



# Agency Profile in Agent Center

## Description

This job aid describes the steps to access the Agency Profile in Agent Center and some guidelines regarding its use.

**Important Notes:** Here are some reminders and guidelines regarding the Agency Profile:

- **Agency Profile** is a centralized location for an Agent Center administrator to update information and preferences for the agency.
- **The Agency contact information** will allow you to update the mailing, office, phone number, and email address for your agency and guide you through the additional place at Nationwide where they may need changed.
- **Updating your phone number here has downstream impacts.** This number will appear on customer bills, Dec pages and ID cards (unless print number is changed in Policy Center per producer code). This is also the number Nationwide will use to contact your agency.
- The Bank Accounts section provides instructions for updating your agency sweep and commissions/bonus bank accounts.
- The Appointments Requests section provides details on how new producers and appointments can be added. It also links out to the Producer Profile page where you will see a list of your producers, can terminate a producer, and update producer contact information.
- The Commercial/Ag and Personal Lines preference sections allow you to adjust your agency's settings for receiving policy activity notifications, CL/Ag refund check preference, and updating your PL SA360 preferences.



Step 1

Action	Screen
<p>From the Agent Center Workspace:</p> <ul style="list-style-type: none"><li>Select the “Agency” tab from the top menu.</li></ul>	

Step 2

Action	Screen
<p>From the “User &amp; Agency Maintenance” section:</p> <ul style="list-style-type: none"><li>Select “Agency profile”.</li></ul>	

Step 3

Action	Screen
<p>On the “Agency profile” screen:</p> <ul style="list-style-type: none"><li>Select “Agency contact information”.</li></ul>	



Step 4

Action	Screen
<p>On the “Agency contact information” screen:</p> <ul style="list-style-type: none"><li>• Make any desired updates to the contact information and preferences for your agency.</li><li>• Select the “Save contact changes” button.</li></ul>	

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.

(3) 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.

(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.