosen maximum number of days, Optional coverage deductibles, Snowbird companion discount, Top-Ups on other carriers, and And more...! Below the list, there is a contact email: brokers@sk.bluecross.ca. At the bottom, there are several buttons: 'Quick Quote', 'Quote / Issue', 'Cancellation', 'Early Return', 'Extension', 'Modify', and 'Inquiry'.

- The current monthly commission statement will be displayed. To view another month statement, select the Report History radio button and use the Previous Month or Next Month button to navigate to the corresponding statement.

SASKATCHEWAN BLUE CROSS

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Administration - Reports

Last two months
 Report history

Continue

Previous month **March 2022** Next month

2022-03-31

Report Name	Production date	Version	Action
Detailed account statement	2022-03-31 22:28	1	

- Once the desired statement is located, select the Action icon to download the commission statement.

SASKATCHEWAN BLUE CROSS

Back to the menu

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Last two months
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Continue

Previous month **March 2022** Next month

2022-03-31

Report Name	Production date	Version	Action
Detailed account statement	2022-03-31 22:28	1	

Statement Details

The Travel Statements will provide a breakdown of each travel policy sold that month, the commission earned, and a Year-to-Date summary of the policies sold by the distribution number.

SASKATCHEWAN BLUE CROSS		SASKATCHEWAN BLUE CROSS	
Detailed account statement			
For the period ending : 2022-03-31			
Statement date:	2022-03-31		
Statement #:			
Distributor #:			
Name:			
Address:			
Phone number:			
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SASKATCHEWAN BLUE CROSS		SASKATCHEWAN BLUE CROSS	
Detailed account statement			
For the period ending : 2022-03-31			
Statement date:	2022-03-31		
Statement #:			
Distributor #:			
	Debit	Credit	
Previous balance		\$ 0.00	
Payment received by Blue Cross		\$ 0.00	
Payment issued by Blue Cross		\$ 0.00	
Account adjustment or transfer		\$ 0.00	
Travel - Premiums	\$100.00		
Travel - Calculated tax		\$ 0.00	
Travel - Administration fees		\$ 0.00	
Travel - Credit card payments		\$100.00	
Travel - Other payments		\$ 0.00	
Travel - Calculated commissions		\$ 25.00	
Total			
	\$100.00	\$125.00	
Balance		\$ 25.00	
Amount paid - Direct deposit	\$ 25.00		
End of period - Balance		\$ 0.00	



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Invoice detail
For the period ending : 2022-03-31
Travel insurance

Statement date: 2022-03-31
Statement #:
Distributor #:
Agent: ADMIN

Contract number	Insured name	Date of purchase	Product name	Payment type	Premiums	Tax	ADM Fee	Issuer payment	Credit card or other payment	Commission rate	Commission	Net
			Saskatchewan Individual Travel Insurance	Master Card	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	25.00%	\$ 25.00	\$ 25.00
Sub-total of agent ADMIN					\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00		\$ 25.00	\$ 25.00
Total for distributor					\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00		\$ 25.00	\$ 25.00
Total year to date					\$ 100.00						\$ 25.00	

Detailed Account Statement Summary

The Detailed Account Statement will provide a summary of any balance that was carried over from the previous month, a total of the premiums paid, the commission earned, and a final balance for the month. Depending on the premiums sold and the payment method used, a balance could be owed to the Brokerage or to Blue Cross.

Commissions Owed to The Brokerage

When the premium payments made by Credit Card are greater than the payments made by other payment methods (cash, cheque, debit), the commission will be owed to the Brokerage. If the statement balance is in the Credit column, a commission payment will be made to the Brokerage.



SASKATCHEWAN BLUE CROSS

Detailed account statement

For the period ending : 2022-03-31

Statement date: 2022-03-31
Statement #:
Distributor #:

	Debit	Credit
Previous balance		\$ 0.00
Payment received by Blue Cross		\$ 0.00
Payment issued by Blue Cross		\$ 0.00
Account adjustment or transfer		\$ 0.00
Travel - Premiums	\$100.00	
Travel - Calculated tax		\$ 0.00
Travel - Administration fees		\$ 0.00
Travel - Credit card payments		\$100.00
Travel - Other payments		\$ 0.00
Travel - Calculated commissions		\$ 25.00
Total	\$100.00	\$125.00

Balance		\$ 25.00
Amount paid - Direct deposit	\$ 25.00	
End of period - Balance		\$ 0.00

Premiums Owed To Blue Cross

When the premium payments made by other payment methods are greater than the Credit Card and the commission earned, the premium balance will be owed to Blue Cross. If the statement balance is in the Debit column, a premium payment will need to be made to Blue Cross.

SASKATCHEWAN BLUE CROSS		SASKATCHEWAN BLUE CROSS	
		Detailed account statement	
		For the period ending : 2022-03-31	
Statement date:	2022-03-31		
Statement #:			
Distributor #:			
	Debit	Credit	
Previous balance		\$ 0.00	
Payment received by Blue Cross		\$ 0.00	
Payment issued by Blue Cross		\$ 0.00	
Account adjustment or transfer		\$ 0.00	
Travel - Premiums	\$100.00		
Travel - Calculated tax		\$ 0.00	
Travel - Administration fees		\$ 0.00	
Travel - Credit card payments		\$ 0.00	
Travel - Other payments		\$ 0.00	
Travel - Calculated commissions		\$ 25.00	
Total	\$100.00	\$25.00	
Balance	\$ 75.00		
Amount paid - Direct deposit			\$ 0.00
End of period - Balance	\$ 75.00		

Payment

Payments can be made to Blue Cross by Credit Card or cheque.

Credit Card Call 1-800-361-2538 (Option 2, then option 2 again)
 Have your distribution number ready for the payment

Cheque Issued to 'CanAssurance'
 Blue Cross
 Commission & Contracting Department
 1981, McGill College Avenue, Suite 105I
 Montreal, Quebec H3A 0H6