Administrator – Add or Edit User Access to Agency Codes

Description

Agent Center

This job aid reviews how Multi Admin Administrators can add or edit users to codes in Agent Center.

Administrators have several options when adding or editing users to agency codes in Agent Center.

Select the appropriate link to advance to the desired procedure:

- Add a New User to the Main Agency Code Only
- Add a New User to the Agency Main Code and/or Sub-code(s)
- Give Existing User Access to Additional Codes

Add a New User to the Main Agency Code Only

Step 1 Action Screen From Agent Center Workspace: Contact us | Products Technology support | Help Select the "Agency" tab. Nationwide 8 Personal Commercial & Agribusiness Private Client Billing & Clair Agency rning Center Under the "User & Agency Maintenance section: TECHNOLOGY USER & AGENCY MAINTENANCE REPORTS MARKETING PROGRAMS Agency production Commercial comparative Elite partner Nationwide agent brand auidelines Select "Agent Center administration". Awards & recognition Personal comparative Nationwide marketing Agency profile Commissions & AMS download & registration Download info Social media marketing PL service metrics Step 2 Action Screen On the "Agent Center Administration" Agent Center Admi screen, from the "Manage Users" tab: Natio Select "Add User". First Name Lost North User IC ude Archived Users

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Add or Edit User Access to Agency Codes **Agent Center**



Add a New User to the Main Agency Code and/or Sub-code(s)

Step 1

Action	Screen
On the "Agent Center Administration" screen, from the "Manage Users" tab:	Agent Center Administration 1 Help Close
 Select the desired agency from the drop-down list. 	Agency At Name User ID
 Select the "Add User" button. 	

Step 2

Action			Scree	en		
On the "Add User" screen:						
	Add User				×	
 Select the sub-code(s) to which you 	Agencies				^	
want the user to have access.	Search					
	Associate	Agency Number	Agency Name	Main Agency?	Agency Admin?	
	Select All/None	3	1	0	□ ^	
If you want the new user to		3	1	0		
have access to all "subcodes"	V	3	1	0		
that the agency is associated		3	1	0		
with, select the checkbox	N	3	1	0		
directly under the "Associate"		3	t	0		
column ("Select All/None").		3	1	0		
		3	1	0		
This will select all the codes		3	1	0		
and will associate that user to		3	I	0		
all codes listed.	V	3	1	0		
		3	1	0	· · ·	
					Cancel	
 Select the "Submit" button. 						

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Add or Edit User Access to Agency Codes Agent Center



Give Existing User Access to Additional Agency Codes

Step 1

Action		Screen
 From the "Manage Users" screen: Conduct a search for the user you want to edit by entering the search criteria and selecting "Search". Select the "Edit" icon (pencil) for the user you wish to edit. 	Agent Center Administration Nationwide' Manage Users Producer Audt Agency Al Agences Include Arshived Users Clear Results First Name Mt Last Name User ID Agency	Hep Close
Step 2		
Action		Screen
 On the "Edit User" screen: Select the code(s) to which you want the user to have access. You may select as many of the codes in the list as you want. 	Edit User Agencies Search Agency Agency Number	Agency Name Main Agency?
 Select "Submit". 		

If a user requires access to additional codes and you do not select those codes here, that user will not be granted access to them.

Agency	Agency Number	Agency Name	Main Agency?		
	6000 C	KALL BURGER STOP	۲		
	60000	Report Manager (1975)	0		
	eres	NAMES ADDRESS OF TAXABLE	0		
	61100	RALLY MORENCE OF CO.	0		
	6.000	NAMES ADDRESS OF OPPOSIT	0		
	and it.	Address over succession.	0		
First Name:	Middle Name:	*Last Name:			
and the second sec		maine.			

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