

VUE - Representative Management System (RMS)

User Guide



Introduction to VUE RMS Portal

- What is VUE RMS Portal
- How to login
- Details of Main Modules
- Contact parties

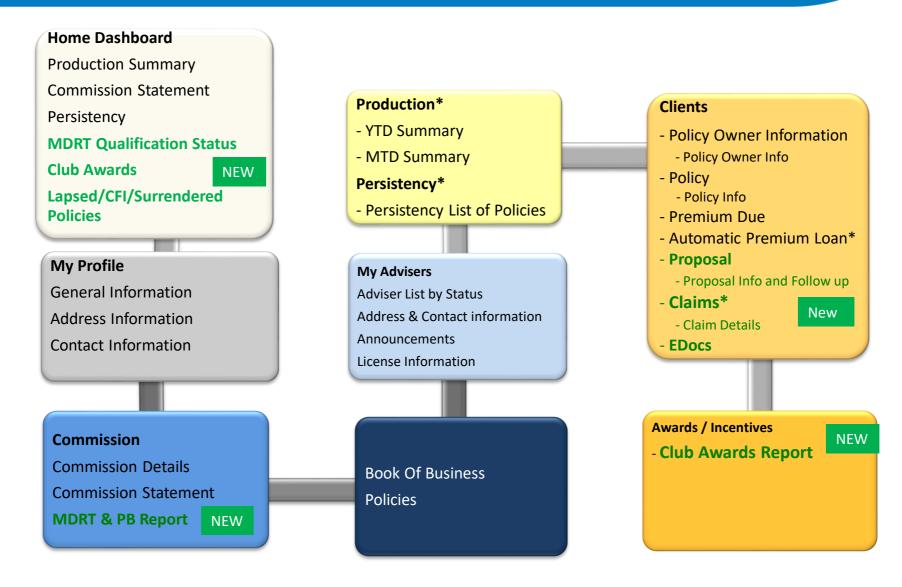


What is VUE RMS Portal?

- VUE RMS Portal is an online portal which enables Advisers to view and download all commission statements and Production report.
- VUE RMS Portal can be accessed anywhere with an internet connection.
- It contains details of all insurance, investment, fees, production and referrals transactions which have been paid to the Adviser.
- For Managers and Directors, they will be able to view all their Advisers' commission which have been paid to them and production contributed.
- Commission will only contain information on incepted and successfully transacted cases whereby commission has been paid.
- Commission statements can be downloaded from VUE RMS Portal the day after commission run has been completed. i.e. 29th of every month.
- Production reports can be viewed and downloaded everyday.



RMS: Overview at High Level



*These modules contain information on Aviva policies only.



How to login



Activation Email

- Existing advisers may login as per normal with their current login details
- New advisers will receive an email informing them to activate their VUE RMS Portal account.
- Click on the link in the email to be re-directed to the VUE Account Settings page.



Mon 05-22-2017 16:19

VUEAdmin < VUEAdmin@ecssi.com>

Agent Portal User Information

annie.tan@proinvest.com.sg

Dear Mdm Annie Tan

Your account for accessing Agent Portal has been created successfully. Please click on the below link to activate your account.

Click here to activate your account

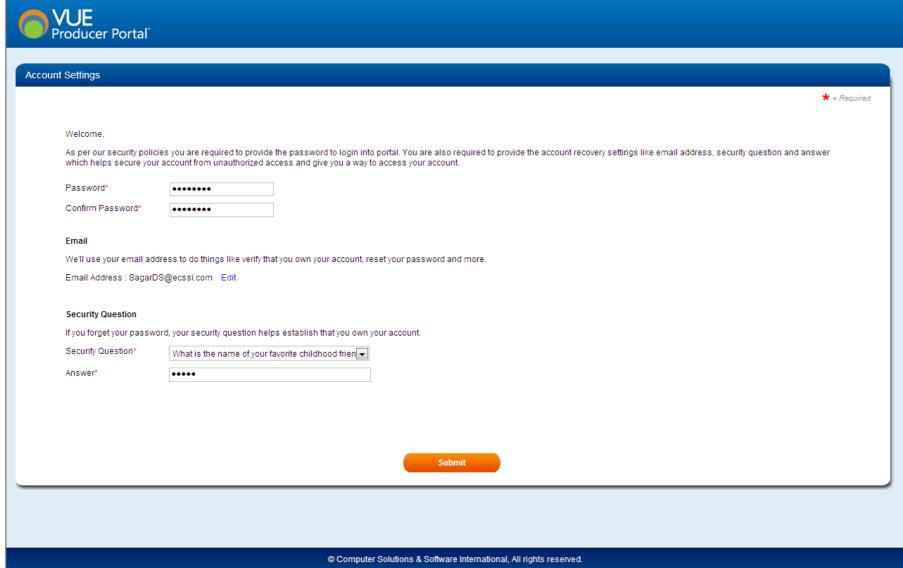
Thanks

PIAS Operations Team



Account Settings

It will bring you to the following page.





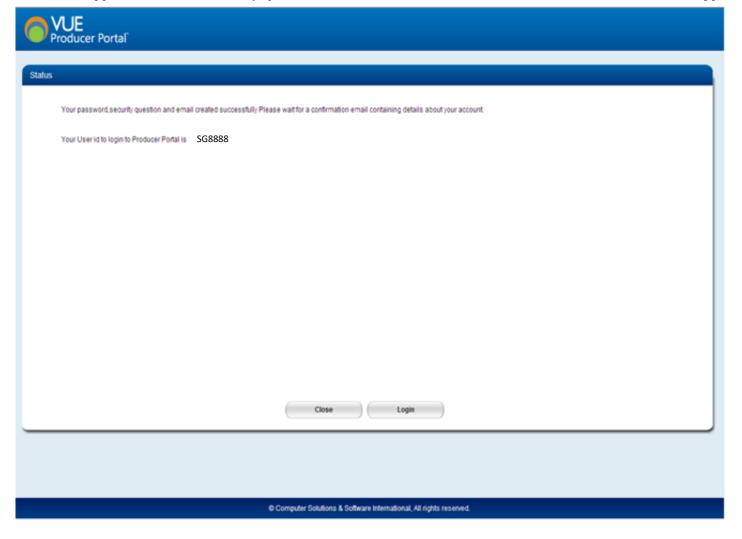
Account Settings

- Please proceed to set up your personal password.
 - A minimum of 10 Characters/ Uppercase alphabet/ Lowercase alphabet/ Number/ Special character (e.g!,#,\$)
 - Password will expire every 180 days.
- Select one of the Security Question and your own answer to it.
- Do take note that you will need to login within 72 hours (3 days) after receiving the email. After 72 hours, the link will expire and you will need to email to vdesk@pias.asia to re-activate your account.



Confirmation Screen

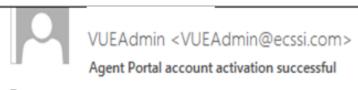
Once the login is created, you will receive a confirmation message.





Confirmation Email

 You will also receive a Portal authentication success email with Portal user name and link details.



annie.tan@proinvest.com.sg

Dear Mdm Annie Tan

Your account has been activated successfully. Following is the details for the same.

User ID: SG8888

Please click on the below link to login to Producer Portal.

Click here to login to Producer Portal

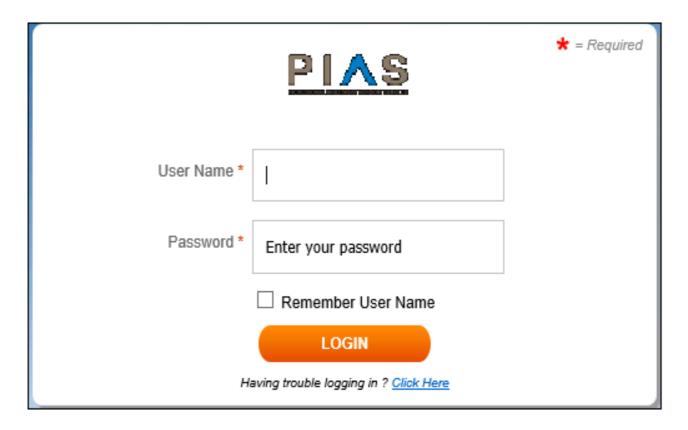
Thanks

PIAS Operations Team



Portal login screen

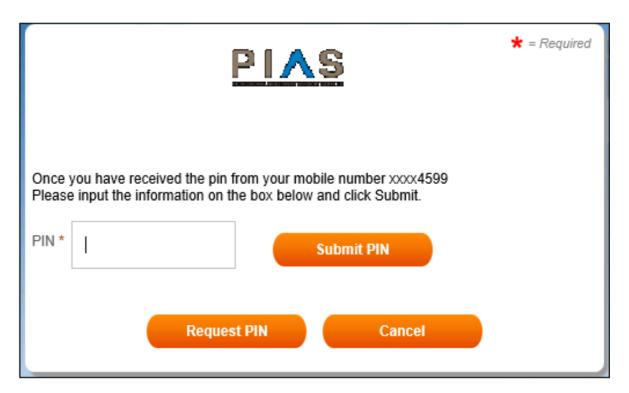
- Click on the link to navigate to login page.
- Also you will have an option to get the temporary password to your email under trouble logging in.





Portal login - OTP

- Once you enter a valid User Name and Password, a One-Time Password (OTP) is sent to your mobile phone. You will be prompted to enter the OTP, as shown below.
- After entering the valid PIN in below screen, you will be logged in to RMS Portal application and the Dashboard will be shown.





Detail of Main Modules

Dashboard



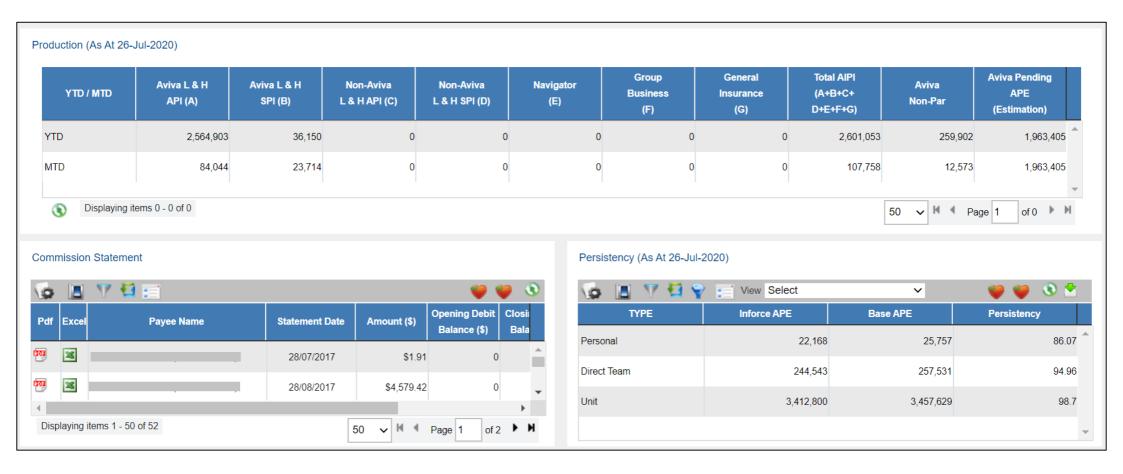
 Dashboard is landing area, which allows you to visualize the data in different formats with the help of Widgets

Widgets can be charts, grids or custom widgets.



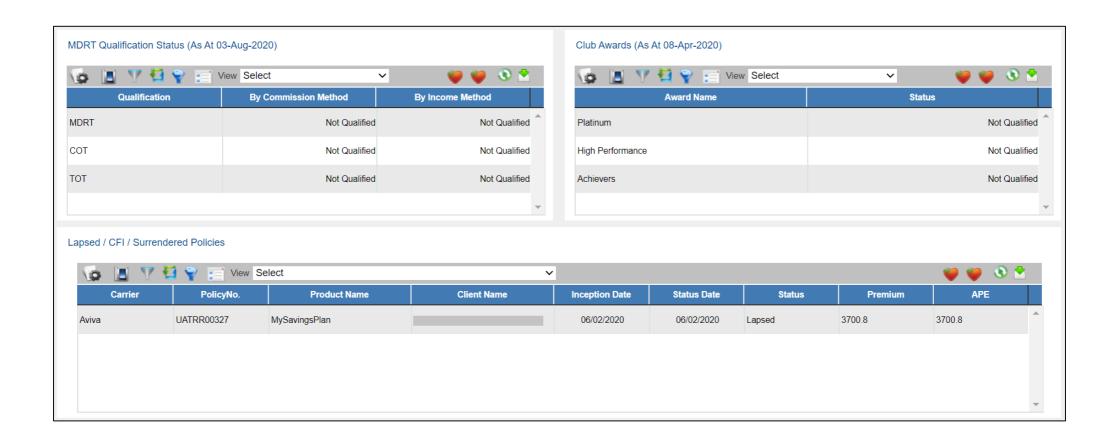
Home Dashboard

Home Dashboard is the landing page of VUE RMS portal, the page shows Production Summary, Commission Statements, Persistency, MDRT Qualification Status, Club Awards and Lapsed/CFI/Surrendered policies.





Home Dashboard contd





Access Adviser Info (My Advisers)

- Advisers can view their information as well as their reporting Advisers by using different SmartVUEs provided in My Advisers module.
- These details include Addresses/contacts, Adviser list, licenses and announcements.

Home	My Agents	Commissions	Production	Book of Business	Repository
	View information rela	ted to your profile.			
	MY AGENT Addresses/Conta Agent List by Stat View Announcem View Excel Expor View Licenses	tus ents			



Commission

- Commissions are paid for the policies sold.
- The Commission module provides Commission Details and Statement, which lets advisor to know the detailed information regarding how exactly the commission is calculated.
- Advisor can view his MDRT / PB Report under the Commission Menu

Home	My Agents	Commissions	Production	Awards/Incentives	Book of Business	Clients	Repository
		COMMISSIONS Commission Details Commission Statement MDRT / PB Report					



Commission Statement



Compensation Statement

Professional Investment Advisory Services Shenton Way,#09-08 OUE Downtown2 Singapore 068809 comenquiry@pias.asia

Representative Name: Mr P16 GD1_PB_PSCB_PSCA_05 Representative Code: GD01 Statement Date: 22/05/2017

Commission Summary

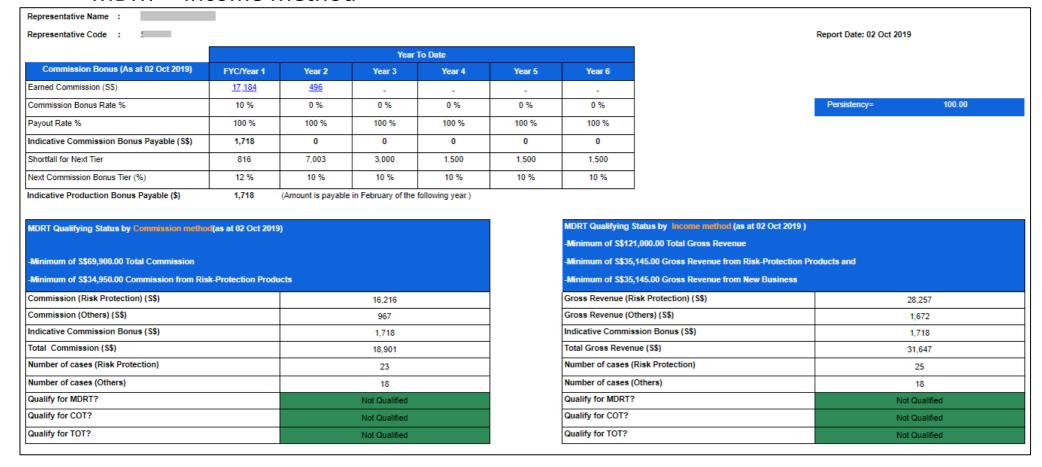
Agent Balance - Beginning		\$0.00
Earned Commission - Personal		\$1,638.00
First Year	\$1,638.00	
Renewal	\$0.00	
Override Commissions - Direct		\$1,404.00
First Year	\$1404.00	
Renewal	\$0.00	
Override Commissions - InDirect		\$233.97
First Year	\$233.97	
Renewal	\$0.00	
Adjustments		\$350.00
Miscellaneous	\$350.00	
Agent Balance - Ending		\$3,625.97

Date: 22/05/2017 Page No: 1 of 8



MDRT & PB Report

- MDRT & PB Report shows the following :
 - Production Bonus Report
 - MDRT Commission Method
 - MDRT Income Method





Production

- YTD and MTD Production Report of the Advisers can be viewed and exported.
- YTD and MTD Summary Reports contain Aviva Life & Health policies only.
- These reports are updated on a daily basis.*
- Advisors can view their Production in the Current Year (Year To Date) and Current Month (Month To Date)
- Supervisors (Managers and Directors) can see their Own Production as well as the Production of all their Advisers.

Home	My Agents	Commissions	Production	Book of Business	Repository
			YTD Summary R MTD Summary R		

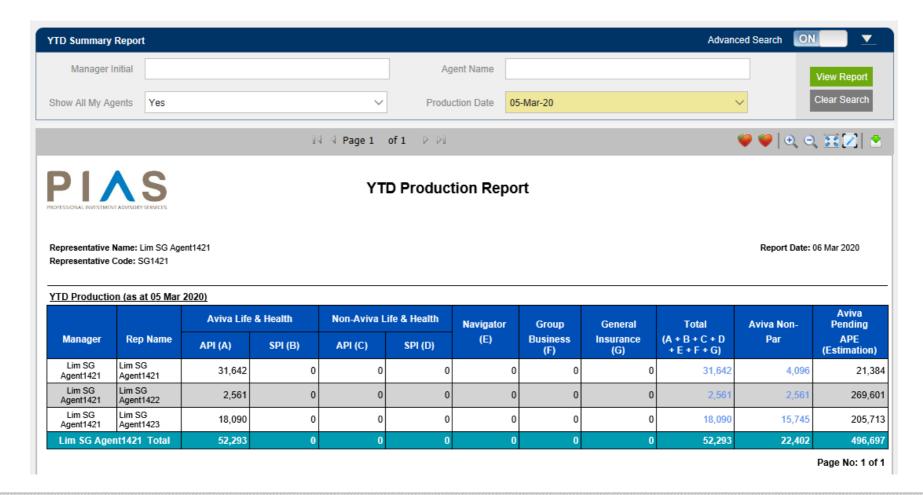
Note:

^{*}Figures in report may differ from Aviva Online (AOL), as information in AOL is real-time.



YTD Production Report

- Adviser's Production from 1st Jan of Current Year till Current Date is displayed.
- List of Policies contributing to the Total Production and Aviva Non Par can be viewed by clicking on the hyperlink (text in blue).





YTD Production Report

YTD Summary Report

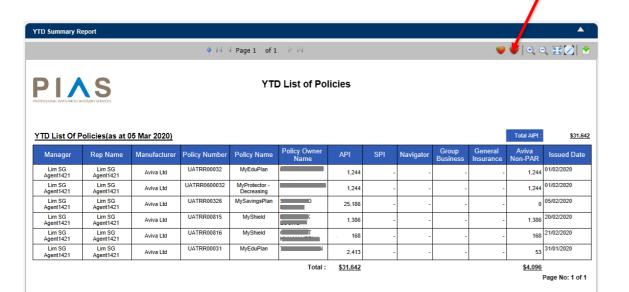


YTD Production Report

Representative Name: Lim SG Agent1421 Report Date: 06 Mar 2020 Representative Code: SG1421

YTD Production (as at 05 Mar 2020) Aviva Life & Health Non-Aviva Life & Health Navigator Group General Total Aviva Non-**Pending** (A + B + C + D Manager Rep Name Business Insurance Par (E) API (A) SPI(B) API (C) SPI(D) +E+F+G) (F) (G) 31.642 Agent1421 Agent1421 Lim SG 2,561 Agent1422 Agent1421 Lim SG 18,090 18,090 15,745 205,713 Agent1423 Agent1421 22,402 Lim SG Agent1421 Total 52,293 Page to: 1 of 1

Click on the hyperlink (text in blue) to view List of Policies.



PIAS YTD List of Policies (Non-PAR) YTD List Of Policies(Non-PAR)(as at 05 Mar 2020) \$4,096 Policy Number Policy Name Issued Date 01/02/2020 Lim SG Aviva Ltd HATDD00032 MvEduPlan Total and Permanen Disability Lim SG Agent1421 Aviva Ltd UATRR0600032 Basic Death/Terminal 01/02/2020 Lim SG Lim SG Aviva Ltd UATRR0600032 Total and 01/02/2020 Lim SG Lim SG Aviva Ltd UATRR00326 Accidental Death 05/02/2020 Agent1421 Lim SG Agent1421 Lim SG Agent1421 Lim SG Agent1421 Aviva Ltd UATRR00815 20/02/2020 Lim SG Lim SG Agent1421 Aviva Ltd UATRR00816 MyShield Basic 21/02/2020 Agent1421 UATRR00816 ntegrated Plan 3 Aviva Ltd UATRR00031 Paver CI Premium 31/01/2020

Page No: 1 of 1



YTD List of Policies

List of Policies contributing to the Total Production of the Adviser are displayed



YTD List of Policies

YTD List Of Policies(as at 05 Mar 2020)

Total AIPI \$31,642

Manager	Rep Name	Manufacturer	Policy Number	Policy Name	Policy Owner Name	API	SPI	Navigator	Group Business	General Insurance	Aviva Non-PAR	Issued Date
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00032	MyEduPlan		1,244	-	-	-	-		01/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR0600032	MyProtector - Decreasing		1,244	-	-	-	-	1,244	01/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00326	MySavingsPlan		25,186	-	-	-	-	٥	05/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00815	MyShield	K	1,386	-	-	-	-		20/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00816	MyShield	T K	. 168	-	-	-	-	168	21/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00031	MyEduPlan	1	2,413	-	-	-	-	53	31/01/2020

\$4,096 Total: \$31,642

Page No: 1 of 1



YTD List of Policies (Non-PAR)

List of Aviva Non Par Policies (including Riders) will be displayed.



YTD List of Policies (Non-PAR)

YTD List Of	Policies(Non-	PAR)(as at 05 l	Mar 2020)			Total Aviva N	on-PAR :	\$4,096
Manager	Rep Name	Manufacturer	Policy Number	Policy Name	Coverage Name	Policy Owner Name	Aviva Non-PAR	Issued Date
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00032	MyEduPlan	Basic Death/Terminal Illness		1,034	01/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00032	MyEduPlan	Total and Permanent Disability		210	01/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR0600032	MyProtector - Decreasing	Basic Death/Terminal Illness		1,034	01/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR0600032	MyProtector - Decreasing	Total and Permanent Disability		210	01/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00326	MySavingsPlan	Accidental Death Benefit		0	05/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00815	MyShield	MyShield Basic Cover		0	20/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00815	MyShield	MyShield Integrated Plan 1	L	1,386	20/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00816	MyShield	MyShield Basic Cover	()	0	21/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00816	MyShield	MyShield Integrated Plan 3	A	168	21/02/2020
Lim SG Agent1421	Lim SG Agent1421	Aviva Ltd	UATRR00031	MyEduPlan	Payer CI Premium Waiver		53	31/01/2020

Page No: 1 of 1



MTD Production Report

- Adviser's Production from 1st Day of Current Month till Current Date is displayed
- Advisers can view the List of Policies contributing to the Total Production and Aviva Non Par by clicking on the hyperlink (text in blue).



MTD Production Report

Representative Name: Lim SG Agent1421 Representative Code: SG1421 Report Date: 06 Mar 2020

MTD Production (as at 27 Feb 2020)

		Aviva Life	& Health	Non-Aviva L	ife & Health	Navigator	Group	General	Total	Aviva Non-	Aviva Pending
Manager	Rep Name	API (A)	SPI (B)	API (C)	SPI (D)	(E)	Business Insurance (F) (G)		(A+B+C+D +E+F+G)	Par	APE (Estimation)
Lim SG Agent1421	Lim SG Agent1421	27,985	0	0	0	0	0	0	27,985	2,799	21,384
Lim SG Agent1421	Lim SG Agent1422	2,561	0	0	0	0	0	0	2,561	2,561	269,601
Lim SG Agent1421	Lim SG Agent1423	18,090	0	0	0	0	0	0	18,090	15,745	205,713
Lim SG Age	nt1421 Total	48,636	0	0	0	0	0	0	48,636	21,104	496,697

Page No: 1 of 1



Persistency Report

- Adviser's Persistency for the Past 24 months is displayed
- Advisers can view the List of Policies contributing to the Persistency by clicking on the hyperlink (text in blue).



Persistency Report

Representative Name: AgentABC 291

Representative Code: SG1047

Report Date: 09 Jun 2020

Manager	Rep Name	Persistency (%)	Inforce APE	Base APE (IF+LA+SU)
AgentABC 288	AgentABC 373	0.00%	0	792
,	AgentABC 288 Persistency	0.00%	0	792
AgentABC 291	AgentABC 287	100.00%	5,906	5,906
AgentABC 291	AgentABC 291	81.28%	15,579	19,168
	AgentABC 291 Persistency	85.69%	21,485	25,074
AgentABC 294	AgentABC 284	64.99%	2,441	3,755
AgentABC 294	AgentABC 289	100.00%	1,856	1,856
AgentABC 294	AgentABC 320	0.00%	0	2,290
4	AgentABC 294 Persistency	54.39%	4,297	7,901
AgentABC 301	AgentABC 295	100.00%	948	948
AgentABC 301	AgentABC 297	100.00%	2,665	2,665
AgentABC 301	AgentABC 301	100.00%	570	570
AgentABC 301	AgentABC 313	100.00%	3,108	3,108
d and a second	AgentABC 301 Persistency	100.00%	7,291	7,291
AgentABC 302	AgentABC 286	0.00%	0	398
AgentABC 302	AgentABC 302	100.00%	6,035	6,035
AgentABC 302	AgentABC 312	100.00%	8,255	8,255
AgentABC 302	AgentABC 346	100.00%	2,427	2,427
AgentABC 302	AgentABC 370	100.00%	7,055	7,055
AgentABC 302	AgentABC 417	100.00%	484	484
	AgentABC 302 Persistency	98.39%	24,256	24,654
AgentABC 305	AgentABC 356	100.00%	456	456
	AgentABC 305 Persistency	100.00%	456	456



Persistency List of Policies

Policies contributing to Persistency of an Adviser will be displayed



Persistency List of Policies Report

Representative Name: AgentABC 287

Representative Code: SG1043

Report Date: 09 Jun 2020

Manager	Serv Agent Name	Policy Owner Name	Policy No	Product Name	Inception Date	Status Effective Date	Premium	APE	Policy Contract Status
AgentABC 291	AgentABC 287	Jerry Lee	30301740	MyShield	09/09/2019	10/09/2019	672	672	IF
AgentABC 291	AgentABC 287	PDPA Test1	80513428	MYLIFEINCOME - 5 TO 25 YEARS LIMITED PAY	08/05/2019	09/05/2019	3,034	3,034	IF
AgentABC 291	AgentABC 287	PDPA Test1	80230192	MyProtector- MoneyBack	07/08/2018	04/10/2018	532	532	IF
AgentABC 291	AgentABC 287	PDPA Test1	30304570	MyShield	20/05/2019	21/05/2019	157	157	IF
AgentABC 291	AgentABC 287	PDPA Test1	80526804	MyCoreCl	05/05/2019	06/05/2019	1,511	1,511	IF

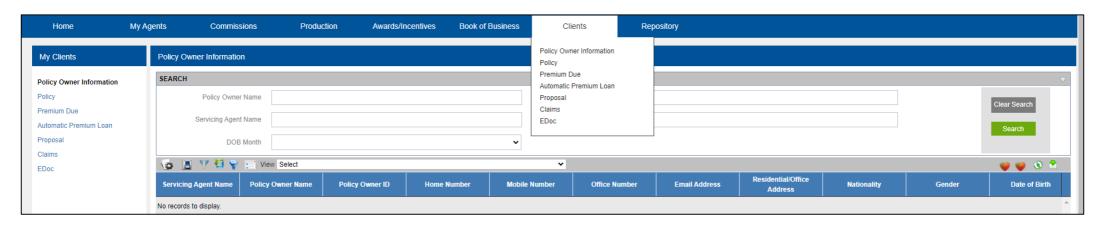
Page No: 1 of 1





New Menu with the following options:

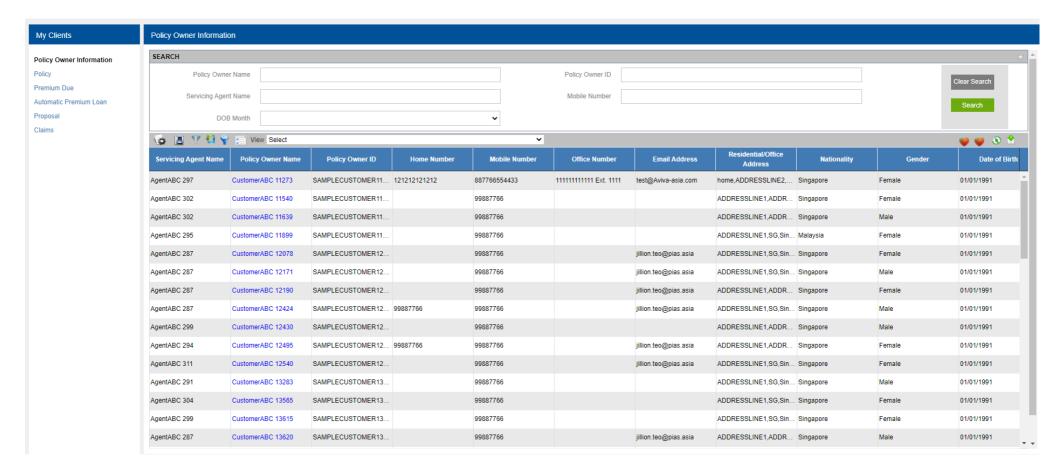
- Policy Owner Information
- Policy
- Premium Due
- Automatic Premium Loan
- Proposal
- Claims
- EDocs





Policy Owner Information

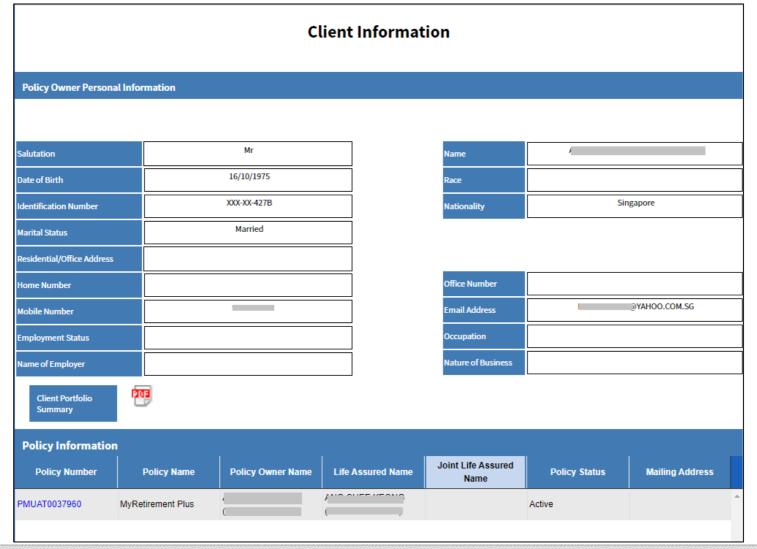
 Adviser can see Policy Owners of all Policies where the logged in adviser or his lower hierarchy is the Servicing Adviser.





Policy Owner Details

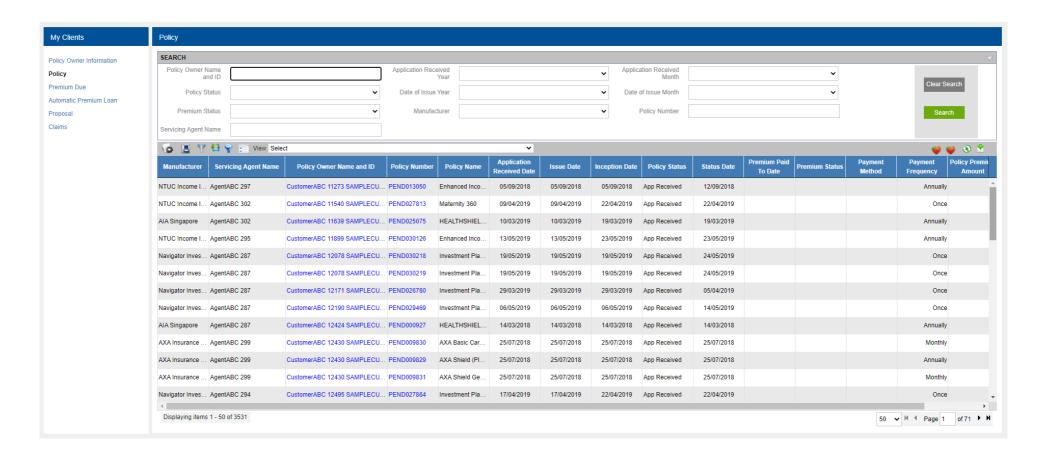
Adviser can see Policy Owner details by clicking on the Name







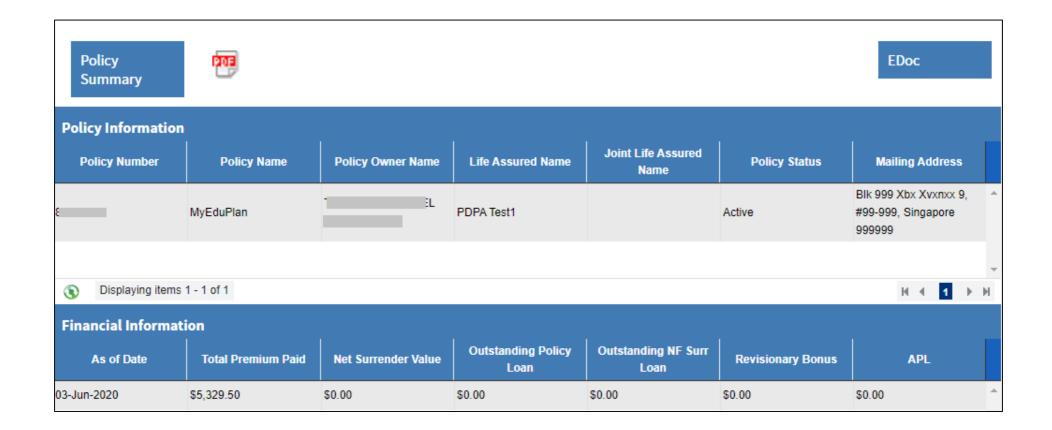
 Adviser can see all Policies where the logged in Adviser or his lower hierarchy is the Servicing Adviser





Policy Information

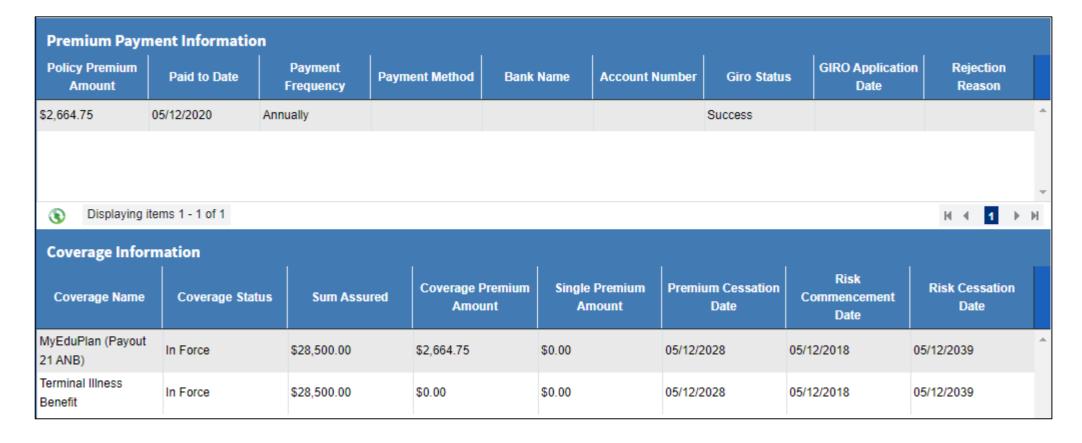
Adviser can see all details related to the Policy by clicking on the Policy Number





Policy Information control

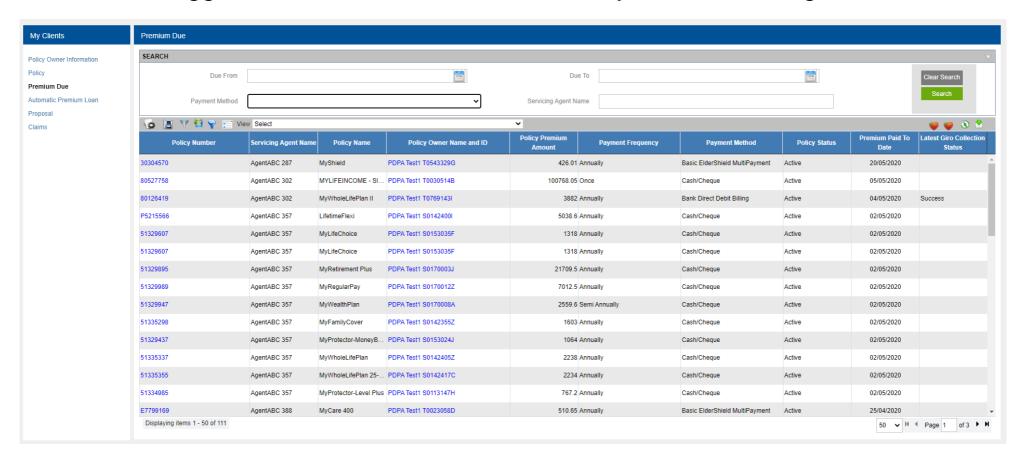
Policy Information also shows the details related to Premium and Covers





Premium Due

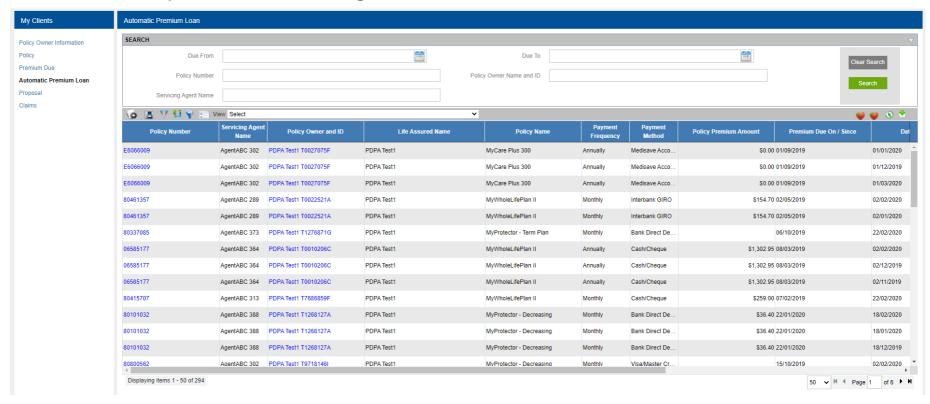
 Adviser can see all Policies where Premium Paid to Date is Today or earlier and the logged in Adviser or his lower hierarchy is the Servicing Adviser





Automatic Premium Loan

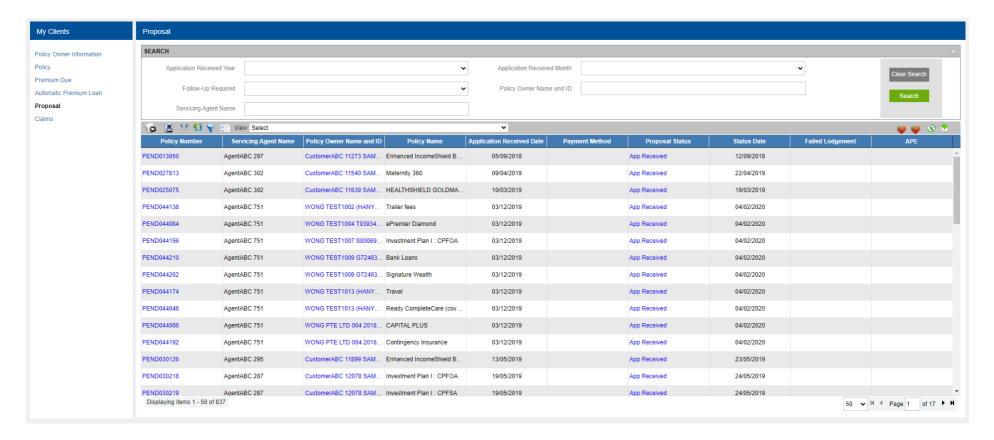
 Adviser can see all Policies with valid APL and the logged in Adviser or his lower hierarchy is the Servicing Adviser







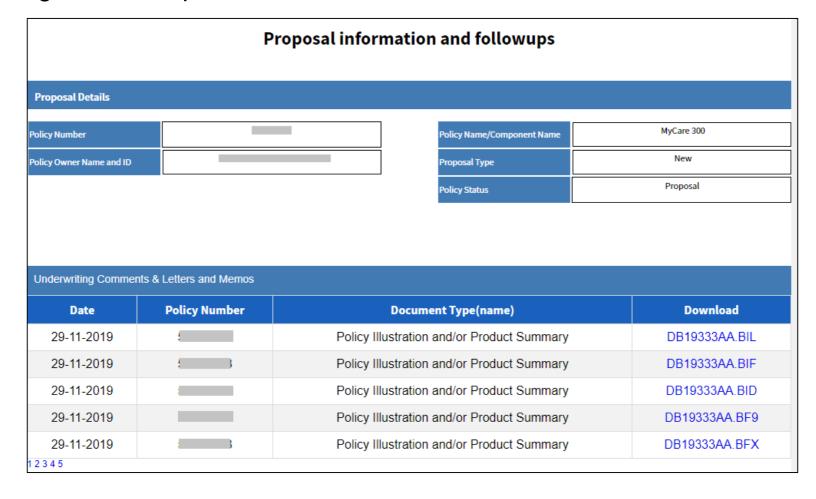
 Adviser can see all Policies which are Pending Issuance and the logged in Adviser or his lower hierarchy is the Servicing Adviser





Proposal Info and Follow Up

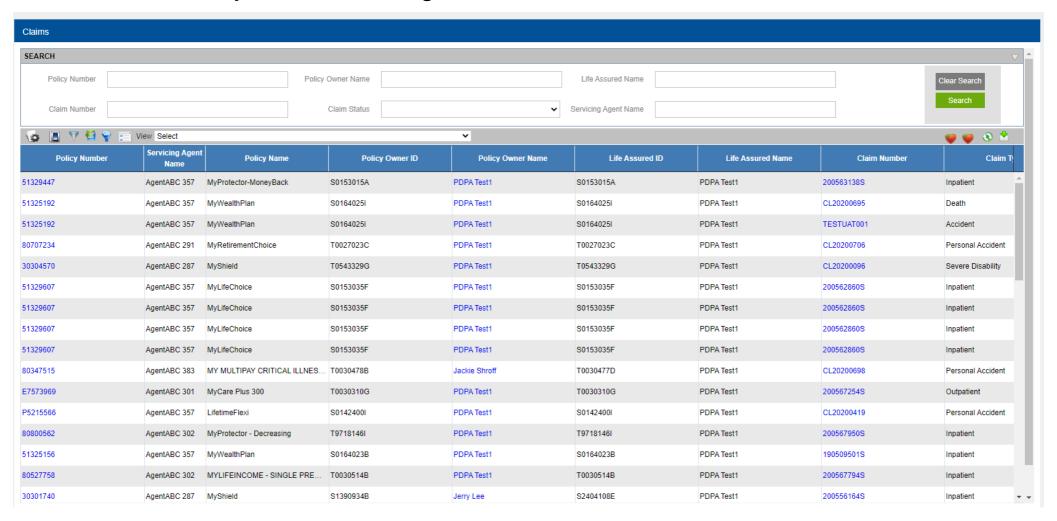
 Adviser can see information related to Proposal or Mid Term Additions by clicking on the Proposal Status







 Adviser can see Claims on all Policies where the logged in Adviser or his lower hierarchy is the Servicing Adviser





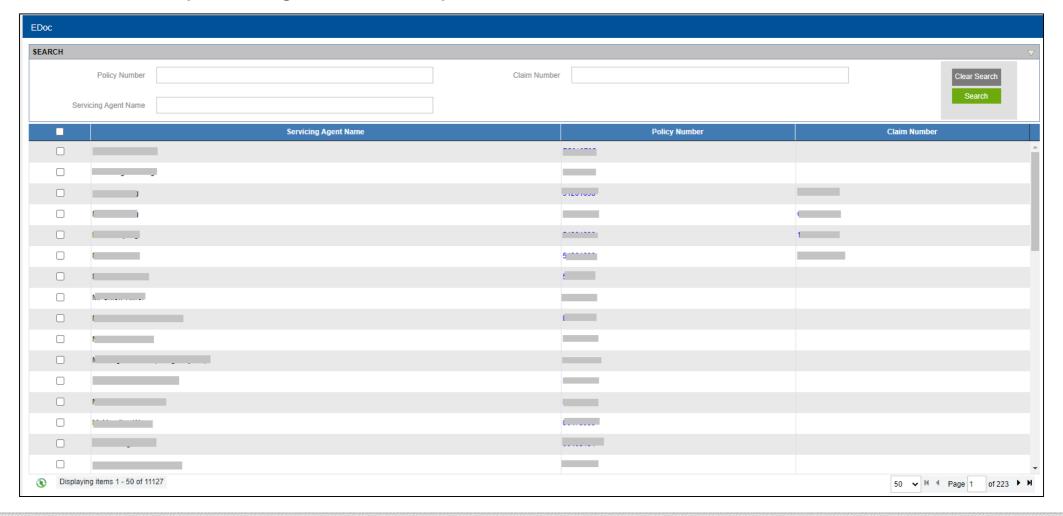
Claim Details

Adviser can see information related to the Claim by clicking on Claim Number

		CLAIM DETAILS	
CLAIM DETAILS			
Policy Number	_	Policy Name	MyProtector - Legacy
Policy Owner ID		Policy Owner Name	
Life Assured ID		Life Assured Name	\
Claim Number	CL20180652	Claim Type	
Claim Received Date		Claim Status	Pending
Incurred From		Incurred To	
Additional Information			
Claim Payable	N/A	Payment Date	
CLAIM DOCUMENTS			
Date	Claim Number	Document Type(name)	Download
11-07-2019	CL20180652	Claim Acknowledgement	DB19192AA.BOO
11-07-2019	CL20180652	Claim Acknowledgement	DB19192AA.BNW
11-07-2019	CL20180652	Claim Acknowledgement	DB19192AA.BF6
23-10-2015	CL20180652	Outstanding Claim Information	DB15296AA.CG2
23-10-2015	CL20180652	Outstanding Claim Information	DB15296AA.CEW

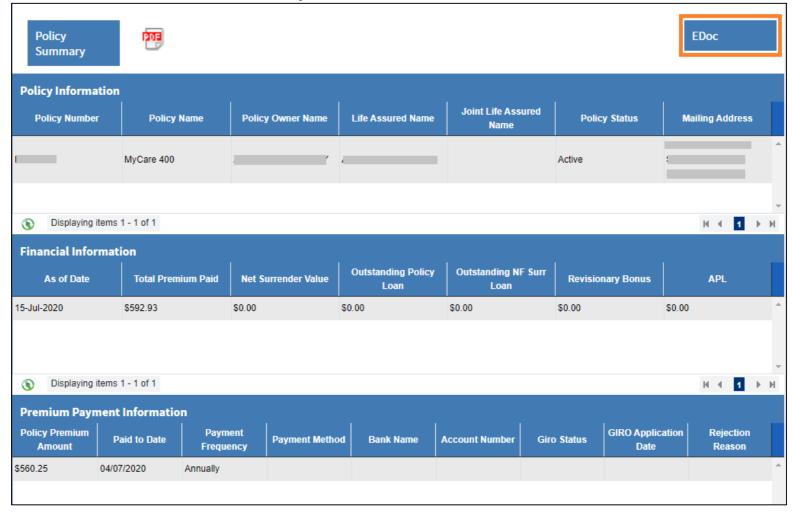


 Adviser can see Documents related to Policies and Claims from the EDoc screen by clicking on the Policy or Claim number





 EDoc screen can also be accessed from Policy Info screen to see the documents related to the Policy





Awards/Incentives

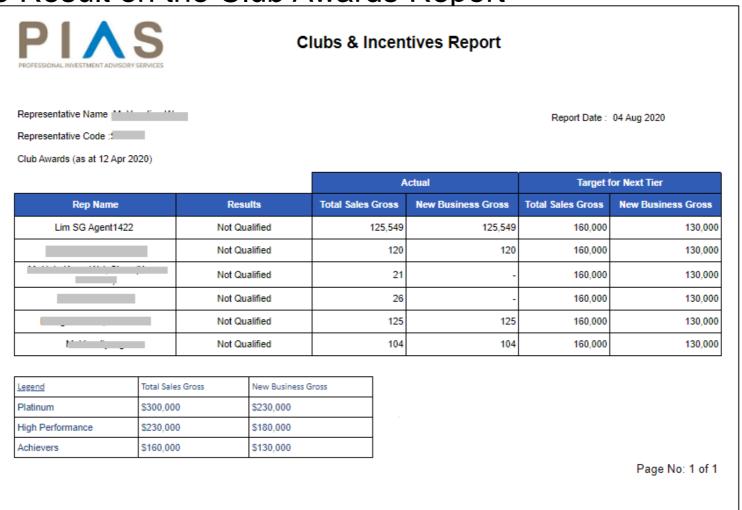
 Awards/Incentives displays the Club Award Report of the Adviser and all his lower hierarchy

Home	My Agents	Commissions	Production	Awards/Incentives	Book o	f Business	Clients	Repository
				Club Awards Report				



Club Awards Report

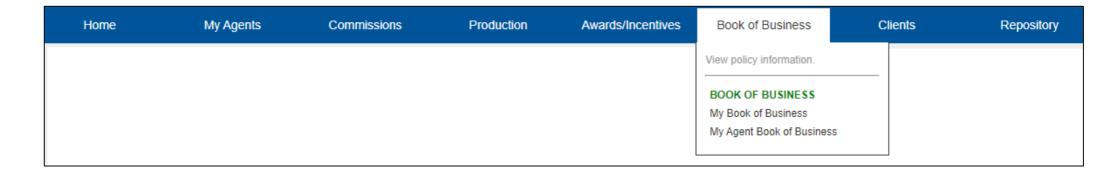
 Adviser can see his Sales Gross and New Business as well as the Result on the Club Awards Report





Book of Business

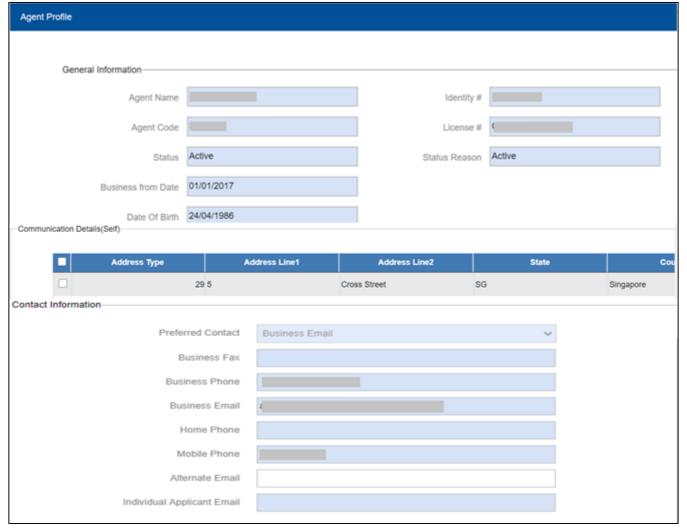
 Book of Business displays the policy details of the Adviser and of the all the Advisers reporting to him/her.





Profile/Demographics

 Adviser Demographic and Contact information can be viewed from the My Profile screen.





Contact parties

You can contact the following parties should you require assistance on:

Login and IT: PIAS IT team, email: vdesk@pias.asia

 Enquiries relating to Commission: PIAS Commission team, email: comenquiry@pias.asia

 Enquiries relating to Production Reports: PIAS BD Admin, email: <u>bd@pias.asia</u>