

Nationwide Insurance Download Registration for Carriers

Agent Center: AMS Download & Registration



In addition to configuring the agency's Mailbox account (IVANS/Nationwide) in the agency management system, download preferences and settings need to be recorded at Nationwide so that policy activity and other transactions can be transmitted properly.











Step 1

Action	Screen
<p>Within Agent Center, choose the Agency tab and select AMS download & registration.</p> <div><p>ONLY Agent Center Agency Administrators currently have access to the following pages.</p><p>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).</p><p>This process should be completed for ALL agency codes.</p></div>	

Step 2 and 3

Action	Screen
<p>The Download preferences page will display.</p> <p>Validate the Agency number field, in the Agency Information section,</p> <p>Select the 'Create/Update agency or management system information, preference options or clone preferences to another agency' radio button.</p> <p>Select Continue.</p>	

Step 4

Action	Screen
<p>Validate/Update the Contact Information fields, in the Agency download information section.</p> <p>Choose Download Start Date.</p> <p> Hint:[Existing User] The Download start date does NOT need to be updated.</p> <p>Select the Management system and Product.</p> <p>Enter the agency's IVANS Y account, IVANS agency mailbox & IVANS 110 machine information.</p> <p> 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.</p> <p>Select the appropriate check boxes for each of the available download types for the AMS selected in the Preference options.</p> <p>Select Create partner download.</p> <p> 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.</p> <p>Select Update partner download.</p> <p>Once completed a success message will be presented.</p> <p>Select Close to close page.</p>	<div><div>Agency download information</div><div><div>Contact name</div><div>Contact phone number</div><div>Contact email address</div></div><div><div>Download start date </div><div>Download end date (optional) </div></div><div><div>Management system information</div><div><div>Management system</div><div>Product</div></div><div><div>IVANS Y account </div><div>IVANS agency mailbox </div></div><div><div>IVANS 110 machine (optional) </div></div><div><div>Preference options </div><div><div>Personal lines (optional)</div><div>Commercial lines (optional)</div></div></div><div><div>Cancel</div><div>Create partner download</div></div></div><div><div>Existing User Button</div><div><div>Cancel</div><div></div><div>Update partner download</div></div></div><div><div>Update preferences successful</div><div>The update of Download Preferences for agency AIS TEST AGENT-ALL TEST UPDATE (29900) was successful.</div><div>Close</div></div></div>

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By accepting a copy of these materials:

- (1) 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.
- (2) 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.
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- (4) 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.