

# Add a Line of Business in Agent Center Workspace



**Nationwide®**

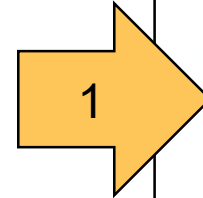
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# Add a Line of Business in Agent Center Workspace



1. Begin on Agent Center Workspace. Hover over the Commercial & Agribusiness tab and click **My Accounts**.



Contact us | Products | Client summary Technology support | Help

**Nationwide®**

Personal **Commercial & Agribusiness** Billing & Claims Agency Learning Center

POLICY	START A QUOTE	RETRIEVE A QUOTE	TOOLS
<a href="#">My accounts</a>	Commercial & agribusiness quote	Retrieve a commercial quote	Appetite guide
<a href="#">View a policy</a>	NBS brokerage quote	Retrieve NBS brokerage quote	eSignature
<a href="#">Change a policy</a>	Surety & fidelity bond quote	Retrieve a surety & fidelity bond quote	Document Uploads (DocVault)
<a href="#">Print policy docs</a>			Commercial buildings & structures estimator
<a href="#">Certificate of insurance</a>			Farm residence estimator
<a href="#">Cancel a policy</a>			Underwriting & product manuals (reference connect)

# Add a Line of Business in Agent Center Workspace



- 2. Search for your account. In this example we search for the account using the Account Number criteria. Click **Filter**; this will narrow your search results.

Search Results

Refine List

Quoted Accounts

Current Accounts

Comm/Farm Account Number

3501611111

Comm/Farm Account Type

All

Applicant Name Contains

City

State

ZIP Code

Select S

Date Selection

Range

Specific Date

From Date

To Date

Filter

Reset

Search results for your accounts (includes all lines of business).

Click on any sortable column heading to sort the results.

Search results are for Current Accounts not in Pending Status.

Viewing 1-20 of 24487

1

2

3

...

1225

Next

Applicant Name	Comm/Farm Account Number	Account Effective Date	Status	Premium	Agency Number	Actions
						Actions
						Actions
						Actions
						Actions
						Actions
						Actions
						Actions
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# Add a Line of Business in Agent Center Workspace



3. Click the **Actions** drop-down and then select **Add Line of Business**.

Quoted Accounts

Current Accounts

Search results for your accounts (includes all lines of business).

- Click on any sortable column heading to sort the results.
- All search results are for Current Accounts not in Pending Status.

Viewing 1-1 of 1

Applicant Name ▴ ▾	Comm/Farm Account Number ▴ ▾	Account Effective Date ▾	Status ▴ ▾	Premium ▴ ▾	Agency Number ▴ ▾	Actions
Tuesday Test	ACP 3501611111	12/01/2021		\$6,798.00	00 00	Actions ▾

3

Add Line of Business

Amendment

Cancellation

DocVault

Start e-Signature

View Billing Account

View Policy Print

# Add a Line of Business in Agent Center Workspace



4. You will be directed into ClearQuote. Click Product Selection to add the Line of Business, and quote as usual.

NOTE: For non-CLT accounts you will be directed to Agent Center.

Nationwide® Tuesday Test Hide Optional Fields On Off

ACCOUNT SETUP Please add products or service policies.

ACCOUNT - ADD PRODUCTS Account Questions

Business Details  
Tuesday Test  
Des Moines, IA 50310-3908  
Account# ACP 35016

Issued Policies

WORKERS COMPENSATION  
ACP WC0135016;  
12/01/2021-12/01/2022

COMMERCIAL AUTO  
ACP BA0135016  
12/01/2021-12/01/2022

Service Policies

Account Details

Coverage State Selection \* Iowa +

Policy Effective Date \* 12/01/2021 - 12/01/2022

Product Selection

Save & Exit Next