

Download

Eliminate double entry • Simplify your daily workflow • Create a paperless environment • No cost



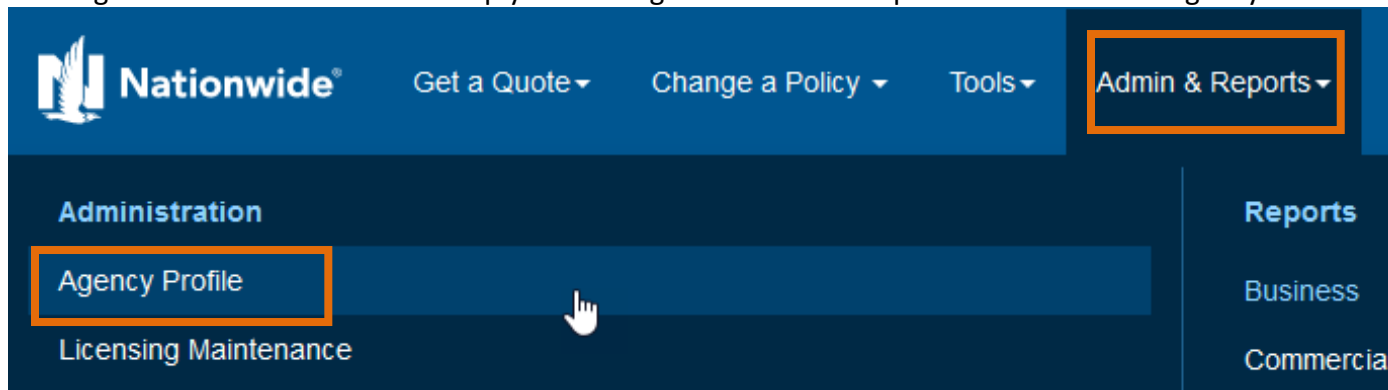
When you use Download, policy information is transferred from our company's processing system through an electronic commerce server known as IVANS. This updates your agency's management system to have the most current policy data. To prepare, you will need your agency's IVANS Y account number and ID. You will also need the IBM Machine address. This is the IP address of the computer that will process the downloads.

Download is available for the following lines of business and functions:

- personal and commercial lines
- claims
- direct bill commissions
- billing eMessages
- commercial print eDocuments.

Registration is easy

1. Your Agent Center administrator simply needs to go to "Admin & Reports" then click on "Agency Profile."



2. The Agency Profile form appears. Type in your “Agency Number” and click “Set.” Fill out the form then click the “Register” button at the bottom of the form.

Agency Profile

Preferences

Agency Number

99901

Set

Profile Details

General Information

Last Modified:

*Phone

() - - - - -

Fax

() - - - - -

Website

*Agency Email

Agency Locator Email ?

Preferences

*CL Account/Policy Email

☐ Informational Emails

☐ Actionable Emails (non-required) Opt-out

Opt-out

By selecting to Opt-out of email notifications, you will no longer receive some of the notifications. All notifications can be viewed on Agent Center.

CL Refund Opt-In

☐

By selecting to Opt-in for the CL Refund check, all commercial/farm refund checks will be sent directly to your agency. Uncheck the Opt-in checkbox to have the refund check sent directly to the insured.

Download

Register

☐ The information above is accurate and no changes are needed at this time.

Note: If you have other changes needed for your agency, please contact your Sales Manager.

Print

Save Profile Details

3. The “Welcome to Download Preferences” form will be displayed. Fill out the download preferences form and click the “Submit” button beneath the last section of the form:

Welcome to Download Preferences

Please contact your vendor or reference the help link at the top of this page for the [Vendor Availability](#) table for a list of the products, lines of business, billing, claims and eDocument features.

Agency Information

Agency: AIS TEST AGENT-DMRO (29974) *Contact Name: John Riddle

*Contact Phone Number: *Contact Email Address: riddlej1@nationwide.com

Management System Information

*California Estimating Authority: Select

Setup Preferences

*Personal Lines Download Frequency: Select *Commercial Lines Download Frequency: Select

*Personal Lines Start Date (no weekends or holidays): 12/26/2019 *Commercial Lines Start Date (no weekends or holidays): 12/26/2019

Reminder: all NAIC codes and unique coverage codes need to be entered into your management system before we can send the first download.

- The NAIC codes can be found through the help link at the top of this page under the topic “Vendor, NAIC Codes, and Ivans Information”.
 - For assistance entering those codes, please contact your management system support.
 - For specific questions about download with Nationwide, please email download@nationwide.com.

Submit

4. Once you click “Submit”, you should see a confirmation as follows:

Welcome to Download Preferences | PJR037, 29974 [Print](#) [Help](#) [Close](#)

Nationwide

✓ Your request to register for Download has been submitted; it will be processed within 3-5 business days. An email with the information from your submission will be sent to the Contact Email that was specified. If you have any further questions or concerns, please contact us at download@nationwide.com.

Please contact your vendor or reference the help link at the top of this page for the [Vendor Availability](#) table for a list of the products, lines of business, billing, claims and eDocument features.

Agency Information

Agency: AIS TEST AGENT-DMRO (29974) *Contact Name: John Riddle

5. After you register, a new section to enter the management system information appears. Enter your IVANSY info and the IBM Machine address. Click “Modify” once the registration has been completed.