

USER GUIDE

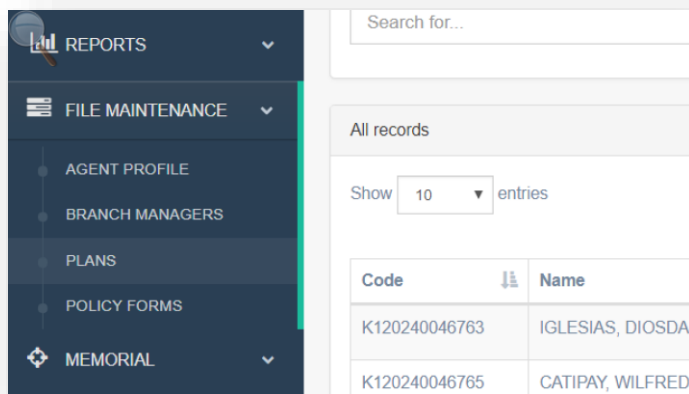
HOW TO MANAGE PLANS



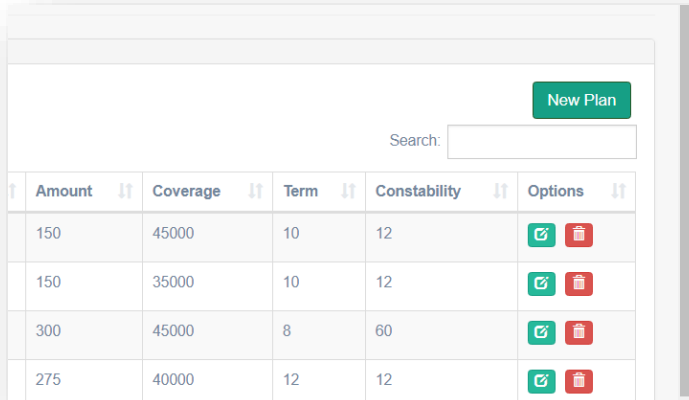
**DIAMOND
MEMORIAL
CARE
PLANS
INC.**

<http://dmcpi.com>

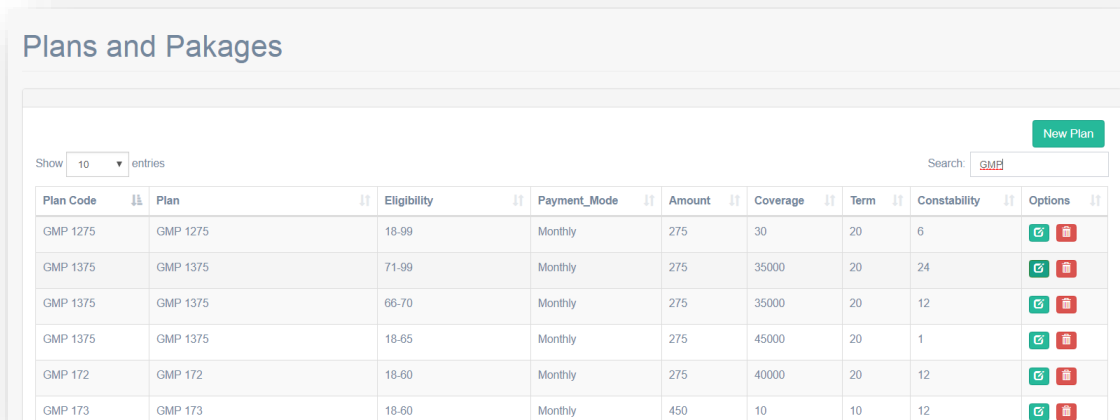
1. Login with your user credentials
2. Navigate to “FILE MAINTENANCE MODULE” then select “PLANS”.



3. To “Add” new PLAN. Select the new plan button located at the upper right corner of the screen.



4. To Edit Plans, Search the name of the PLAN in a search box in the search box. Then select the Green Button at the far right of the table.



5. Then input all required information inside the box.

PLAN INFORMATION

CODE PLAN NAME ELIGIBILITY

Mode of Payment AMOUNT COVERAGE

Monthly

TERM CONSTABILITY APPLIED DATE

mm/dd/yyyy

Description of Benefits:

BASIC COMMISSION

6. To setup basic commission, scroll down and find “BASIC COMMISSION” section.
(Leave blank if not applicable)

BASIC COMMISSION

MODE OF COMPUTATION

Percentage

% OF AGENT SHARE (for 1st 12 months) % OF AGENT SHARE (for more than 12 months)

25 25

% OF BM SHARE (for 1st 12 months) % OF BM SHARE (for more than 12 months)

25 25

OVERIDING INCENTIVES (for BM and/or FFSSO Only)

☒ With Overriding Incentives

FOR BM (% OF THE AMOUNT PAID) FOR FFSSO (% OF THE AMOUNT PAID)

7. To setup “Overriding Incentives”. Scroll down and find it just below the “Basic Commission” Section *(Leave blank if not applicable)*



OVERRIDING INCENTIVES (for BM and/or FFSO Only)

☒ With Overriding Incentives

FOR BM (% OF THE AMOUNT PAID)	FOR FFSO (% OF THE AMOUNT PAID)
<input type="text" value="0"/>	<input type="text" value="10"/>
FOR BM (AMOUNT PER PAYMENT)	FOR AGENT (AMOUNT PER PAYMENT)
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

NOTE:
LEAVE BLANK IF NOT APPLICABLE
USE ONLY WHOLE NUMBERS

8. Click Save button.