

# Nationwide Insurance Download Registration for Carriers

## Agent Center: AMS Download & Registration



### Step 1

#### Action

Within Agent Center, choose the **Agency** tab and select **Administration** in the **USER & AGENCY MAINTENANCE** column.

**ONLY** Agent Center Agency Administrators currently have access to the following pages.

If the agency is unsure who is listed as an Agency Administrator or needs to add or update access the agency should contact the **Nationwide Help Desk (1-888-667-3866)**.

This process should be completed for **ALL** agency codes.

#### Screen

### Step 2 and 3

#### Action

The **Download preferences** page will display.

Validate the **Agency number** field, in the **Agency Information** section,

Select the '**Create/Update agency or management system information, preference options or clone preferences to another agency**' radio button.

Click **Continue**.

#### Screen

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## Step 4

### Action

### Screen

Validate/Update the **Contact Information** fields, in the **Agency download information** section.

Choose **Initial Download Start Date**.



**Hint:** **[Existing User]** The **Initial Download start date** does NOT need to be updated.

Select the **Management system** and **Product**.

Enter the agency's **IVANS Y account**, **IVANS agency mailbox** information.



**Hint:** If an IVANS account is needed, contact the **Nationwide Help Desk (1-888-667-3866)** and provide the agency name/address/phone number, agency contact name/email/phone, and which agency management system the agency contracted with. An account will be created for the agency.

Select the appropriate check boxes for each of the available download types for the AMS selected in the **Preference options**.

Click **Create partner download**.



**Hint:** **[Existing User]** If the agency is switching agency management systems, update the **Management system** and **Product** drop downs in the **Management system information** section. This will impact download type selections and may require them to be updated.

Click **Update partner download**.

Once completed a **success** message will be presented.

Click **Close** to close page.

#### Agency download information

Contact name
  Contact phone number
  Contact email address

Initial Download Date 
 Download end date (optional)

(no weekends or holidays) (no weekends or holidays)

**Management system information**

Management system
  Product

IVANS Y account 
 IVANS agency mailbox

IVANS 110 machine (optional) 
 IVANS participant code (optional)

NW Mailbox

#### Preference options

**Personal lines (optional)**

☐ Select all  
☐ PL Policy Downloads  
☐ Claims Download  
☐ Commissions Download  
☐ PL eDocuments - Dec Pages  
☐ PL eDocuments - ID Cards  
☐ Messages - Service Center / Internet  
☐ Messages - Activity & Underwriting Notes  
☐ Messages - Billing Alerts  
☐ Messages - Claims FNOL  
☐ Messages - Telematics

**Commercial lines (optional)**

☐ Select all  
☐ CL Policy Downloads  
☐ Claims Download  
☐ Commissions Download  
☐ CL eDocuments - Audit  
☐ CL eDocuments - Dec Pages & ID Cards  
☐ eDocuments - Surety Bond  
☐ Messages - Service Center / Internet  
☐ Messages - Billing Alerts  
☐ Messages - Claims FNOL

#### Real Time Download

*"By selecting these checkboxes, downloads will be delivered throughout the day"*

☐ Select all  
☐ Claims Download Realtime  
☐ Messages - Activity & Underwriting Notes Realtime  
☐ Messages - Claims FNOL Realtime  
☐ Messages - Service Center / Internet Realtime  
☐ Messages - Telematics Realtime

Cancel

Create partner download

Cancel



Existing User Button

Update partner download



Update preferences successful

The update of Download Preferences for agency AIS TEST AGENT-ALL TEST UPDATE (29900) was successful.

Close

## Agent Support and Questions for Carrier Download



Agency Admins can activate carrier downloads by updating Download Preferences in the Agency Profile on Agent Center.

For further assistance, contact [carrierdownload@nationwide.com](mailto:carrierdownload@nationwide.com).

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