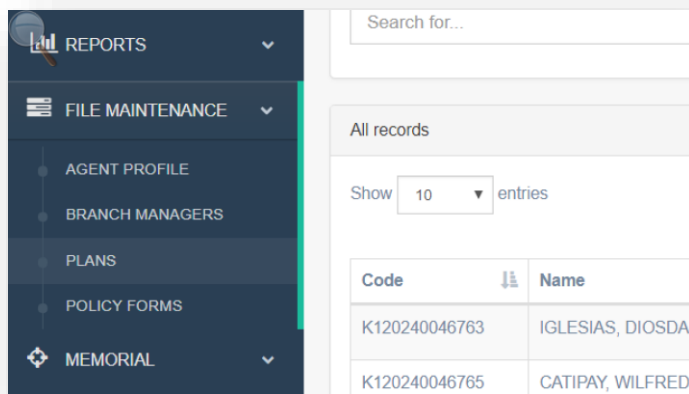# USER GUIDE

HOW TO MANAGE PLANS
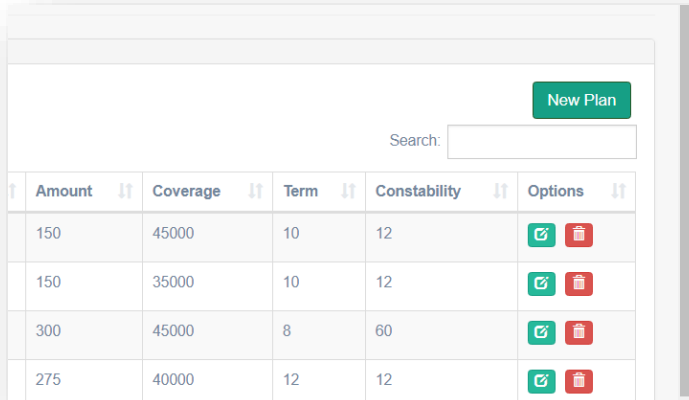

DIAMOND

MEMORIAL

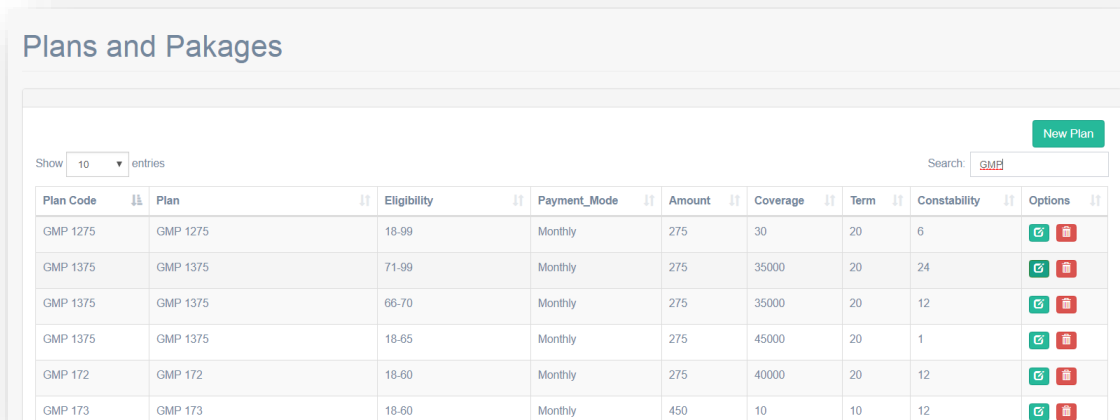CARE

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.

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

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

OVERIDING INCENTIVES (for BM and/or FFSO Only)

☑ With Overiding Incentives

FOR BM (% OF THE AMOUNT PAID)

0

FOR FFSO (% OF THE AMOUNT PAID)

10

FOR BM (AMOUNT PER PAYMENT)

0.00

FOR AGENT (AMOUNT PER PAYMENT)

0.00

NOTE:
LEAVE BLANK IF NOT APPLICABLE
USE ONLY WHOLE NUMBERS

8. Click Save button.