



How To: Set Up Direct Deposit

Hello and welcome to SureBridge!

One of the first things we encourage our agents to do is set up direct deposit. With the potential for commissions to be paid twice weekly, it just makes sense. The following steps walk you through how you go about authorizing and adding the electronic payment process.

Step 1: Log into your Broker Portal. Go to www.suppsportal.com and sign in using the information you received in your welcome e-mail from our Producer Onboarding team when you were activated.

Sign In



User name: Example: C11111

Password:

This site is intended only for authorized users. Three or more failures could result in your account being locked. If that occurs please use the contact information below for help.

[Forgot your Password?](#)

If you encounter any problems with this site please contact your system administrator at producersupport@surebridgeinsurance.com or contact producer support at (888) 797-4447.

Step 2: From the Home screen in the Broker Portal, click on the Direct Deposit tab.

The screenshot shows the SureBridge Broker Portal interface. At the top left is the SureBridge logo with the tagline "Underwritten by The Chesapeake Life Insurance Company". To the right is a search bar. Below the logo is a navigation menu with tabs: Home, Tools, Reports, My Account, **Direct Deposit** (highlighted with a red box), SB University, GetWell, and Logout. The main content area is divided into several sections:

- Announcements:** Contains three items:
 - 8/13/2019 POS Tool Updates Releasing August 16th:** SureBridge Point of Sale (POS) Tool updates beginning August 16, 2019. POS Tool Updates – 8 16 19.pdf ...more
 - 8/5/2019 REMINDER: DVH Policy Change Rule:** Policy changes to or from a Basic/Premiere PPO Dental plan to Prime (DVH) may only be made effective upon the existing Policy Anniversary Date. Appli...more
 - 7/19/2019 DocuSign "Sign Via Text" URL Link Issue for Sprint Customers:** ATTN Sprint Customers: Please see the attached information regarding Issues with URL Links sent from DocuSign to Sprint customers. DocuSign URL Lin...moreA "View All Announcements" link is located at the bottom right of this section.
- Training & Underwriting Documents:** Contains three expandable items:
 - Generic Product Training
 - Sales Tool Training
 - Underwriting Guides
- Support:** Contains contact information for Member Services (Email: CustomerService@SureBridgeInsurance.com, Phone: (800) 815-8535) and Producer Support (Email: ProducerSupport@SureBridgeInsurance.com, Phone: (888) 797-4447).
- Quick Links:** Contains a link for "Surebridge Quote & Apply" with the note "Access to supplemental products only".
- Bottom Buttons:** Three blue buttons are stacked vertically: "My Account", "Life Dashboard", and "Employer List Bill Enrollment".
- Report It! Button:** A red button with white text is located at the bottom center of the page.

Step 3:

Log into the Payment Distribution System. Use the same username and password you used to access the Broker Portal, and then type the last FIVE digits of your ssn and click the Login button.

PAYMENT DISTRIBUTION SYSTEM

[Payee Dashboard](#)

[Modify Payment Preferences](#)

[View Payment History Details](#)

Login

Enter your Resource Center or Broker Portal Userid:

Enter your Resource Center or Broker Portal Password:

Enter the Last FIVE of your SSN or TIN:

[Login](#)

Step 4:

The below screen will load. Click on the green “Modify Payment Preferences” button top-center of the screen.

PAYMENT DISTRIBUTION SYSTEM

[logout](#)

[Payee Dashboard](#)

[Modify Payment Preferences](#)

[View Payment History Details](#)

Contact Information

Name: Payee Code: NPN:

Payment Preferences

Current Payment Method: Check

Recent Payment History

You do not have any payment history for the last 30 days.

Step 5: Click the Direct Deposit option.

PAYMENT DISTRIBUTION SYSTEM

[logout](#)

- Payee Dashboard
- Modify Payment Preferences
- View Payment History Details

Direct Deposit

Step 6: Read and agree to the Direct Deposit Authorization, then click "Add Account"

PAYMENT DISTRIBUTION SYSTEM

[logout](#)

- Payee Dashboard
- Modify Payment Preferences
- View Payment History Details

Direct Deposit

Direct Deposit Authorization

Authorization Agreement: I hereby authorize HealthMarkets, Inc., and its Affiliates (the "Company") to send credit entries (and appropriate debit adjustment entries in the event that a credit entry is made in error), electronically or by any other commercially accepted method, to the account(s) indicated and to other accounts I identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Further, I agree not to hold the Company responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the Company receives notice of cancellation from me (either in writing or I cancel the service through the online direct deposit sign-up) and has a reasonable opportunity to act on it.

I understand that the Company reserves the right to deny my request for direct deposit.

I agree to the Direct Deposit Authorization provided

[Add Account](#)

Step 7: Enter your banking information in the pop up and click Submit.

Account Information ✕

Joe Smith **1234**
1234 Anystreet Court
Anycity, AA 12345

Pay to the order of _____
_____ Dollars

Bank Anywhere

123456789 | 123456789123 || 1234

Bank Routing Number **Bank Account Number** **Check Number (Do not use)**

Routing Number

Bank Name

Account Number

Account Type

Payment Percentage
(Must be a whole number)



Step 8: Congrats! The Payment Preferences and Payee Dashboard screens will now show your account information and indicate Direct Deposit as being Active.

PAYMENT DISTRIBUTION SYSTEM

[logout](#)

[Payee Dashboard](#)
[Modify Payment Preferences](#)
[View Payment History Details](#)

Direct Deposit

Routing Number	Account Number	Bank Name	Name	Percent	Status	Action
256074974	*****7788	NAVY FEDERAL CREDIT UNION	Checking	100%	Active	 

[Add Account](#)

Direct Deposit Authorization Agreed To On: 08/21/2019

Direct Deposit Authorization

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[logout](#)

PAYMENT DISTRIBUTION SYSTEM

[Payee Dashboard](#)
[Modify Payment Preferences](#)
[View Payment History Details](#)

Contact Information

Name:
 Payee Code:
 NPN:

Payment Preferences

Current Payment Method: Direct Deposit

Routing	Account	Type	Percent	Status
256074974	*****7788	Checking	100	Active

Recent Payment History

You do not have any payment history for the last 30 days.