

How to Manage the Activity

“Contact XXXX was Changed”

PolicyCenter



Description

This activity is system generated when a back-dated change is made to a Driver, Named Insured, or Contact. To complete the activity, review the notes associated and contacts information.

Step 1

Action

On the *My Activities* screen, the activity “**Contact XXXX was changed**” displays.

- Select the **Subject** link.

Screen

Step 2

Action

Once you select the activity link, the *Activity Detail* section opens at the bottom of the screen.

- Select the **Edit** button to open the activity.

Screen

How to Manage Activity “Contact XXXX was Changed”

PolicyCenter



Step 3

Action	Screen
<p>To complete the activity:</p> <ul style="list-style-type: none">Review the gray Text field.Select the Complete button.	

Step 4

Action	Screen
<p>Due to the back-dated change, the <i>Contacts</i> information in the system may or may not need to be updated to the correct Last Name.</p> <ul style="list-style-type: none">If the Last Name needs to be changed, update it in the Contacts (found at the Account level) and select the Update button.If the Last Name does not need to be changed, select the Cancel button.	

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.