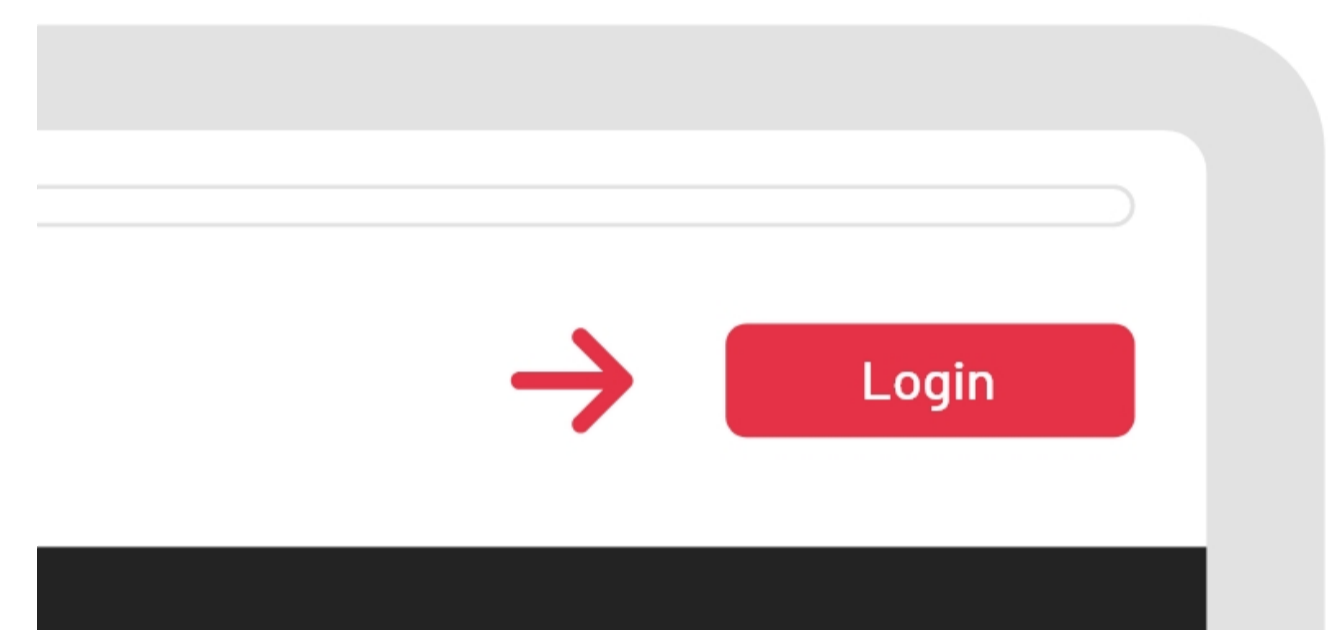


How to access your Direct Bill Commission Statements

Accessing your agency commission statements is easier than ever with Novum. Below is a simple guide that you can use to navigate to your statements all online.

Step 1: Login to Novum Online

Simply go to www.novumuw.com and log in to access Novum Online.



Step 2: Navigating to Documents

On the left side of the screen there is a navigation bar, which you will see **"My Agency"**. Hovering over this icon will display more options.

Click on the **"Documents"** icon.

Step 3: Access Your Statement

In your agency profile, you should already be in the **"Documents"** tab.

From here, you can click **"Commission Report"** to view Direct Bill Commission Statements.

