



HST Agency Management is provided online at eAgentCenter.com. eAgentCenter is used to view commission statements, chargebacks, and other financial reports. **Please make sure to have a valid email address prior to logging in.**

## Logging Into eAgentCenter.com

1. Visit [www.eAgentCenter.com](http://www.eAgentCenter.com). Enter in the Company ID: **HST**. Click OK.

2. Log in.

A. **User ID:** The first initials of your first and last names, followed by the last four digits of your Tax ID on file. This may be your SSN or EIN.

*Example: Jane Doe's Tax ID is 111-22-1234. Her User ID is **JD1234**.*

B. **Password:** Default password is the last 6 digits of your Tax ID or SSN.

*Example: As shown above, Jane's password is **221234**.*

Once you login, you will be asked to change your password.

eAgentCenter.com

Enter Your Company ID

User ID

Password

## Issues Logging In?

**User ID:** If this is the first time you try to login and you do not know your Agent ID or your Tax ID on file, please contact your manager or email [commissions@aplanforeveryone.com](mailto:commissions@aplanforeveryone.com).

**Password:** If you have forgotten your password, click the "Forgot Password" link and your password will be emailed to you.

**Technical issues with website:** For further assistance, click the **Live Support** button on the login screen.

## Checking Commission Statements

<a href="#">Profiles</a>
<a href="#">Statements</a>
<a href="#">Chargebacks</a>
<a href="#">Misc. Charges</a>
<a href="#">Clients</a>
<a href="#">Reports</a>
<a href="#">Form Center</a>
<a href="#">To-Do List</a>

1. Click on **Statements** (in the menu on the left of the page).
2. Select the **Carrier** drop down menu to view the carrier options.
3. Select **New Business Statements** for new business or **Monthly Statements** for renewals.

Carrier

New Business Statements  
 Monthly Statements

4. Click Go.
5. Click the link of the statement you would like to view. Statements are organized by date.

For any other questions or concerns, email [commissions@aplanforeveryone.com](mailto:commissions@aplanforeveryone.com).