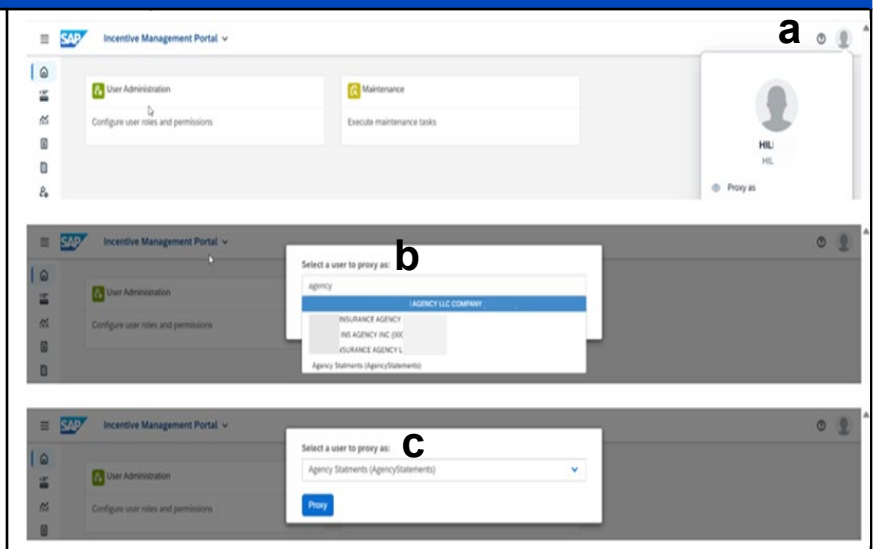
SAP Sales Cloud – Proxy into Agency

You can access compensation statements from the Home screen; but first, you must proxy as the agent/agency whose statements you want to view. This includes yourself.

Step 1

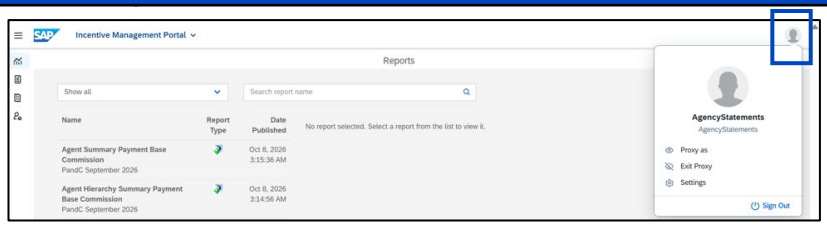
From the Home Screen of SAP:

a. Select the “Profile” icon in the upper right-hand corner of the screen. Select “Proxy as”.
b. The “Select a user to proxy as” dropdown appears. Select the appropriate agency code.
c. Select the “Proxy” button.



Step 2

When you’re finished, select the “Profile” icon again and you can either select “Proxy As” to view another agent/agency or “Exit Proxy” to back out entirely.



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