

How to Make Changes in Agency Sweep Account Agent Center: Licensing



Step 1

Action	Screen
Within Agent Center, choose the Agency tab and select Licensing maintenance .	

Step 2 and 3

Action	Screen
<p>Within the Agency section, select Update agency bank account information.</p> <p>The agency admin will fill out the PowerForm Signer Information and click Begin Signing button.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>! This form is for Premium Sweep accounts only. Any updates for the Compensation bank account (for commissions, etc.) need to be done through the Commission SAP Sales Cloud website.</p> </div>	

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Step 4

Action

Read the **Electronic Record and Signature Disclosure** and click “I agree to use electronic records and signatures.”

Click **Continue**.

Screen

Step 5

On the DocuSign site, complete the **Agency Banking Authorization** Form fields and be sure to select the **Change** box.

You will need:

- Name as it appears on the Bank Account
- Name of Financial Institution
- Bank/Credit Union ABA#
- Account Number

Copy of a voided check (optional)

Screen

Electronically sign the application by clicking the Sign button. Attach a voided deposit slip or voided check (optional).

Click **Finish**.

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Step 7 Optional

Action	Screen
<p>If updates for Compensation bank accounts need to be done, they must be done through the Commission SAP Sales Cloud website.</p> <p>The link to that site is for Admins only and can be found in Agency>Reports>Commissions and Bonuses. (If you are not an Admin you will not see this in the Agency dropdown.)</p>	<p>The screenshot shows the Nationwide Agency Center interface. At the top, there is a navigation bar with the Nationwide logo and several tabs: Personal, Commercial & Agribusiness, Private Client, Billing & Claims, Agency, and Learning Center. The 'Agency' tab is highlighted with a green box. Below the navigation bar, there is a grid of links organized into five columns: USER & AGENCY MAINTENANCE, REPORTS, TECHNOLOGY, MARKETING, and PROGRAMS. In the REPORTS column, the 'Commissions & bonuses' link is highlighted with a green box.</p>

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