

**Aviva**

**Online Commission Statement Details**

**Info current as of 08/23/2013**

- Aviva does not mail out commission statements. Instead, statements can be accessed online at <https://www.amerus.com/portal/agents/server.pt>
- If you are a first time user, click "Register Now." You will need your tax ID/social security number and your agent number in order to register. If you require any assistance with this step, please contact Aviva at (800) 800-9881, ext. 2396.
- Aviva offers direct deposit. You can find the direct deposit authorization form on the CPS website on the Online Commission Statements and EFT page. Once filled out, the form can be faxed to the carrier or sent to your CPS commissions department.
- The commission cut-off for direct deposit is every Friday and the last business day of the month. Funds are deposited 2 business days after the statement date with a \$100.00 minimum. For paper check, the cut-off is the last business day of the month, and the check is mailed out the following Tuesday, with a \$300.00 minimum for payment.