

Viewing your compensation information in FasatWeb

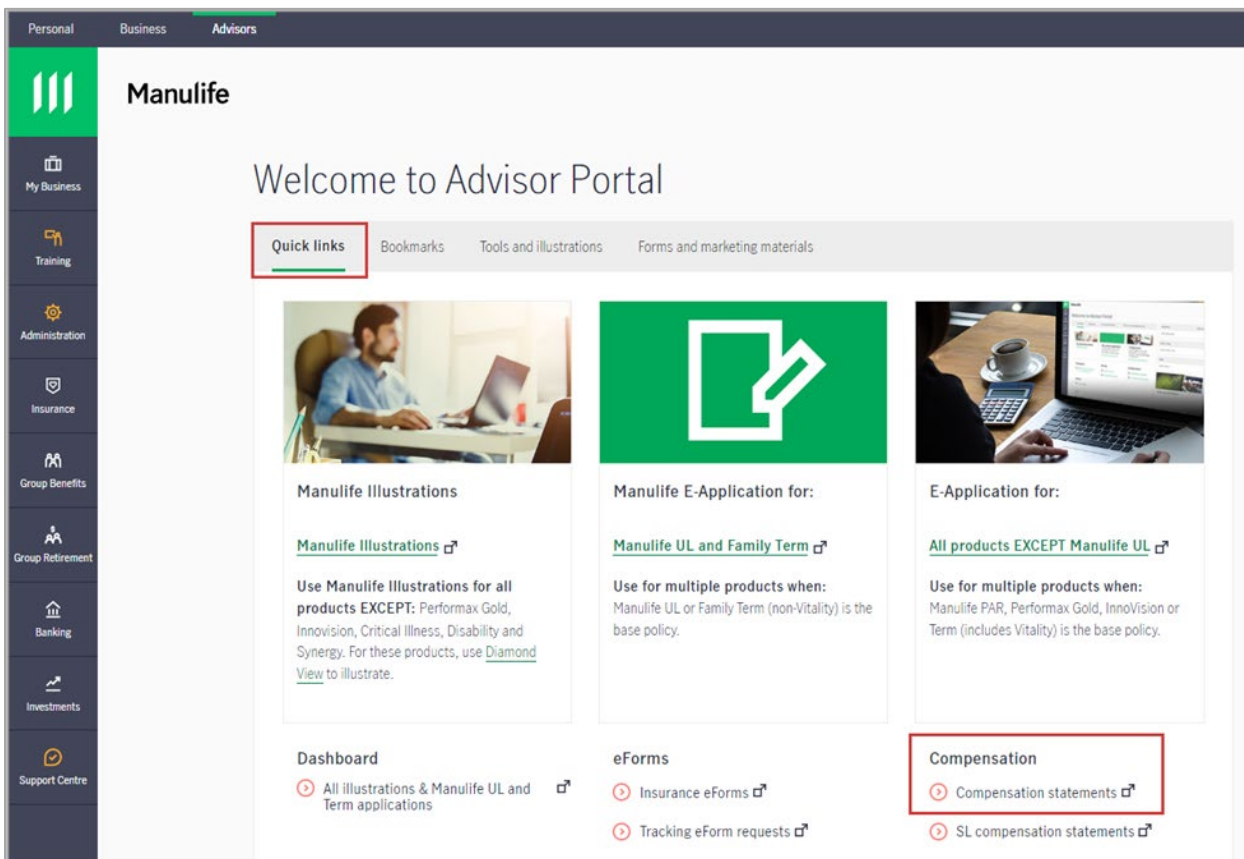
FasatWeb is Manulife's online compensation tool located within Advisor Portal and is available to all advisors and corporations who are paid directly by Manulife.

Compensation statements

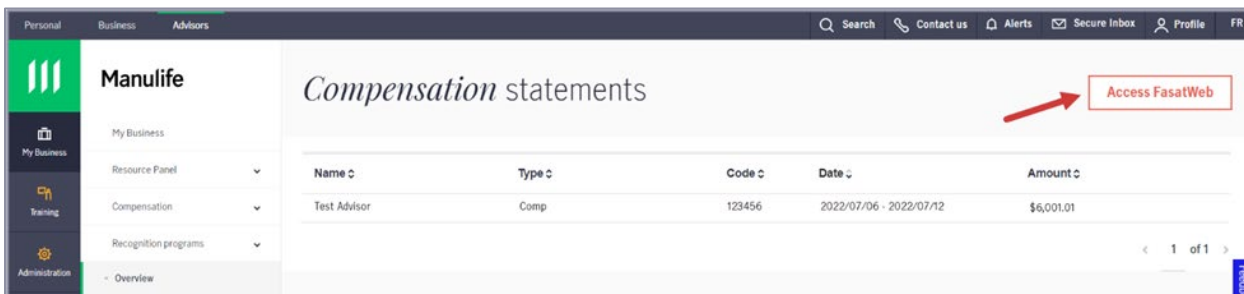
Statements are generated every Wednesday morning if your balance is \$60 or more, or if you are in a negative balance. *FasatWeb* allows you to obtain both current and historical compensation statements.

Please note: Manulife Bank commissions are applied once per month on the Friday closest to the 15th of each month.

Step 1: To view your recent statements, select **Compensation statements** within the *Quick Links* section on *Advisor Portal*.



Step 2: To view historical statements not posted in this area, select the **Access FasatWeb** link from this page.



Step 3: If you have one selling code, the system will default to your code information.

Manulife *Fasat*

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Display Hierarchy

- Manulife Financial Corporation - Company
 - CAC - Corporate Accounts Channel - MGA - Channel
 - Ontario Region - 1111 - Region
 - Test Company Inc - 12345 - Distributor
 - 👤 Doe, John - 456789 - Advisor

Step 3a: If you have multiple selling codes, select the selling code on which you receive payments and click **Go**.

Manulife *Fasat*

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Test Company Inc - 12345 - Corporation GO

Test Company Inc - 12345 - Corporation

Test Company Inc - 12345 - Advisor

John Doe - 456789 - Advisor

Please note: Compensation will only be displayed for the selected code. *FasatWeb* does not allow compensation information to be reported for multiple individual codes at once. Corporations can run reporting at the corporate level for all advisors contracted through the corporation.

Step 4: Within the *Reporting* menu, select the **Compensation Statements** link.

Manulife *Fasat*

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General			
Code	456789	Level	Advisor
FundServ Code	1234-123456		
Name	John Doe	Status	Active
Type	General Agent Broker	Status change date	2011/08/24
Contract date	2011/07/12	Business Phone	(519) 123-4567
Termination date			

Financial			
Payment method	Electronic Funds Transfer	Currency	Canadian Dollars
Cheque name	John Doe		

Address	
Business	123 MAIN ST KITCHENER, ON A0A 0A0

Reporting ←

- Compensation Statements

Step 5: The *FasatWeb* default displays statements that have generated in the past 15 days. To display all statements, select **All** from the *Display Last* drop-down menu.

Depending on the size of the report, the download may take longer than a few seconds. After clicking on the Download icon please wait until a dialog box is displayed.

Display Reports : Compensation Statement

Period	Report Title	File Size(KB)	Download	Viewed
2017/08/30 to 2017/09/05	Compensation Statement	218		No
2017/08/16 to 2017/08/22	Compensation Statement	34		No

Step 6: From here, you can view, print or save compensation statements by selecting the green download button.

Depending on the size of the report, the download may take longer than a few seconds. After clicking on the Download icon please wait until a dialog box is displayed.

Display Last: All Days

Display Reports : Compensation Statement

Code	Period	Report Title	File Size(KB)	Download	Viewed
123456	2017/08/30 to 2017/09/05	Compensation Statement	218		No
123456	2017/08/16 to 2017/08/22	Compensation Statement	34		No
123456	2017/08/09 to 2017/08/15	Compensation Statement	31		No
123456	2017/08/02 to 2017/08/08	Compensation Statement	221		No

Balance Inquiry

FasatWeb also allows you to easily track policy/account compensation activity. At any point during the weekly pay period, the *Balance Inquiry* link will allow you to view transactions that have generated compensation and are waiting to be paid out.

Step 1: To view your balance, select **Balance Inquiry** from the *Financial* menu.

Manulife Fasat

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Display Hierarchy

- Manulife Financial Corporation - Company
 - CAC - Corporate Accounts Channel - MGA - Channel
 - Ontario Region - 1111 - Region
 - Test Company Inc - 12345 - Distributor
 - Doe, John - 456789 - Advisor

General

Code	456789	Level	Advisor
FundServ Code	1234-123456	Status	Active
Name	John Doe	Status change date	2011/08/24
Type	General Agent Broker	Business Phone	(519) 123-4567
Contract date	2011/07/12		
Termination date			

Financial

Payment method	Electronic Funds Transfer	Currency	Canadian Dollars
Cheque name	John Doe		

Address

Business: 123 MAIN ST
KITCHENER, ON A0A 0A0

Step 2: The **Current Balance** will show you what is scheduled to be paid out for the period selected.

Please note: This current pay period could still be open, meaning the amount you view here mid-pay period may increase or decrease when statements generate on Wednesday. Payments are received on Friday.

Balance Inquiry for Doe, John					
Period		2017/09/06 - 2017/09/12		Previous	Select Date Range
Period: Year to Date			Period: Year to Date		
First Year Commission	\$392.53	\$151,412.95	Balance Forward	\$0.00	\$0.00
Equalized First Year Commission	\$0.00	\$0.00			
First Year Override	\$738.15	\$263,147.70	Current Balance	\$2,254.10	\$2,254.10
Equalized Override	\$0.00	\$0.00			
Renewal Commission	\$1,123.42	\$3,684.94			
Renewal Override	\$0.00	\$0.00	Capping Forward	\$0.00	\$0.00
Referral Fee	\$0.00	\$0.00	Capping Balance	\$0.00	\$0.00
Total Compensation	\$2,254.10	\$418,245.59	Rolled Debit Forward	\$0.00	\$0.00
Misc. Adjustments	\$0.00	\$0.00	Rolled Debit Balance	\$0.00	\$0.00
Deductions	\$0.00	\$0.00	Negotiated Debit Forward	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	Negotiated Debit	\$0.00	\$0.00
Negotiated Debit Transferred	\$0.00	\$0.00	Taxable Benefits	\$0.00	\$0.00
Capping Account	\$0.00	\$0.00	Taxable Earnings	\$0.00	\$415,991.49
Rolled Debit Transferred	\$0.00	\$0.00	Total Owing To Manulife	\$0.00	\$0.00
Payments	\$0.00	(\$415,991.49)			

Please note: Any figures in red indicate a negative balance or amounts that have been paid out or transferred to another code.

Detailed Activity

The *Detailed Activity* section illustrates how the amount within the *Current Balance* was generated. This is a great place to check daily to see whether a specific account/policy has generated compensation. The same information displayed in this section will appear on your compensation statement.

Step 1: Select **Detailed Activity** from the *Financial* menu.

Audience Inquiry

Language English

Currency Canadian Dollars

Navigate
 Codes & Hierarchy
 User Preferences
 Log Out

Contracting
 General Inquiry

Financial
 Balance Inquiry
 Advanced Inquiry and Reporting
 Detailed Activity

Reporting

Fasat

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Display Hierarchy

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General			
Code	456789	Level	Advisor
FundServ Code	1234-123456	Status	Active
Name	John Doe	Status change date	2011/08/24
Type	General Agent Broker	Business Phone	(519) 123-4567
Contract date	2011/07/12		
Termination date			
Financial			
Payment method	Electronic Funds Transfer	Currency	Canadian Dollars
Cheque name	John Doe		
Address			
Business	123 MAIN ST KITCHENER, ON A0A 0A0		

Step 2: The *Detailed Activity* screen will default to the current pay period. This is noted in the top left corner. From here you can view all compensation activity, including:

- **First Year/Net Commissions** of new sales or new deposits and the details of the compensation generated
- **Referral Fee** of new bank referrals and the corresponding recurring monthly commissions
- **Renewal Commission/Trailer Fees** will show you the details of the compensation earned on insurance renewals and investment trailers

Policy Holder Name	Policy No	Plan Name	Generation Date	Comm Sub Type	Basis Amt	Share %	Comp Rate	Comp Amt	From/To Advisor	From/Advisor Name
First Year/Net Commission										
CLIENT, TEST	1234567	IA Clarington Investments	2019/03/05	New Sale	\$320.00	100.00%	80.00%	\$256.00		
CLIENT, TEST	7654321	Mackenzie Financial Corp	2019/03/05	New Sale	\$105.20	100.00%	80.00%	\$84.42		
CLIENT, TEST	9511592	Mackenzie Financial Corp	2019/03/05	New Sale	\$300.00	100.00%	80.00%	\$240.00		
CLIENT, TEST	1599513	Manulife Mutual Funds	2019/03/05	New Sale	\$380.00	100.00%	80.00%	\$304.00		
Referral Fee										
CLIENT, TEST	1234567	MANULIFE ONE	2019/03/05		\$22,620.15	100.00%	0.00%	\$1.79		
CLIENT, TEST	7654321	MANULIFE ONE	2019/03/12		\$469,694.80	100.00%	0.00%	\$37.78		
			2019/03/12	Credit Card	\$0.00		0.00%	\$100.00		
Renewal Commission/Trailer Fees										
		BMO Guardian Funds	2019/03/05	Trailer Fee	\$26.86	100.00%	80.00%	\$21.49		
		CIBC	2019/03/05	Trailer Fee	\$360.35	100.00%	80.00%	\$288.28		
		Manulife Investments	2019/03/05	Trailer Fee	\$10.59	100.00%	80.00%	\$8.47		
		Manulife Mutual Funds	2019/03/05	Trailer Fee	\$6,756.40	100.00%	80.00%	\$5,405.12		

Advanced Inquiry and Reporting

The *Advanced Inquiry and Reporting* section allows you to customize reports unique to your needs. Any compensation information reported on your compensation statement can be generated electronically, for any length of period and exported to excel. We highly recommend using this functionality during tax season.

Step 1: Select **Advanced Inquiry and Reporting** from the *Financial* menu.

The screenshot shows the Fasat Manulife interface. On the left is a navigation menu with sections: Audience (Inquiry), Language (English), Currency (Canadian Dollars), Navigate (Codes & Hierarchy, User Preferences, Log Out), Contracting (General Inquiry), Financial (Balance Inquiry, Advanced Inquiry and Reporting, Detailed Activity), and Reporting (Compensation Statements). The 'Advanced Inquiry and Reporting' option is highlighted with a red arrow. The main content area shows a 'Display Hierarchy' tree with the path: Manulife Financial Corporation - Company > CAC - Corporate Accounts Channel - MGA - Channel > Ontario Region - 1111 - Region > Test Company Inc - 12345 - Distributor > Doe, John - 456789 - Advisor. Below the hierarchy is a 'General' information table for the advisor and a 'Financial' information table.

General			
Code	456789	Level	Advisor
FundServ Code	1234-123456		
Name	John Doe	Status	Active
Type	General Agent Broker	Status change date	2011/08/24
Contract date	2011/07/12	Business Phone	(519) 123-4567
Termination date			

Financial			
Payment method	Electronic Funds Transfer	Currency	Canadian Dollars
Cheque name	John Doe		
Business	123 MAIN ST KITCHENER, ON A0A 0A0		

Step 2: Manulife has created several pre-built reports based on common inquiries, which can be altered and re-saved with a different name. Some of the pre-built reports are shown below. Within the *Define Filter* section, ensure your selling code is listed. If you need a different code, select **Codes & Hierarchy** from the *Navigate* menu, select the code of interest and click **Go**, and then re-select **Advanced Inquiry and Reporting**.

Advanced Inquiry and Reporting Bottom ▾

Select Filter: | Filter Options

User Name: John Doe Filters: Default GO

Field	Function	
Company	equal to	
Channel	equal to	
Region	equal to	
Distributor	equal to	M12345ON - 12345 - Distributor
Alternate Office		
Location		
Corporation		
Affiliate		
Selling Code	equal to	123456 - Doe, John
Manulife Securities Code		

Step 2a: To change the date range for the pre-built report, select the drop-down arrow next to **Generation Date**.

Step 2b: Click on the blank space above **equal to**. This will clear the existing date.

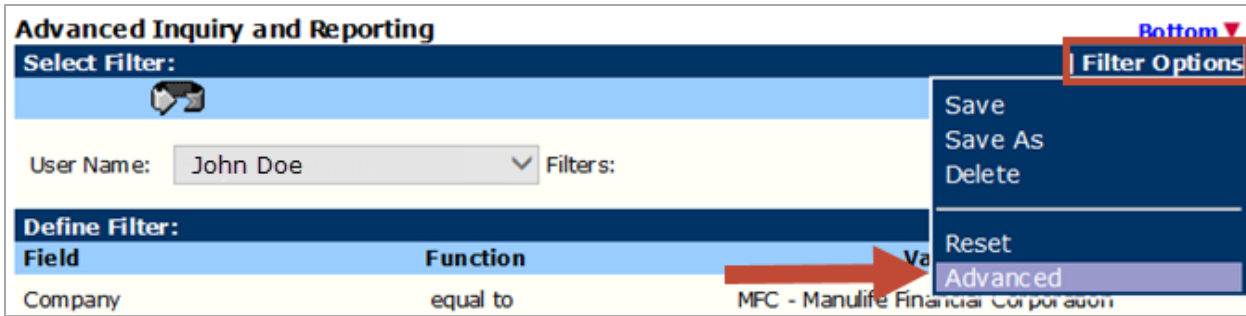
Step 2c: Select the drop-down arrow once more next to **Generation Date** and select **between**.

Step 2d: A calendar window will appear allowing you to input the date range. To pull any commission information, the date format must be **yyyy/mm/dd**.

Advisor First Name	<input type="text"/>	<input type="text"/>
Advisor Last Name	<input type="text"/>	<input type="text"/>
Process Date (yyyy/mm/dd)	equal to	<input type="text"/>
Original Agent	greater than	<input type="text"/>
Policy/Account	less than	<input type="text"/>
Generation Date (yyyy/mm/dd)	not equal to	<input type="text"/>
Policy Holder Name	one of	<input type="text"/>
Basis Amt	not one of	<input type="text"/>
Share	between	2016/01/01 and 2016/12/31
	not between	<input type="text"/>
	abs equal to	<input type="text"/>
	not null	<input type="text"/>
	null	<input type="text"/>

Please note: The steps above are recommended to change the date and should be followed for *FasatWeb* to extract the correct information.

Step 3: To customize your report further and add detail, hover your cursor over *Filter Options* and select **Advanced**.



Advanced Inquiry and Reporting Bottom ▾

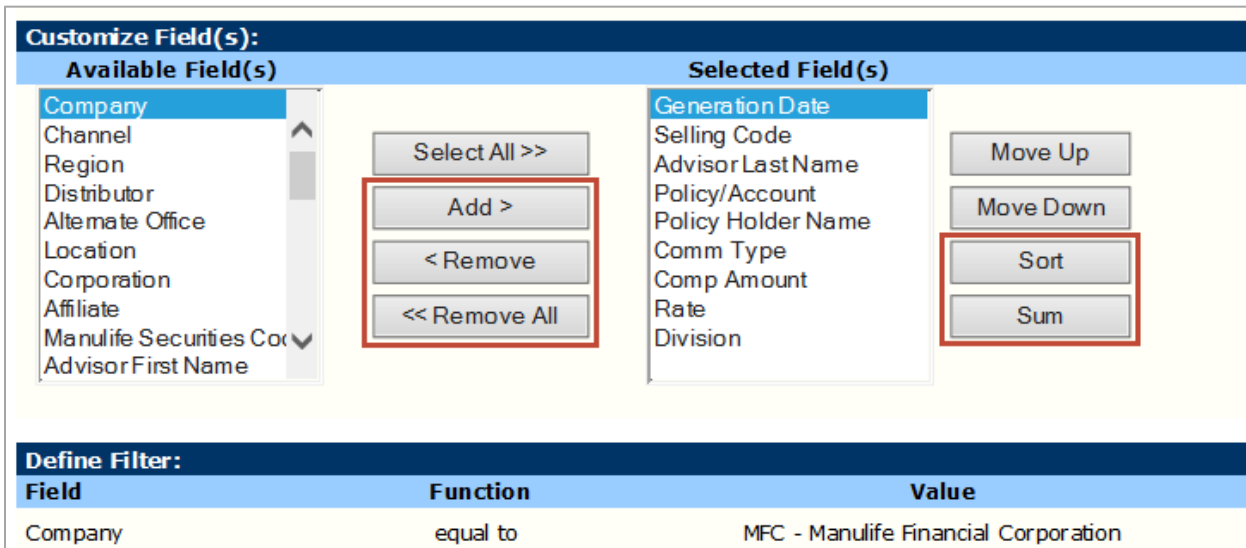
Select Filter: Filter Options

User Name: John Doe Filters:

Define Filter:

Field	Function	Value
Company	equal to	MFC - Manulife Financial Corporation

Step 4: This will open the *Customized Field(s)* section where you can select the fields for your report.



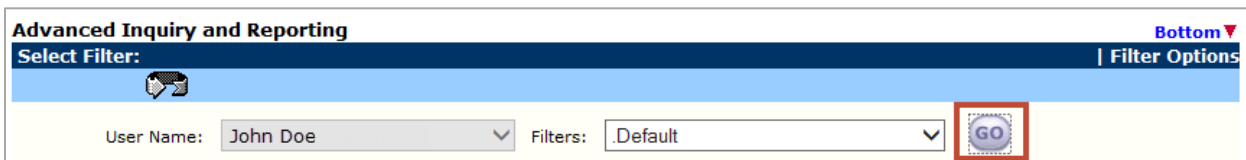
Customize Field(s):

Available Field(s)	Selected Field(s)
Company	Generation Date
Channel	Selling Code
Region	Advisor Last Name
Distributor	Policy/Account
Alternate Office	Policy Holder Name
Location	Comm Type
Corporation	Comp Amount
Affiliate	Rate
Manulife Securities Cor	Division
Advisor First Name	

Define Filter:

Field	Function	Value
Company	equal to	MFC - Manulife Financial Corporation

Step 5: Now that you've customized your report, run the report by selecting **Go**.

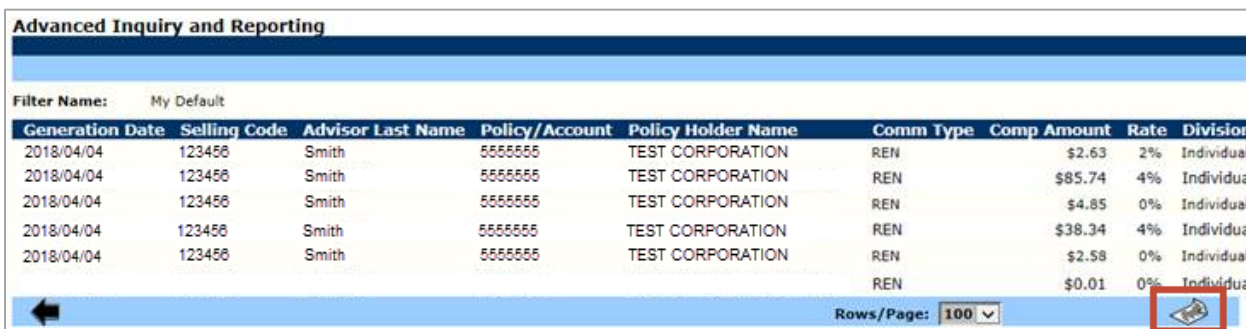


Advanced Inquiry and Reporting Bottom ▾

Select Filter: Filter Options

User Name: John Doe Filters: Default GO

Step 6: Any report that you run in *FasatWeb* can be exported to excel for further analysis by selecting the **paper icon**. A pop-up window will display and select **OK** to run the report.



Advanced Inquiry and Reporting

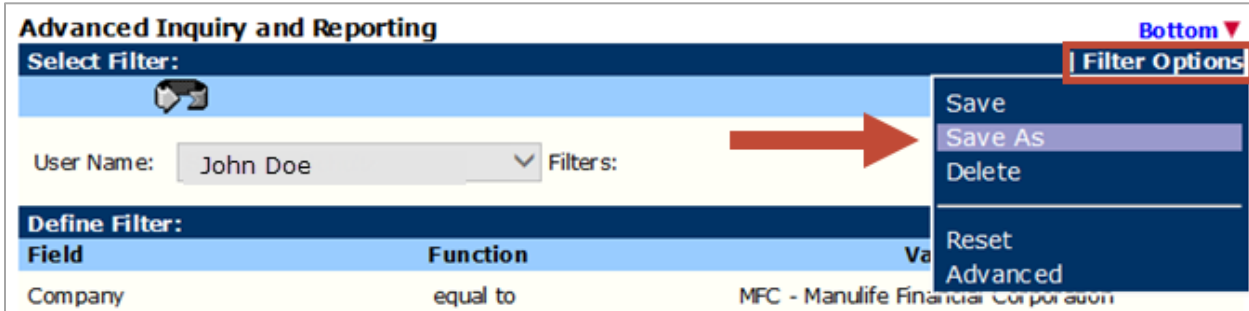
Filter Name: My Default

Generation Date	Selling Code	Advisor Last Name	Policy/Account	Policy Holder Name	Comm Type	Comp Amount	Rate	Division
2018/04/04	123456	Smith	5555555	TEST CORPORATION	REN	\$2.63	2%	Individual
2018/04/04	123456	Smith	5555555	TEST CORPORATION	REN	\$85.74	4%	Individual
2018/04/04	123456	Smith	5555555	TEST CORPORATION	REN	\$4.85	0%	Individual
2018/04/04	123456	Smith	5555555	TEST CORPORATION	REN	\$38.34	4%	Individual
2018/04/04	123456	Smith	5555555	TEST CORPORATION	REN	\$2.58	0%	Individual
2018/04/04	123456	Smith	5555555	TEST CORPORATION	REN	\$0.01	0%	Individual

Rows/Page: 100 Paper Icon

Please Note: Use the black arrows to access previous pages as opposed to your browser arrows.

Step 7: If you've made changes and wish to access this report again, hover your cursor over *Filter Options* and select **Save As** to name your new customized report. Your customized filter will now appear in your Filters drop-down box.



Contact information

If you are contracted with an MGA, please contact your back office for navigational support.

If you are contracted through Advisory Services, please contact the Distributor Contact Centre at comp_mfc@manulife.ca or via phone at 1-800-838-7770.