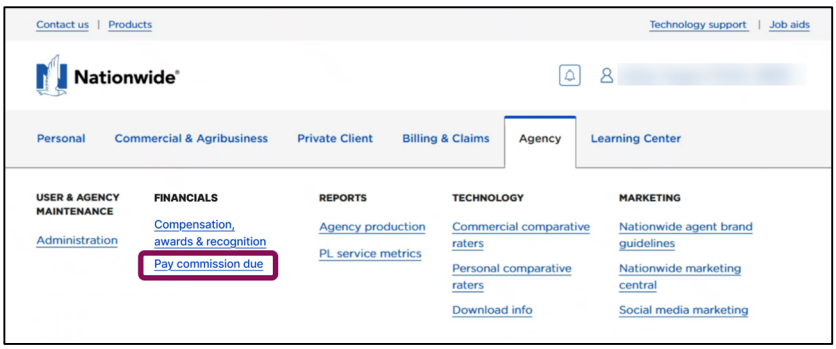
Direct Bill Commission

Agent Center

Description

This job aid describes the Direct Bill Commission process in Agent Center, which provides agencies a clearer view of outstanding direct bill commission balances and a streamlined way to submit payment requests.

Step 1

Action	Screen
From the Agent Center menu screen, select **Pay commission due** from the **Agency** tab.	

By accepting a copy of these materials:

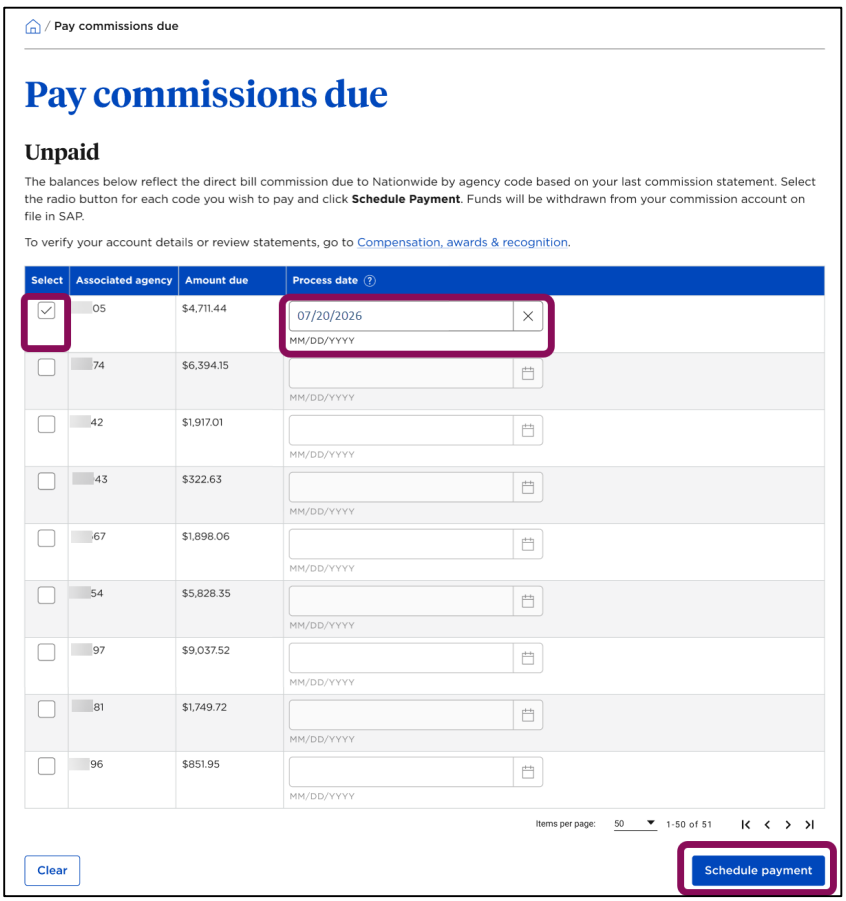
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(2) I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide’s prior written consent.

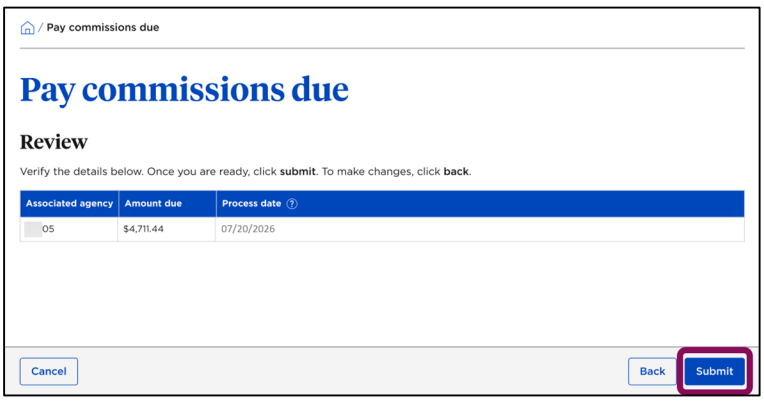
(3) I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance 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.

Step 2

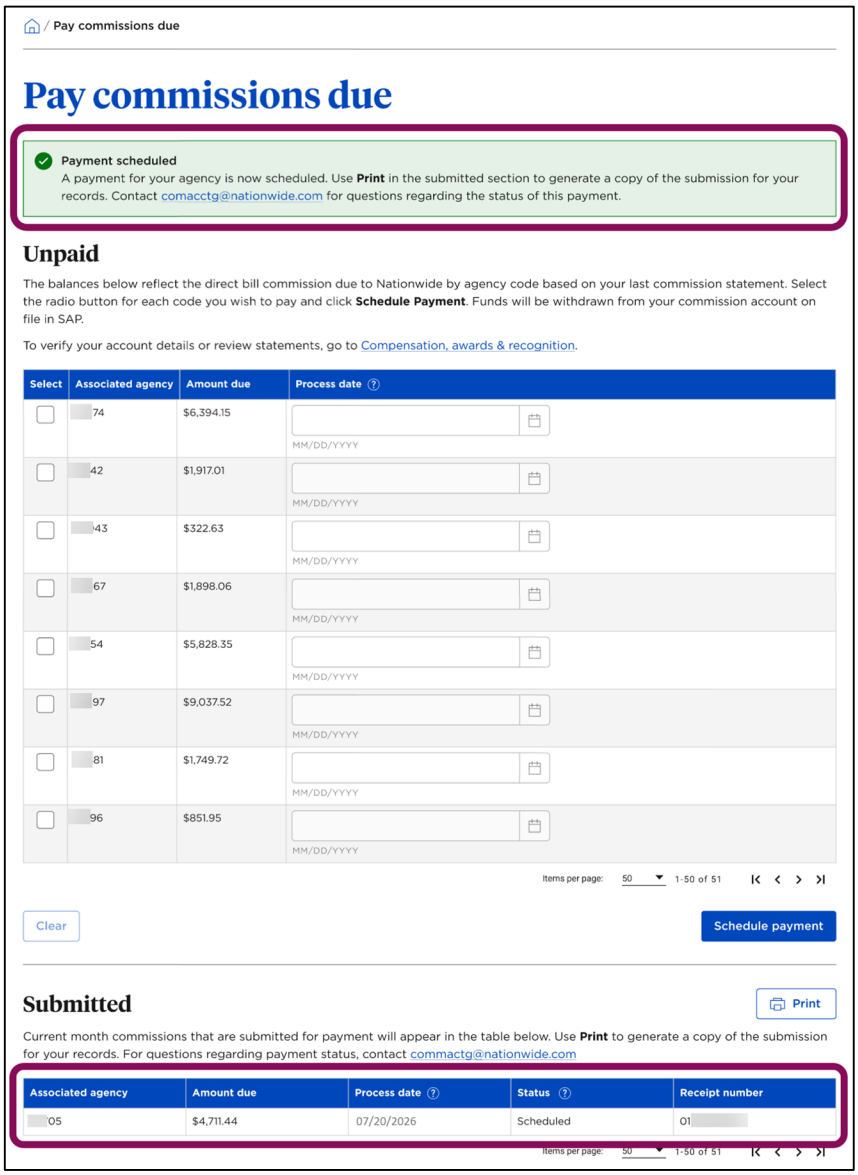
Action	Screen
The **Pay commissions due** screen shows the unpaid direct bill commission balances for the agency code. Select the agency, or agencies, whose balance you want to pay. Next, select the preferred payment process date for each selected agency. When finished, select the **Schedule payment** button. ***IMPORTANT NOTES:*** • ***Only principal agents and admins can access this information.*** • ***The Process date field will be inactive until the associated agency checkbox is selected.*** • ***Due to month-end processing, the following process dates are not available:*** ○ ***1st and 2nd day of the month*** ○ ***25th through the last day of the month***	

Step 3

Action	Screen
Review the payment information and if everything is correct, select the **Submit** button. If you need to make any changes to this information, select the **Back** button. If you want to start over and return to the initial **Pay commissions due** screen, select the **Cancel** button. (Note: *none of the information you've just entered will be retained.)*	

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Step 4

Action	Screen
You will receive a confirmation message stating that the payment you submitted is scheduled. This payment will also appear in the **Submitted** section at the bottom of the screen. If you'd like to print a copy of the submission for your records, there is a print option in the Submitted section.	

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