

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.

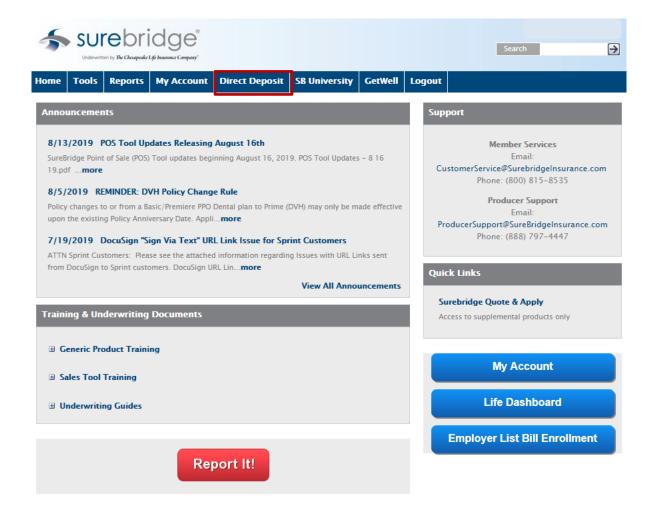
Step 1: Log into your Broker Portal. Go to www.suppsportal.com and sign in using the information you received in your welcome e-mail from our Producer Onboarding team when you were activated.

Sign In



User name: Password:	Example: C11111
	Sign In
	ended only for authorized users. Three or more failures your account being locked. If that occurs please use the contact information below for help. Forgot your Password?
system admini	inter any problems with this site please contact your strator at <u>producersupport@surebridgeinsurance.com</u> ontact producer support at (888) 797-4447.

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



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

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:	Payee Dashboard	Modify Payment Preferen	ces View Payment H	listory Details
Enter your Resource Center or Broker Portal Userid: Enter your Resource Center or Broker Portal Password:		Login		
Enter your Resource Center or Broker Portal Password:		209		
	Enter your Resource	Center or Broker Portal Userid:		
Enter the Last <u>FIVE</u> of your SSN or TIN:	Enter your Resource Ce	nter or Broker Portal Password:		
	Enter th	ne Last <u>FIVE</u> of your SSN or TIN:		
				Login
Login				

Step 4: The below screen will load. Click on the green "Modify Payment Preferences" button topcenter of the screen.

	Pay	YMENT DISTRIBUTION S	YSTEM	<u>iogout</u>
	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 paym	nent history for the last 30 o	days.		

Step 5: Click the Direct Deposit option.

PAYMENT DISTRIBUTION SYSTEM

logout

Payee Dashboard

Modify Payment Preferences

View Payment History Details

ODirect 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.

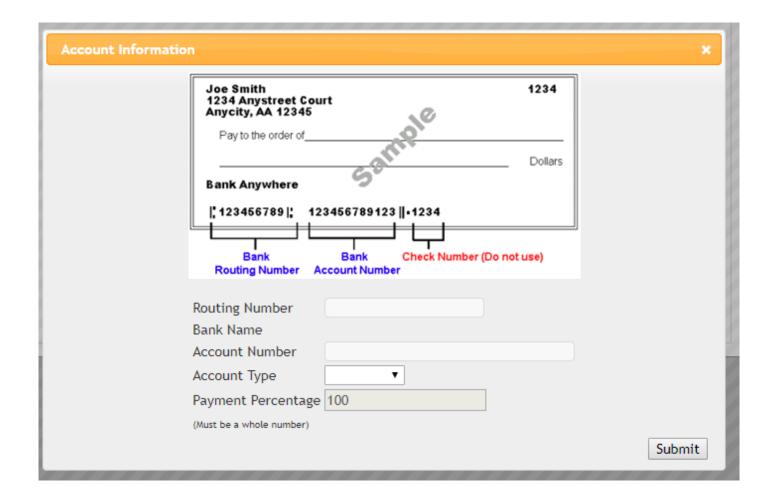
This agreement will remain in effect until the Company receives notice of cancellation from me (either in writing or I cancel the service through the online direct deposit sign-up) and has a reasonable opportunity to act on it.

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.



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

	Pa	yee Dashboard	Modify	Payment P	referen	ces Vi	iew 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	d To On: 08/21/2019

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.

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PAYMENT DISTRIBUTION SYSTEM

logout

	Payee D	Dashboard	Modify Payı	ment Preferences	View Payment History Details		
			Conta	ct Information —			
Name:		Payee Code:		NPN:			
Payment Preferences							
<u>Current Payment Method:</u> Direct Deposit							
Routing	Account	Type	Percent	Status			
256074974	******7788	Checking	100	Active			
			Recent I	Payment History			
You do not have	e any payment history	for the last 30 d	ays.				