How to Remove a Producer & Transfer Renewals Agent Center – Personal Lines Only



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".	Nationwide* Agent Name XXXXXX, XXXXX Personal Commercial & Agribusiness Private Client Billing & Clains Agency Learning Center USER & AGENCY MAINTENANCE REPORTS TECHNOLOGY MARKETING PROGRAMS Agency profile Agency profile Agency production Awards & recognition Commercial comparative raters Mationwide agent brand guidelines Elite partner program AMS download & registration PL service metrics Download info Social media marketing
Step 2	
Action	Screen
Within the "Appointment requests" section of Agency Profile, select "Producer profiles" page link.	Please follow the steps below to verify your contact information and preferences. Agency number Agency contact information Bank accounts Appointment requests Submit a request to add a new producer to an existing agency code. To add additional appointment states for your agency: Personal Lines: Please use the Add non-resident states form for non-resident appointments. Commercial and Farm: Additional non-resident states form for non-resident appointments. Additional options for adding, removing and changing producers are available on the Producer profiles page.



Step 3	
Action	Screen
If needed, search for "Producer name" by selecting the "Filter" button.	Agency profile / Producer profiles
Select "Terminate" under the "Actions" column.	Producer profiles Select an action below to edit producer information or terminate a producer. Agency number O Add producer Filter by last name Filter by last name Producer name O Producer name O Producer name O Actions PRODUCER OOI Edit Terminate Update PL print
Step 4	
Action	Screen
Select the "Termination reason" from the dropdown.	Agency profile / Producer profiles / Terminate producer Terminate producer Please select a termination reason and instructions for transferring any
	related polices. Name: PRODUCER Agency: Producer number: 001 NPN: Effective date ? 02/02/2024 02/02/2024 (no weekends or holidays) Termination reason Select Select Select Agency request Deceased Retired License not renewed Submit





Step 5

Action	Screen
To move policies from that producer to you (or anyone else you choose as the producer) at renewal, select "Transfer book to" dropdown.	Agency profile / Producer profiles / Terminate producer Terminate producer
Select "Submit".	Please select a termination reason and instructions for transferring any related polices. Name: PRODUCER Agency: Producer number: 001 NPN: Effective date ? 2/02/2024 02/02/2024 (no weekends or holidays) Termination reason Retired Transfer book to Select Cancel

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