

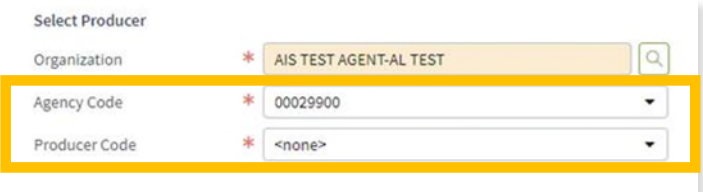
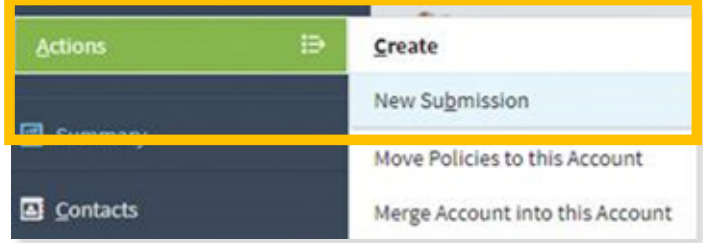
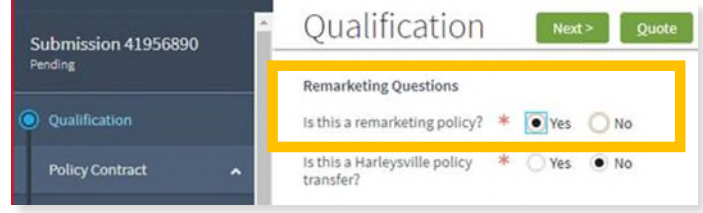
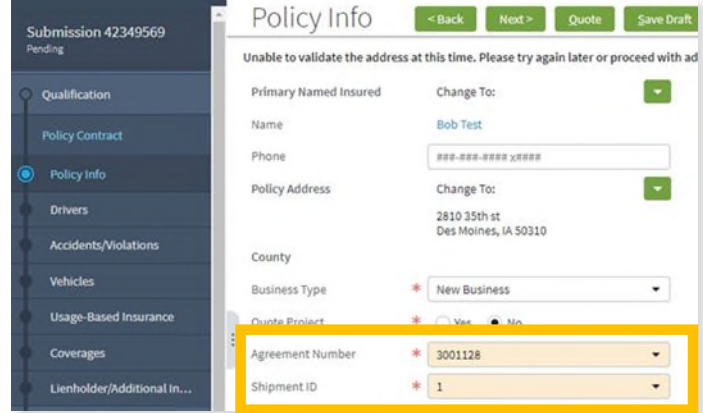


Personal Lines Transfer PolicyCenter Self Key Job

Description:

This job aid walks through the steps required to complete the Agent Self-Key process for a quote in PolicyCenter. It is intended for agencies with a pre-approved Transfer agreement with Nationwide.

Step	Action	Screen
1	<p>Login to Agent Center.</p> <p>On the Home screen, select 'Start a Quote'.</p>	
2	<p>On the next screen, choose 'Auto, condo, dwelling fire, home, boat, motorcycle, rv, and umbrella'.</p> <p>From the pop-up window, select PolicyCenter.</p>	
3	<p>In PolicyCenter, search for the customer by entering customer information. First and Last name are minimum requirements.</p> <p>If a customer is not found, click Create a New Account.</p> <p>Enter the customer's name, address, DOB, marital status, and gender. Next, select the Agency Code and Producer.</p>	

4	Be sure to select the new Transfer Agency Code and new Producer Code associated with the Transfer.	
5	Once the account is created, click Actions . Under Create , click New Submission .	
6	The first screen is Qualification . Select Yes to the question, "Is this a Remarketing policy?"	
7	On the Policy Info screen, select the Agreement Number and Shipment ID assigned to you by the Transfer team.	

Questions?

- For questions and support with **Agent Self Key** and **My Remarketing** in PolicyCenter, contact your Transfer Specialist or Transfer Consultant.