How to: Manage an Agent
Saskatchewan Blue Cross Broker Travel Portal

1. Log into the Broker Travel Platform and from the Home Page, hover over **Administration** and select **Agent Management.** The Administration – Agent Management screen will appear.

2. Enter the Agent details you wish to modify.
   a. Enter the Agent Code in the **Agent Code**: field; or
   b. Enter the Agent's First Name in the **First Name:** field; or
   c. Enter the Agent's Last Name in the **Last Name:** field; or
   d. Enter the Agent's email in the **Email:** field

3. Click the **Search** button. All corresponding Agents will appear in a list.

4. Select the Agent you wish to manage and:
   a. Click the **Modify User** icon to modify Agent details and make any corresponding changes required to the Agent; or
   b. Click the **Remove User** icon to remove the Agent from the Broker Travel Platform completely

5. Click the **Save User** button to apply the changes.