



# Tips to Help you Understand your Agent Portal.

## Late Contributions

Shows member contributions that have not been paid on time. Reach out to your clients.

## Memberships

Started	Active	On Hold	Cancelled
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### Started Tab

Shows your started, pending, or enrolled applications

### Active Tab

Shows your active cases

### On Hold Tab

Shows your cases on accounting hold or eligibility hold

( most likely due to non- payment or commitment forms not received )

### Cancelled Tab

Shows your inactive, lapsed and cancelled cases

**Start an Application**

Click here to start a new application

## **Organization Dashboard and Create Organization**

Both of these tabs are for creating a group

## **My Profile**

This is your personal information. Keep it updated.

## **Membership Plan Offerings**

This shows all the offered plans available

## **Quick Quote**

This is the quickest way to quote a client

## **Member Report**

This shows your members and their info

## **Transaction Report**

This shows member payments

## **Invite Members**

Email your clients to submit their own application

## **Copy Link**

Best way to invite member to apply themselves

