

THE BUSINESS COUNCIL OF NEW YORK STATE

Your Guide to EB360[®]

Stay ahead of the game with real-time data
at your fingertips



Broker Compensation
and Billing



**The
Business
Council**

Welcome to The Business Council of New York State, Inc. Insurance Fund

Your firm has selected the Business Council of New York State, Inc. Insurance Fund to provide and administer the employee benefit program for your clients.

The products selected can be effectively managed on EB360[®], a powerful benefits management platform created by AXA that provides easy access to ongoing program administration, plan information, employee information, documents (including proposal, benefit summaries and certificates), claim forms and ID cards for dental and vision.

As the financial contact at your firm, you now have real-time access to successfully managing Compensation Statements and view Billing transactions on EB360[®] for AXA Life, Supplemental Life, Dependent Life, Short Term Disability (STD), Long Term Disability (LTD), NY DBL & PFL, as well as Ameritas Dental and Vision plans.

**If you have questions on EB360[®],
call our Customer Service Center at 800-692-5483.**

"AXA" is the brand name of AXA Equitable Financial Services, LLC and its family of companies, including AXA Equitable Life Insurance Company (AXA Equitable) (NY, NY), MONY Life Insurance Company of America (AZ stock company, admin. office: Jersey City, NJ) (MONY America), and AXA Distributors, LLC. All group insurance products are issued either by AXA Equitable or MONY America, which have sole responsibility for their insurance and claims-paying obligations. Some products are not available in all states. 'EB360' is a service mark of AXA Equitable Life Insurance Company, New York, NY.

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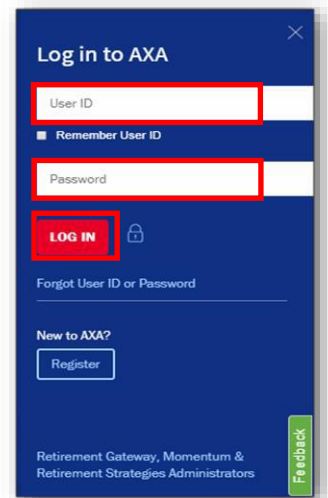
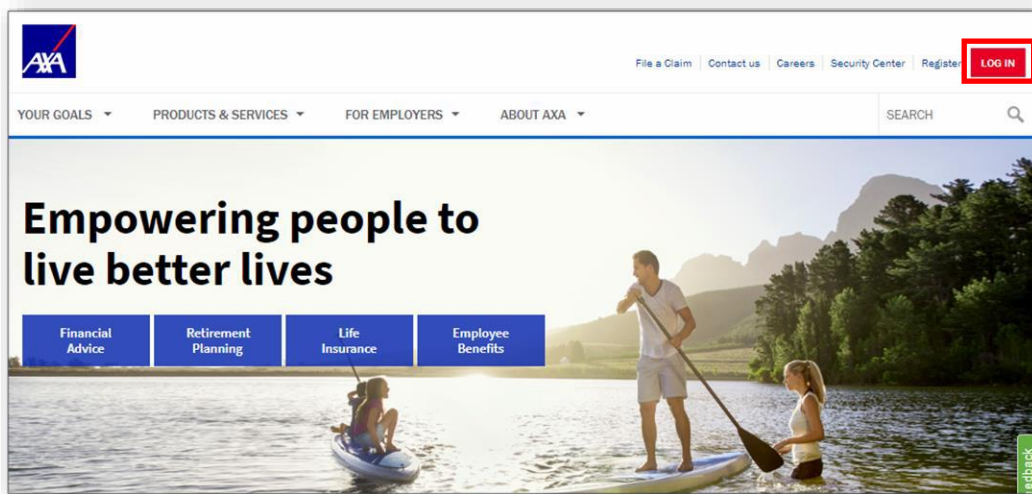
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Accessing EB360®

The Business Council will provide you with registration instructions so that you can establish a User ID and Password to gain access to the Compensation and Billing information on your firm’s block of business with us.

Open your Google Chrome browser.

1. Go to: <https://us.axa.com>.
2. Log in using your AXA.com User ID and password.



Your Dashboard

The Broker Dashboard has distinct sections of functionality that you, as the financial contact, can access in real time.

The screenshot shows the 'Trustees Of BC Of NYS Ins Fund' dashboard. The main section is 'Brokers Under Management' for 'BCNYS Insurance Fund'. It features three navigation buttons: 'Client Billing Details', 'Commission Statements', and 'BCNYS Reference Documents'. Below these are six RFP status cards: 'Started' (20), 'Pending' (117), 'Ready' (70), 'Sold' (2), 'Lost' (16), and 'Inforce' (0), all for the 'Past 30 days'. On the right, the 'BCNYS Helpful Links' section includes: 'About BCNYS', 'Customer and Producer Resources', 'Insurance Fund Benefits Programs', and 'BCNYS Forms'.

By clicking Business Council Reference Documents or on the BCNYS links, you have access to additional documents and forms for your specific client.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'BCNYS Reference Documents' navigation button and the entire 'BCNYS Helpful Links' section on the right side of the dashboard.

The BCNYS Helpful links include:

- General information about the Business Council
- Customer and producer information
- BCNYS Product and services overview
- EB360® registration information
- Additional documents for enrollment, claims and administration forms

Broker Dashboard

Commissions Statements

Simply click on the Commissions Statements button from your dashboard to view current year and prior year statements. Commissions Statements can be downloaded, saved and printed as needed.

The screenshot shows the 'Trustees Of BC Of NYS Ins Fund' Account Manager Dashboard. The main heading is 'Brokers Under Management'. Below this, there are three navigation buttons: 'Client Billing Details', 'Commission Statements' (highlighted with a red box), and 'BCNYS Reference Documents'. Underneath, there are six RFP status cards: '20 Started', '117 Pending', '70 Ready', '2 Sold', '16 Lost', and '0 Inforce'. A 'BCNYS Helpful Links' sidebar is on the right.

Please note that you will receive an e-mail notification from us each time we post your Commission Statement on EB360®.

All statements generated will be posted and available as shown below.

The screenshot shows the 'EB General Agent Office' 'My Documents' page. The 'Commission Statements' tab is selected. The page displays a list of statements for the year 2018. The table below shows the details of these statements.

Name	Commissions Type	Run Date
BCNYS Commissions Statements	Ameritas	11/15/2018
BCNYS Commissions Statements	AXA	11/07/2018
BCNYS Commissions Statements	AXA	11/01/2018
BCNYS Commissions Statements	AXA	11/01/2018
BCNYS Commissions Statements	Ameritas	11/01/2018

Client Billing Details

By clicking Client Billing Details, simply select your client from your book of business.

Keep in mind that you may have customers with different billing options:

- List Bill is based of all employee records managed in the system.
- Self-Administered Billing (SAB) is summary billing completed each month by the client and requires headcount (# of lives) and volume by line of coverage.

Billing (List Bill)

This will bring you to billing transactions and includes:

- Summary of amount due broken down by total due and overdue amount
- In the account history:
 - Invoices are the billing statements.
 - Receipts are payments made and applied to your client’s account.
- Each of your client’s bills can be viewed as CSV (Excel) files or PDF. For your client to remit payment to BCNYS, please note:
 - Print the PDF file, detach the coupon and mail it with the payment.
 - Pay as billed only. Any adjustments will be reflected in the next month’s bill.

Total Amount Due - Payment Due 4/1/2019: \$895.17
 Payment Amount
 ● Total Amount Due: \$895.17
 ● Overdue Amount: \$596.78

You have the ability to change the method of how you can receive your invoice. Please select the method you wish to receive your invoice and click Save.

Mail Email Both

Save

Pay Now **Manage Accounts**

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	View
1000007418	4/1/2019	4/2019	\$895.17	Invoice	3/17/2019	PDF CSV
1000005910	3/1/2019	3/2019	\$596.78	Invoice	2/21/2019	PDF CSV
100001256			\$298.39	Payment	2/9/2019	Receipt
1000004259	2/1/2019	2/2019	\$596.78	Invoice	2/6/2019	PDF CSV
1000001685	1/1/2019	1/2019	\$298.39	Invoice	1/7/2019	PDF CSV

Billing (Self-Administered Billing)

This will bring you to billing transactions and includes:

- Summary of amount due broken down by total due and any overdue amount.
- In the account history:
 - Invoices are the billing statements.
 - Receipts are payments made and applied to your client's account.

Total Amount Due - Payment Due 1/1/2019: **\$21,672.50**

You have the ability to change the method of how you can receive your invoice. Please select the method you wish to receive your invoice and click Save.

Mail Email Both

Save

Pay Now **Manage Accounts**

Report Enrollment

Account History

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	View
1000009153	1/1/2019	1/2019	\$21,672.50	Invoice	4/3/2019	PDF CSV

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