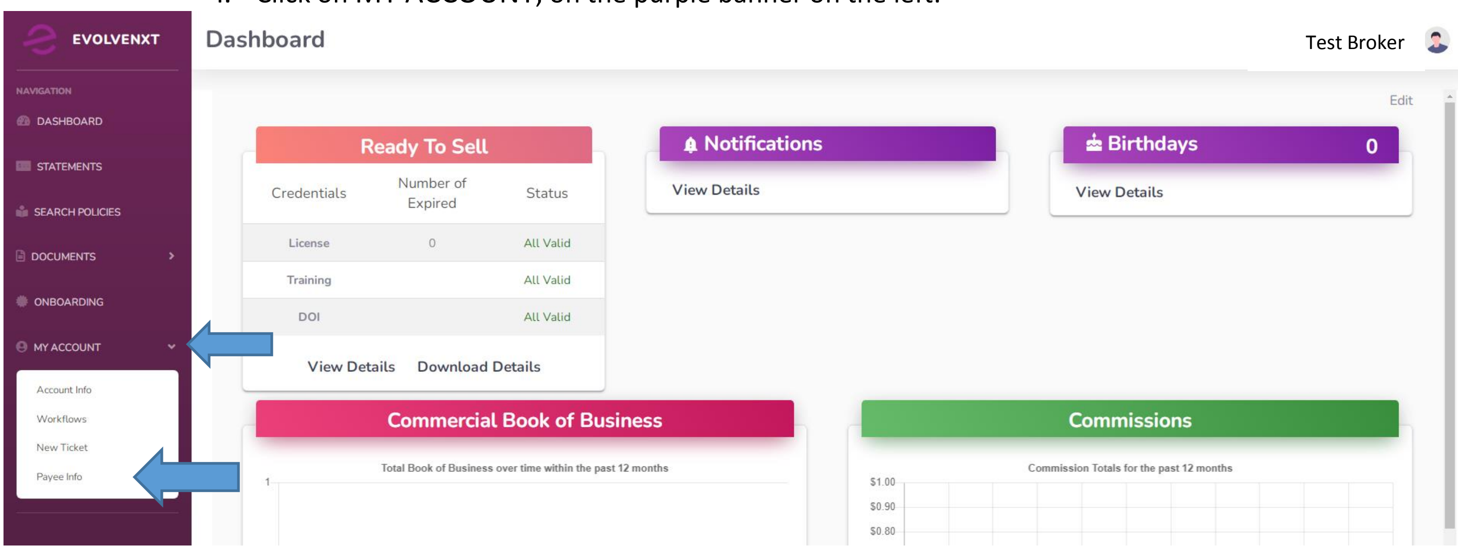
Broker Evolve Portal Commission's payment setup

I. Payee Banking Info

a. For a broker agent/agency to add their banking information in the Evolve portal, they will want to follow these steps:

i. Click on MY ACCOUNT, on the purple banner on the left.



ii. Go to the tab that says PAYEE INFO, and then choose EDIT PAYEE INFO.

1. Once you have added/edited your payee info, you will need to click on SEND CHANGE REQUEST.
2. You will then need to do the same thing for the EDIT BANKING INFO (ACH) to receive direct deposit.

   a. Select ACH: Automated Clearing House - direct deposit option (recommended)

   b. To receive a check by mail leave the Banking info section empty. Payee section must be completed. (Please be advised paper checks take an additional 2-3 weeks for delivery)