



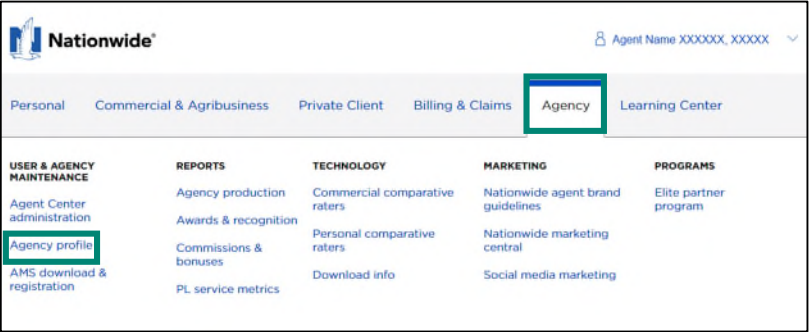
Add a Non-Resident Producer

Agent Center – Personal Lines Only

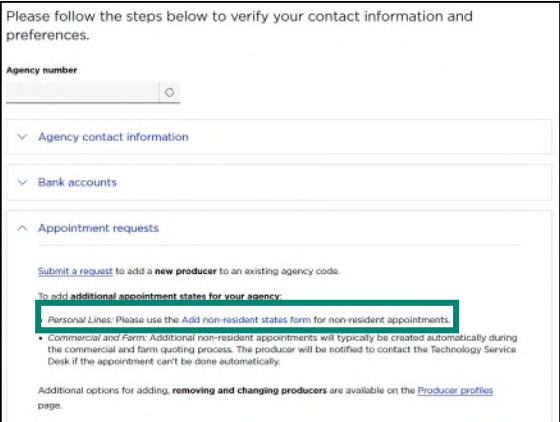
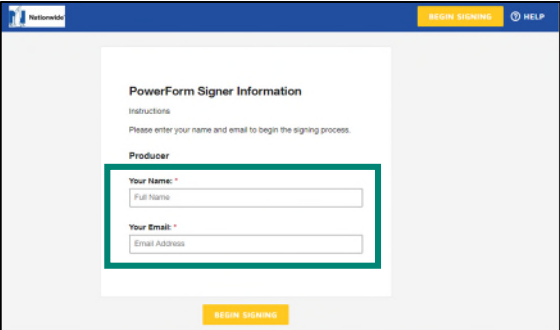
If you and the agency are licensed in your resident state and have a non-resident license in good standing in a different state, Licensing can add the non-resident appointment! The process usually takes 3-5 business days.

Note: These actions can only be performed by an Agent Center Administrator.

Step 1

Action	Screen
From Agent Center, choose the “Agency” tab and select “Agency Profile”.	

Step 2

Action	Screen
Within the “Appointment requests” section of Agency Profile, select “Add non-resident states form” link.	
Proceed to the DocuSign PowerForm Signer Application. Enter your name and email to begin the signing process.	

Add a Non-Resident Producer

Agent Center – Personal Lines Only

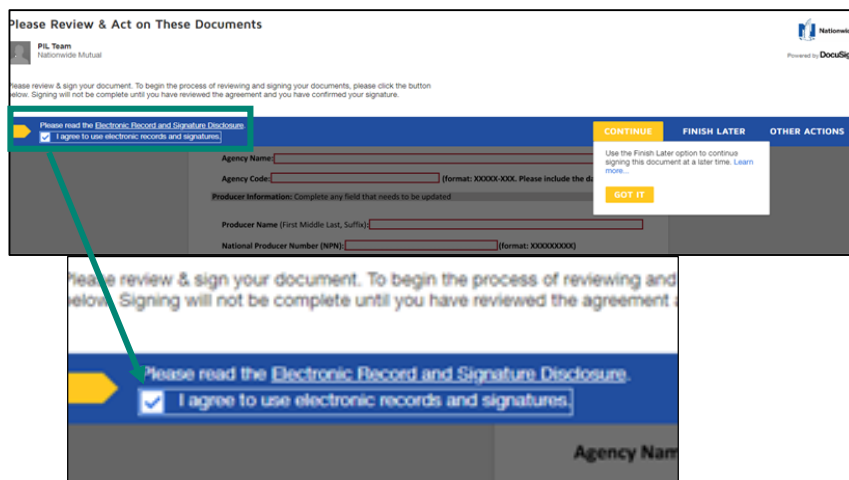
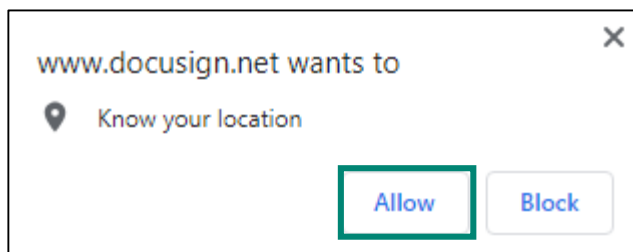
Step 3

Action

Select “Allow” if you get this screen.

Select the “I agree” box and continue.

Screen



Step 4

Action

Complete the necessary information.

Screen

DocuSign Envelope ID: 68BFA529-A56A-4970-88D8-45CD72D95E3

Independent Agent Licensing Work Request Form Adding Non-Resident Appointments

Please allow 3 business days for completion on all requests.
FORM MUST BE FILLED OUT AND SUBMITTED VIA DOCUSIGN, NO PRINTED or FAXED FORMS WILL BE ACCEPTED

Please note: Producer must hold a Non-Resident State License(s) prior to submitting this request.

Agency Information: Complete any field that needs to be updated

Agency Name:

Agency Code: (format: XXXXX-XXX. Please include the dash)

Producer Information: Complete any field that needs to be updated

Producer Name (First Middle Last, Suffix):

National Producer Number (NPN): (format: XXXXXXXXXX)

**To select product types and states, click inside the check boxes.
You may select more than one product type and state.**

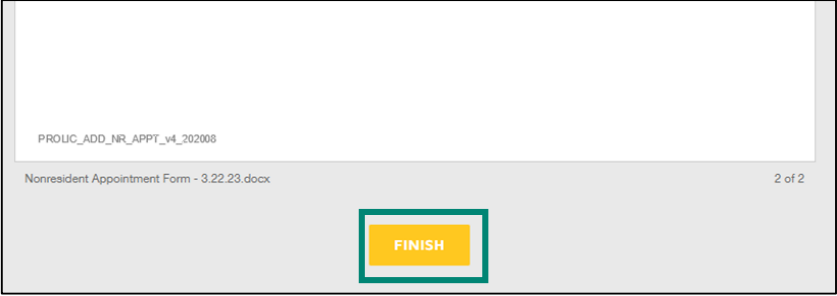
Products:

All Products	<input type="checkbox"/>	Commercial Lines	<input type="checkbox"/>
Personal Lines	<input type="checkbox"/>	Farm Lines	<input type="checkbox"/>

State (s):

Alabama	<input type="checkbox"/>	Nebraska	<input type="checkbox"/>
Arizona	<input type="checkbox"/>	Nevada	<input type="checkbox"/>
Arkansas	<input type="checkbox"/>	New Hampshire	<input type="checkbox"/>
Colorado	<input type="checkbox"/>	New Mexico	<input type="checkbox"/>
Connecticut	<input type="checkbox"/>	North Carolina	<input type="checkbox"/>
Delaware	<input type="checkbox"/>	North Dakota	<input type="checkbox"/>

Step 5

Action	Screen
<p>Select “Finish” button to submit.</p> <p>Once submitted, the process usually takes 3-5 business days.</p>	

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.