

View Prior Term Transactions

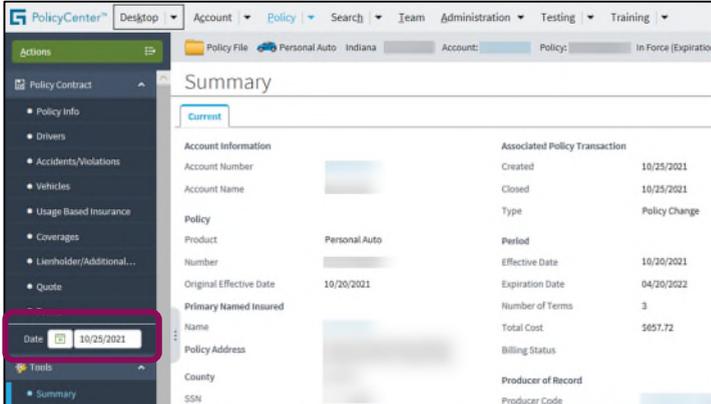


Description

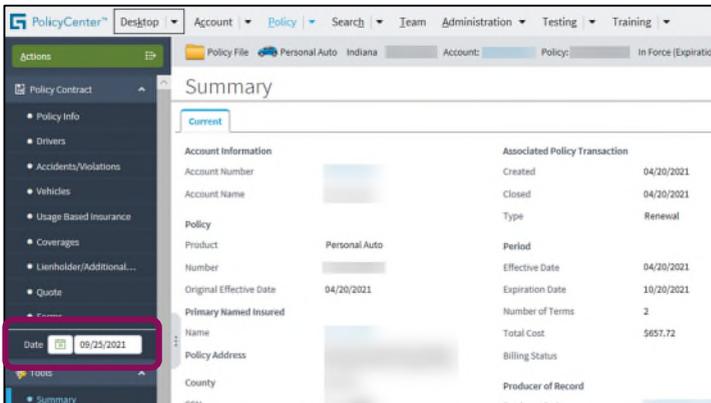
This job aid reviews how to view transactions effective the prior term.

To complete a transaction effective the prior term, use the **How to Enter a Prior Term Change** job aid for instructions.

Step 1

Action	Screen
<p>On the “Summary” screen:</p> <ul style="list-style-type: none"> Update the “Date” field to the appropriate date. <p>Note: The “Date” field is used to view the policy as it was on the date it was entered. This policy is in its third term.</p>	

Step 2

Action	Screen
<p>All information will revert automatically to the date entered. Review the specific screens to show information on the date specified.</p> <p>Note: If you need to make a change to a prior term, refer to the How to Enter a Prior Term Change job aid.</p>	

By accepting a copy of these materials:

- I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries (“Nationwide”); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.
- I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide’s prior written consent.
- I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.
- I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.