

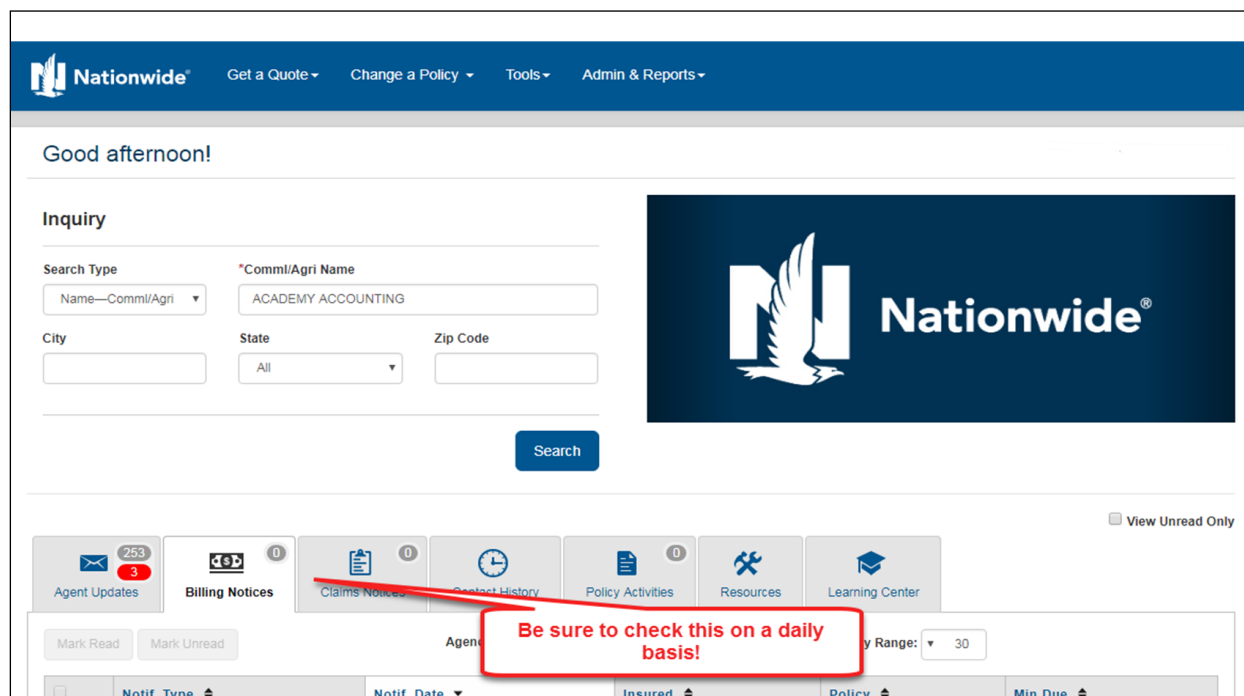
# Billing Notifications

## Notifications - Billing Tab

It's essential that someone in your office checks the BILLING tab on the Agent Center Homepage on a daily basis. This tab allows you to see cancellations, reinstatements and notices or non-payment.

Actual cancellation and reinstatement transactions will appear in your policy transaction history, and if you are registered for policy downloads, these transactions will download into your agency management system.

Notices of Non-Payment do not download into all agency management systems. Nationwide mails this notice to the client, but a copy is not mailed or emailed to the agency. The only way the agency is notified of a non-payment is through the billing notifications on the homepage. This alert will show you when the letter was sent to the customer, but in order to obtain an actual copy of the memo, you will need to contact the Commercial Lines Service Center.



The screenshot shows the Nationwide Agent Center homepage. At the top, there's a navigation bar with links: Get a Quote, Change a Policy, Tools, and Admin & Reports. Below this, a greeting says "Good afternoon!". The main section is titled "Inquiry" and contains search filters for Name—Comm/Agri, \*Comm/Agri Name (ACADEMY ACCOUNTING), City, State (All), and Zip Code. A "Search" button is at the bottom of the filters. To the right of the search filters is a large Nationwide logo. Below the search section, there's a row of navigation tabs: Agent Updates (253), Billing Notices (0), Claims Notices (0), Contact History, Policy Activities, Resources, and Learning Center. The "Billing Notices" tab is highlighted with a red box, and a red callout box with the text "Be sure to check this on a daily basis!" points to it. Below the tabs, there's a "View Unread Only" checkbox and a "Mark Read" / "Mark Unread" button. At the bottom, there's a table with columns: Notif. Type, Notif. Date, Insured, Policy, and Min. Due.