

Accessing Your Online Commission Statements

Commission statements are available online, via our secure commission portal called GreenWave. If you have been identified as a contact for commissions for your agency, please be on the lookout for an email from GreenWave which will include your username and temporary password. If you don't receive this email, please check your spam filter. The system is simple to use—just follow these instructions to get started.

Step 1: Logging In

Open your web browser and navigate to the GreenWave log in screen by [clicking here](#). Enter the user name and password provided to you, then click the “log in” button.

Welcome to GreenWave Commission Management System

If you have an account, please login here.

Log In

User Name:

Password:

Remember me

Lost Password?

Or, if you are a new user, please [click here to register](#).

Changing Password & Security Question

Would you like to change your password?

Enter current password:

Enter new password:

Confirm New Password:

Enter new email address:

Enter new security question:

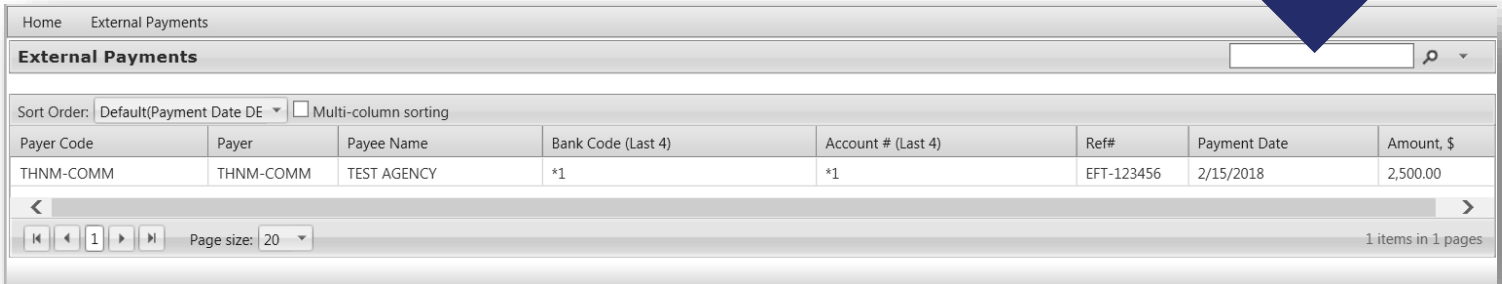
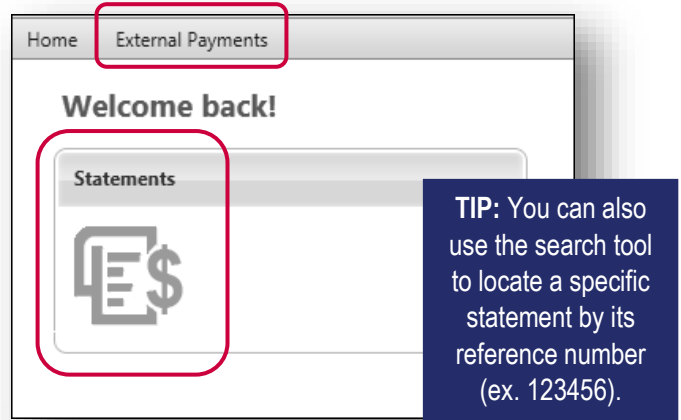
Enter new answer:

Step 2: Changing Your Password

After successfully logging in for the first time with your temporary password, you should set a password that is unique to you. Navigate to the menu in the upper right-hand corner of your screen and click on “Change Password.” Then, just follow enter the required information to complete the process.

Step 3: Accessing a Commission Statement

- From the home page, either click on “External Payment,” or access by clicking on the “Statements” icon.
- The system will return a list of statements listed in order of the payment date.
- To view statement details, locate the statement in question and double click.



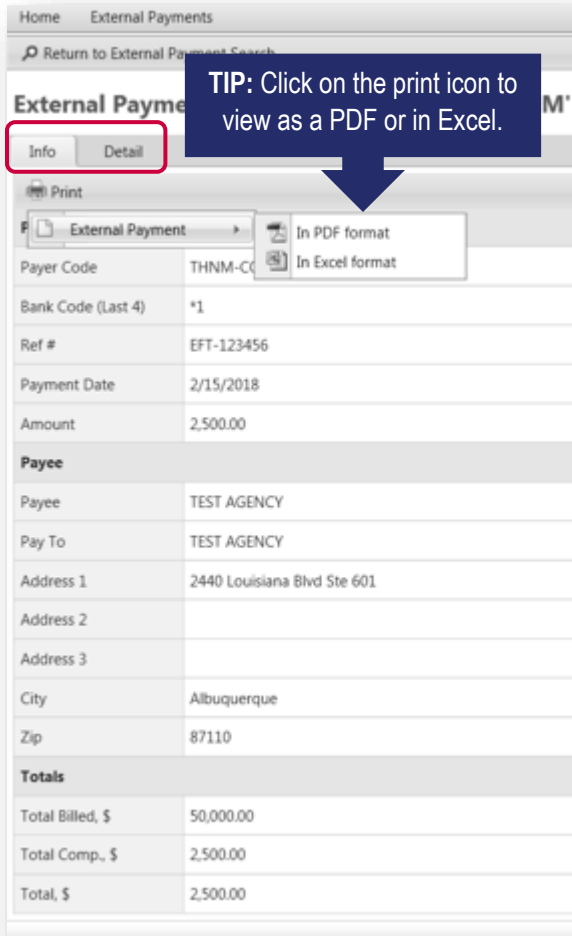
Home External Payments

External Payments

Sort Order: Default(Payment Date DE) Multi-column sorting

Payer Code	Payer	Payee Name	Bank Code (Last 4)	Account # (Last 4)	Ref#	Payment Date	Amount, \$
THNM-COMM	THNM-COMM	TEST AGENCY	*1	*1	EFT-123456	2/15/2018	2,500.00

Page size: 20 1 items in 1 pages



Home External Payments

Return to External Payment Search

External Payment

Info Detail

Print

External Payment

In PDF format

In Excel format

Payer Code	THNM-COMM
Bank Code (Last 4)	*1
Ref #	EFT-123456
Payment Date	2/15/2018
Amount	2,500.00
Payee	
Payee	TEST AGENCY
Pay To	TEST AGENCY
Address 1	2440 Louisiana Blvd Ste 601
Address 2	
Address 3	
City	Albuquerque
Zip	87110
Totals	
Total Billed, \$	50,000.00
Total Comp., \$	2,500.00
Total, \$	2,500.00

TIP: Click on the print icon to view as a PDF or in Excel.

Step 4: Viewing and Printing Statements

Once you have opened a particular statement, the Information (“Info”) section will provide a summary of the statement. In addition, you can click on the Print icon to view and save a PDF version of the statement or to export the statement to Excel. If you don’t need to print or export to Excel, simply click on the Detail Section to view statement details.

Questions?

If you have any questions or run into any issues, we are here to help. Please email us at commissions@truehealthnewmexico.com or call (505) 322.2363.