

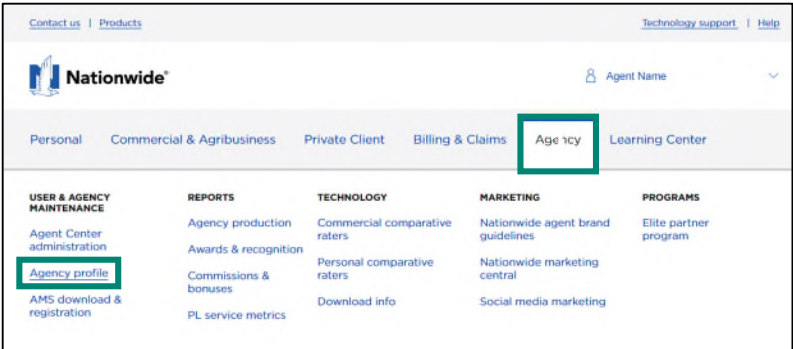
# Add a New Producer

## Agent and Producer Actions

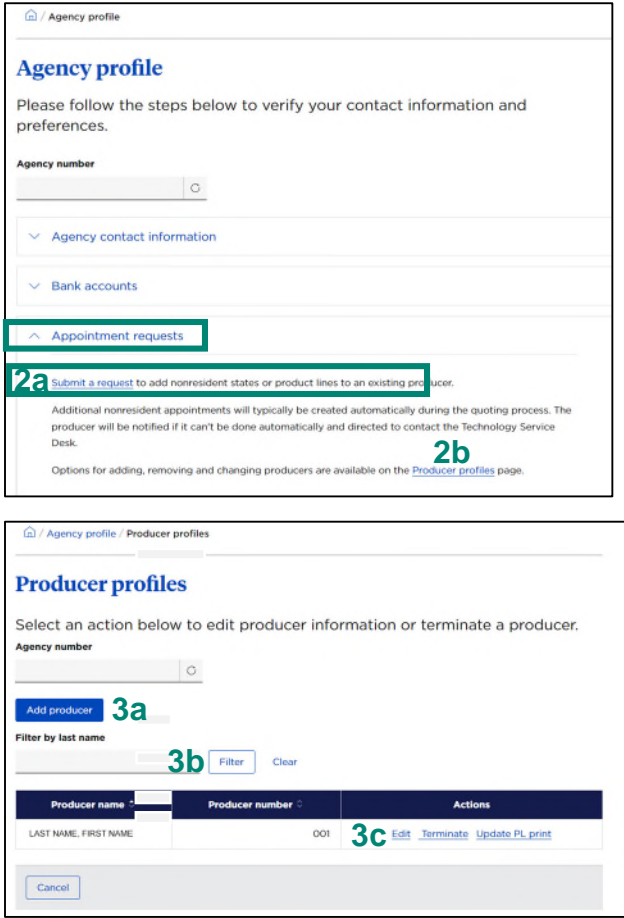
Start with Part 1: Agent Actions (below) or go directly to [Part 2: Producer Actions](#)

### Part 1: Agent Actions

#### Step 1

Action	Screen
Within Agent Center, choose the <b>Agency</b> tab and select <b>Agency profile</b> .	

#### Steps 2 and 3

Action	Screen
<p>Within the <b>Appointment requests</b> section of <b>Agency profile</b>, you can:</p> <p>2.</p> <p>a. Use the <b>Submit a request</b> link to add nonresident states or product lines to an existing producer.</p> <p>OR</p> <p>b. Link to the <b>Producer profiles</b> page to add, remove and change producers.</p> <p>From <b>Producer profiles</b> you can:</p> <p>3.</p> <p>a. Add a producer by select the <b>Add producer</b> button.</p> <p>OR</p> <p>b. Find a producer by filtering by last name and selecting the <b>Filter</b> button.</p> <p>c. From the filtered list, select the appropriate action to take. The choices are: <b>Edit</b>, <b>Terminate</b> or <b>Update PL print</b>.</p>	

# Add a New Producer (2 of 8)

## Part 1: Agent Actions



### Steps 4 - 6

Action	Screen
<p>You will add new producers using this process as well as update non-resident appointment requests.</p> <ol style="list-style-type: none"><li>Input all personal producer information</li><li>Select <b>Resident state</b> and <b>Non-resident state*</b> (if applicable).</li><li>Select <b>Lines of Business</b>.</li></ol> <p>*PL Restricted non-resident states are not included in the drop-down list</p>	

### Step 7

Action	Screen
<p>In the <b>Add new agency</b> section, click on the <b>Select agency codes</b> drop-down arrow.</p> <p>Scroll to select all agency codes that the new producer will be added to.</p> <p>With all agency codes selected, select the <b>Add Selected Agency Codes</b> button.</p>	

### Step 8

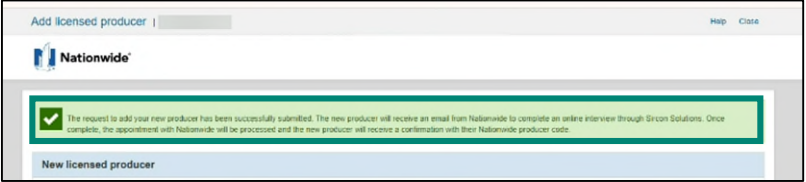
Action	Screen
<p>For agency codes that do not appear in the drop-down list, click the <b>Click here</b> link located next to the question icon. ?</p>	

# Add a New Producer (3 of 8)

## Part 1: Agent Actions

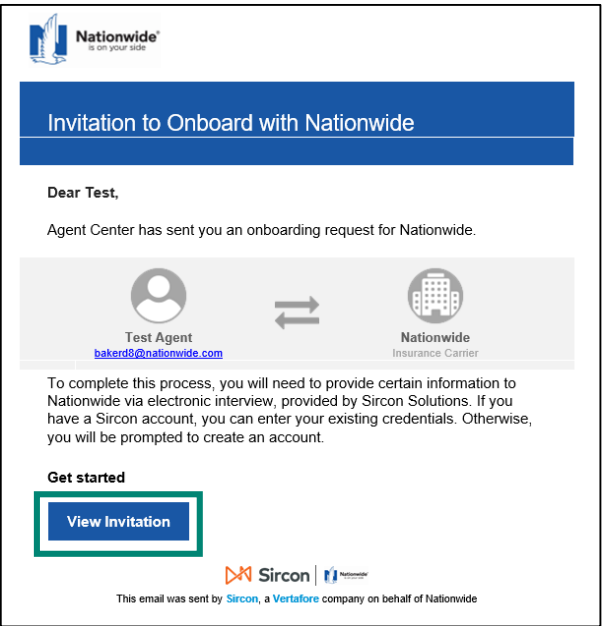


### Step 9

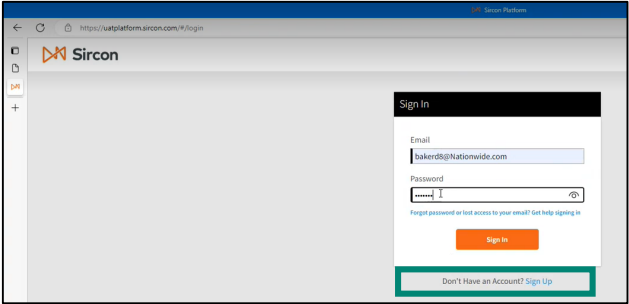
Action	Screen
<p>A success screen will appear with a green check stating your submission was successful.</p> <p>The new producer will receive a link to complete and submit to our Licensing team to fully process their appointment once completed/updated.</p> <p>Please share <b>Part 2: Producer Actions</b> of this document with your producer.</p>	

Part 2: Producer Actions

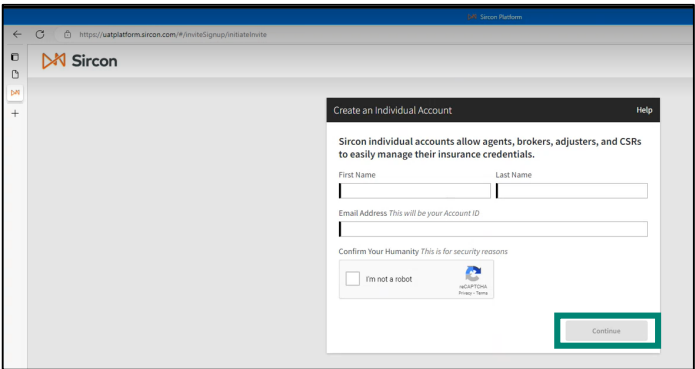
Step 1

Action	Screen
<p>Producer will receive email from Nationwide to complete online interview through Sircon.</p> <p>Producer will select the <b>View Invitation</b> button to begin the online interview process.</p>	 <p>The screenshot shows an email from Nationwide with the subject 'Invitation to Onboard with Nationwide'. It addresses 'Dear Test,' and states 'Agent Center has sent you an onboarding request for Nationwide.' Below this is a diagram showing a 'Test Agent' (bakerd8@nationwide.com) and 'Nationwide Insurance Carrier' connected by a double-headed arrow. The text explains that to complete the process, the user needs to provide information via an electronic interview. It offers the option to use existing Sircon credentials or create a new account. A 'Get started' section contains a 'View Invitation' button, which is highlighted with a green box. At the bottom, it says 'This email was sent by Sircon, a Vertafore company on behalf of Nationwide'.</p>

Step 2

Action	Screen
<p>Producer will need to sign into their Sircon account, using email and password.</p> <p>If a producer does not have a Sircon account, please select the “Sign Up” text link.</p>	 <p>The screenshot shows the Sircon Sign In page. It has fields for 'Email' (filled with bakerd8@Nationwide.com) and 'Password'. There is a 'Sign In' button and a link for 'Forgot password or lost access to your email? Get help signing in'. At the bottom, there is a link 'Don't Have an Account? Sign Up', which is highlighted with a green box.</p>

Step 3

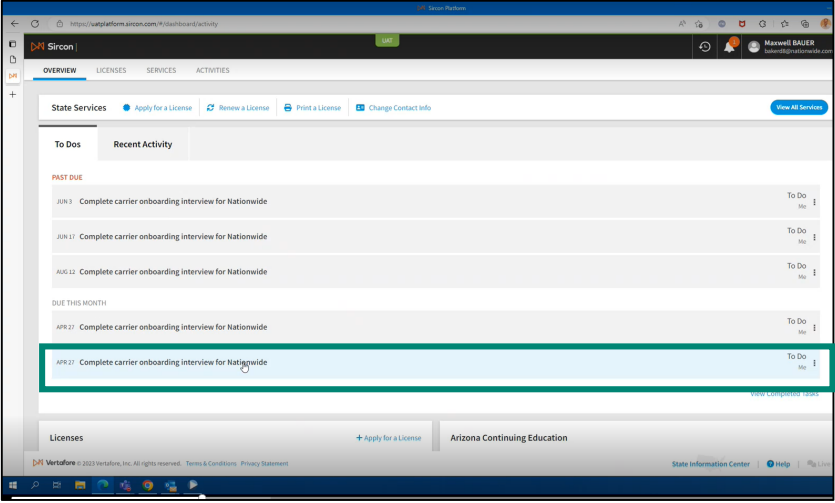
Action	Screen
<p>To create a Sircon account, enter <b>First</b> and <b>Last Name</b> and <b>Email address</b>.</p> <p>Click on the <b>Continue</b> button.</p>	 <p>The screenshot shows the Sircon 'Create an individual Account' page. It includes fields for 'First Name', 'Last Name', and 'Email Address (This will be your Account ID)'. Below these is a 'Confirm Your Humanity' section with a checkbox 'I'm not a robot' and a CAPTCHA image. At the bottom right, there is a 'Continue' button, which is highlighted with a green box.</p>

# Add a New Producer (5 of 8)

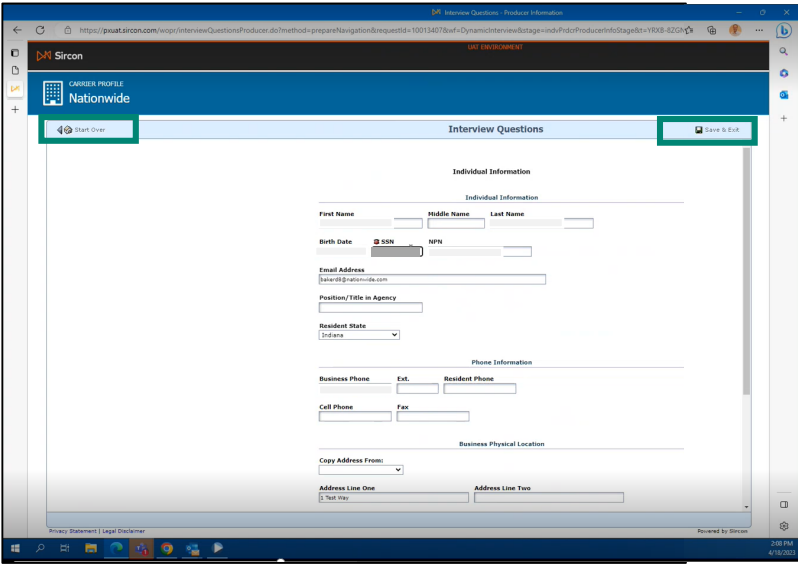
## Part 2: Producer Actions



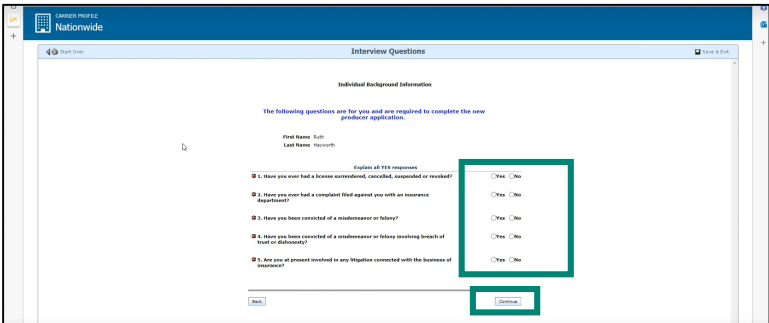
### Step 4

Action	Screen
In the <b>To Do</b> tab of the <b>Overview</b> screen, click on <b>Complete carrier onboarding interview for Nationwide</b> to open the Interview Questions screen.	

### Step 5

Action	Screen
In the Interview Questions screen, proceed to input all Individual Information questions, selecting the <b>Continue</b> button until all questions have been asked.	
You may start over anytime using the <b>Start Over</b> button OR <b>Save and Exit</b> to return where you left off.	

### Step 6

Action	Screen
Answer background information questions by selecting <b>Yes</b> or <b>No</b> for each question. Then click <b>Continue</b> .	

# Add a New Producer (6 of 8)

## Part 2: Producer Actions



### Step 7

Action	Screen
<p>If you answer <b>Yes</b> to any question, a box will open to explain the <b>Yes</b> response.</p> <p>Click <b>Continue</b> after responding to all questions.</p>	

### Step 8

Action	Screen
<p>If documentation is required for further explanation to <b>Yes</b> questions, click on the <b>Choose File</b> button to attach files.</p> <p>Click <b>Upload Files</b> after attaching all files. After all files have been uploaded, click <b>Continue</b>.</p>	

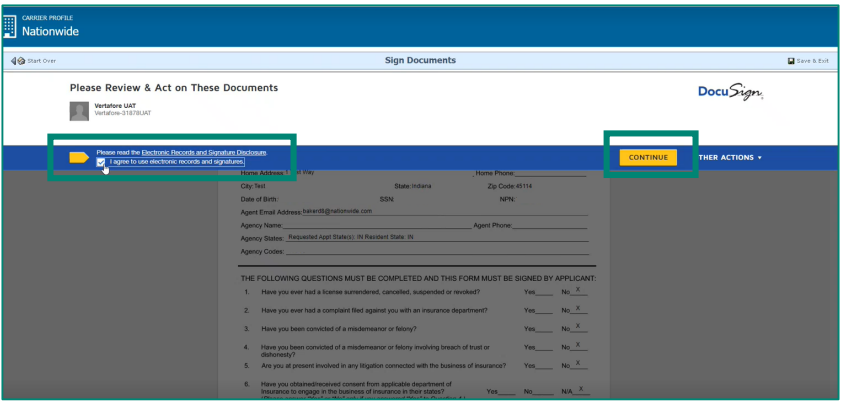
### Step 9

Action	Screen
<p>To review and electronically sign completed documents in DocuSign, click on the <b>Continue</b> button.</p>	

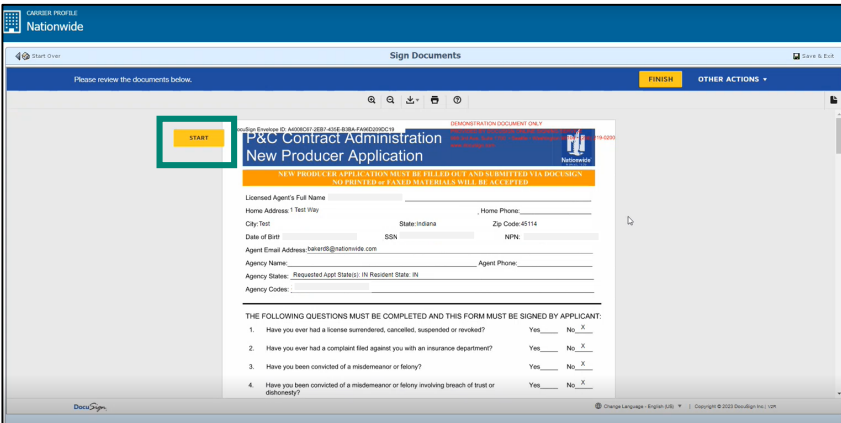
# Add a New Producer (7 of 8)

## Part 2: Producer Actions

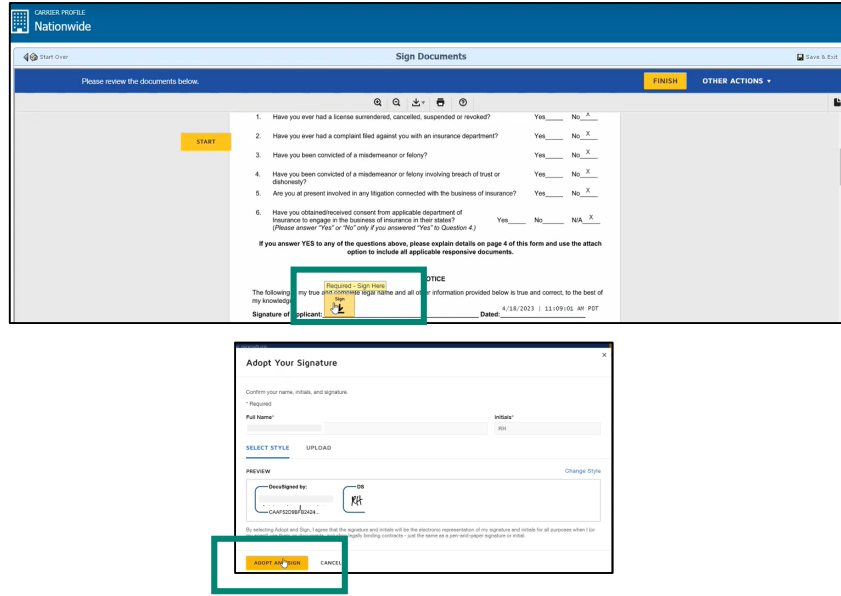
### Step 10

Action	Screen
<p>Click in the check box to agree to use electronic records and signatures.</p> <p>Select <b>Continue</b> to review and sign documents.</p>	

### Step 11

Action	Screen
<p>Click the <b>Start</b> button to review.</p> <p>Note: Agency Codes shown on the document only reflect those chosen from drop-down list. Any additional agency codes manually input by your agency will be reviewed and added by licensing support.</p>	

### Step 12

Action	Screen
<p>Click <b>Sign</b> to confirm your name and adopt a signature style.</p> <p>A pop-up window will appear for you to select your style. Once you have selected your style, select <b>Adopt and Sign</b> to electronically sign the document.</p>	

# Add a New Producer (8 of 8)

## Part 2: Producer Actions



### Step 13

Action	Screen
Review the signature and select <b>Finish</b> to complete the DocuSign process.	

### Step 14

Action	Screen
To print completed documents, click on the printer icon next to each document. Select the <b>Exit</b> button when complete.	
This information will remain in your Sircon account.	
Nationwide will send a confirmation email when your appointments have been completed.	

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.

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