

**Monthly Fee Remittance instructions – Completing reports**  
**ALWAYS DUE ON OR BEFORE THE 20<sup>TH</sup> OF EVERY SINGLE MONTH PER YOUR ISM CONTRACT**  
**WITH ICA AGENCY ALLIANCE, INC.**

\*Sign into the NextWeb Management System – siaa4u.net. Click on Reports & Payments. User id and password required for the next screen that appears.

\*When your dashboard/home page appears, click on “Accounting & Remittance” in the upper white bar across the top part of your screen. Then click on “ISM Monthly Fee Remittance” under “Remittance”.

\*Click on the Report Month to the left of your screen and begin inputting your premium volume and commissions.

\*Fill in all premium volumes and gross commissions to the right of your screen, then click next at the bottom.

**Note: You never need to report access plus premium volume or commissions since this is business written through ICA. We have already retained our 35% in which case we will pay you your 65% directly.**

\*Prior Profit Sharing received only applies if you are receiving profit sharing income from carriers outside of our organization (i.e.: Progressive, BTIS, etc.), in which this MUST be reported. **Otherwise, you can disregard and click next. Note: Profit sharing/PMSF within our organization comes to SIAA first, then ICA. This is then paid to ISM’s, which never needs to be reported back to us since ICA has already collected their portion up front.**

\*Wait a few seconds while the system is initializing....then check your report to make sure it is correct before clicking next.

\*When you get to your final screen, type in your name where it says E-signature, type in your NextWeb password, click the box to verify that all information is accurate and complete, then click **Save and Exit**. You are now done!

**Monthly Fee Payments and instructions on the website**

\*Log separately into <http://icaagencyalliance.com>.

\*Click on the orange Member Login tab on the upper right corner of your screen.

\*Type in your username (which is normally your email address) and your password.

\*Once logged in, click on Make Payment in orange to the right of your screen. Fill in your agency information accordingly, scroll down to check the box stating “I Agree to the above terms and conditions”, then click “send”. **Once this is complete, you will immediately receive an email confirmation of your payment.**

\*If you forget your password, you can click the blue area in the middle of the screen to have it reset.