

Payment History

1. Click on the Agents button on the Home window. The Agents window will be displayed.
2. Find the Agent whose payment history you wish to view as outlined earlier in this section.
3. Click on the Payments button. The Agent Payments window will open listing all commission payments for this Agent.
4. Double-click on any payment in the list to open the Agent Payment Details window with the full payment details listed.

Tip You can print out the payment details by clicking on the Print button on the Payment Details window.