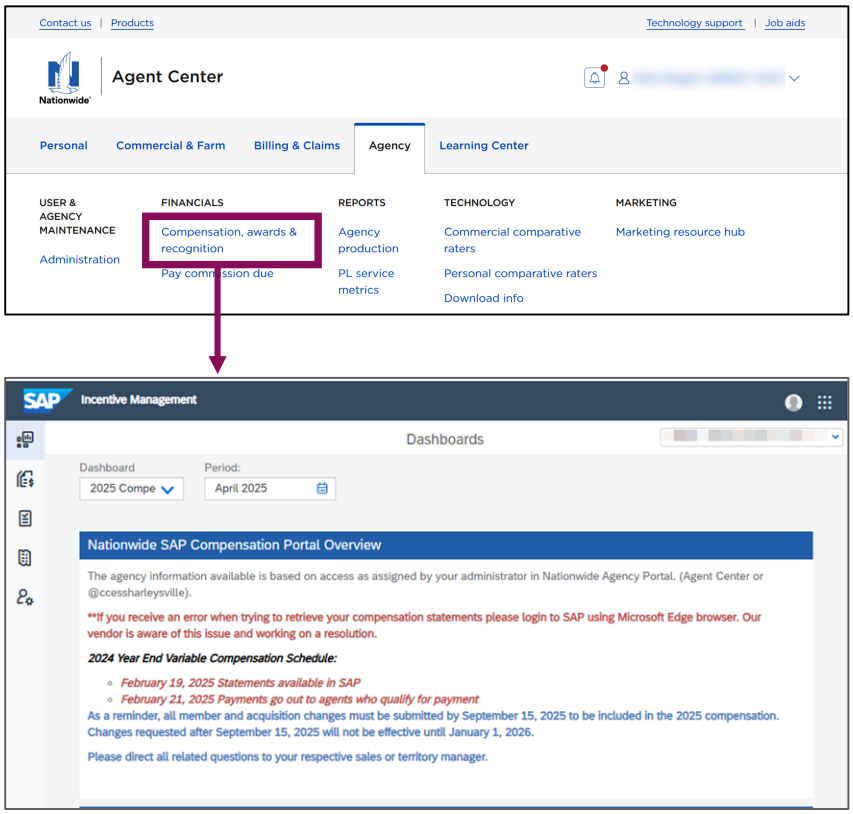
PL Trip Qualifier Reports for Agents

SAP Sales Cloud | Job Aid

Description

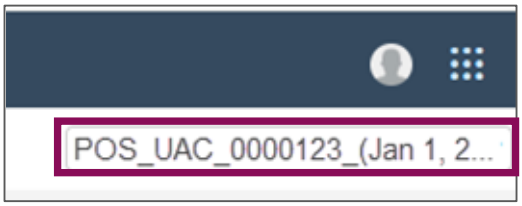
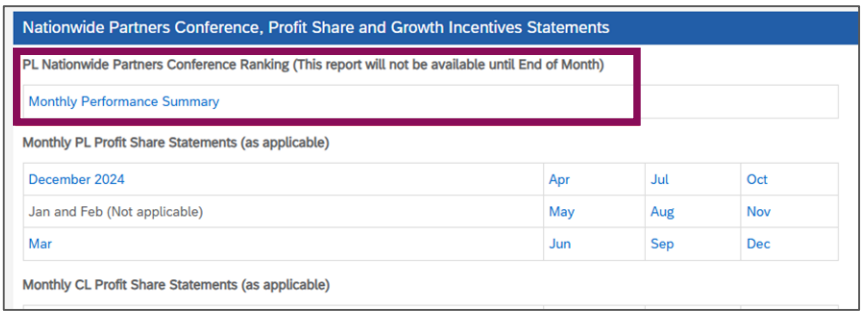
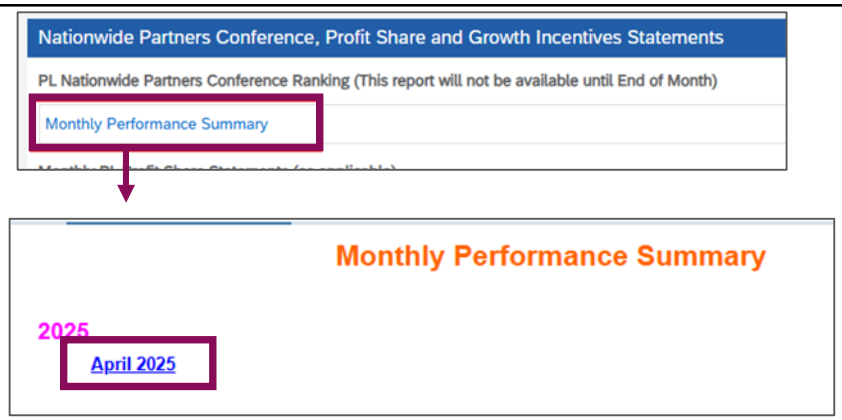
In the following guide, you will learn how to access the **PL Nationwide Partners Conference Ranking Statement** and **Top 50 UAC** in SAP Sales Cloud. SAP should be accessed using Google Chrome web browser.

Navigating to SAP Sales Cloud

Action	Screen
You can access SAP Sales Cloud from Agent Center by navigating to the "**Agency Tab**". Under Financials select "**Compensation, awards & recognition**" and you will be automatically logged in. If selecting "Compensation, awards & recognition" takes you to a sign-in page, and you believe you should have access to SAP Sales Cloud, please contact your Principal or Agency Administrator. SAP is Single Sign On (SSO) – no login is required.	

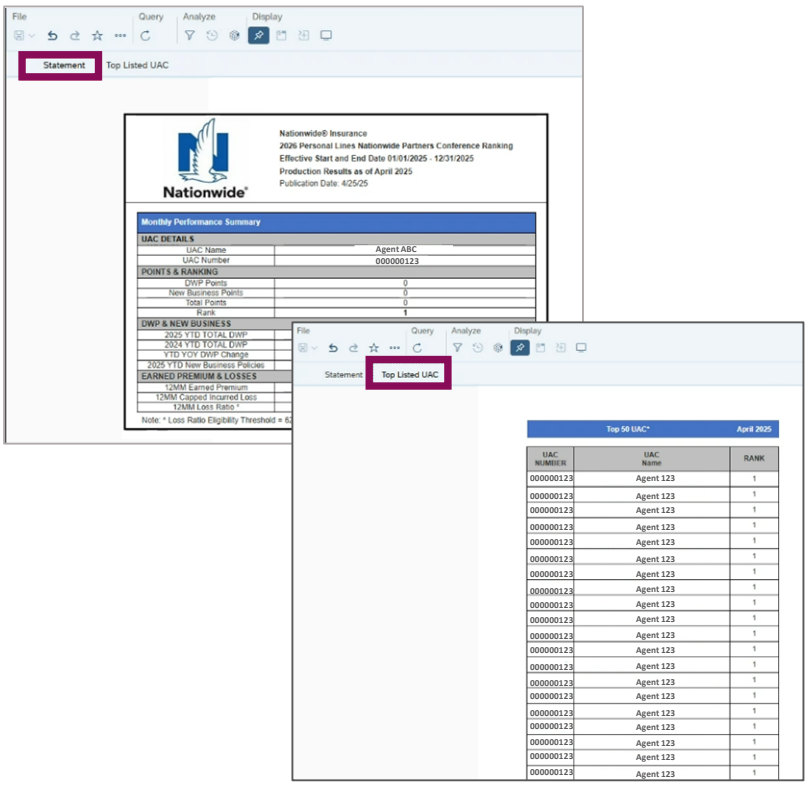
By accepting a copy of these materials:
(1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) 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.

Accessing PL Nationwide Partners Conference Ranking Statement and Top 50 UAC Report

Action	Screen
Make sure you are viewing at UAC level. The UAC code will be visible in the top right corner.	
From SAP **Dashboards** page, at the bottom right of your screen under the Nationwide Partners Conference, Profit Share and Growth Incentive Statements tile header, you will find the "**PL Nationwide Partners Conference Raking**" section.	
Click on "**Monthly Performance Summary**" link under PL Nationwide Partners Conference Ranking to open the Monthly Performance Summary details. You can also find the **"Monthly Performance Summary**" under your Reports tab. Select the month you want to view.	

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Accessing PL Nationwide Partners Conference Ranking Statement and Top 50 UAC Report

Action	Screen
Upon opening the Monthly Performance Summary, you will land on the "**Statement**" tab which will display your PL Nationwide Partners Conference Ranking. If you click on the "**Top Listed UAC**" tab, you will see the top 50 UAC rankings. **You can export this report by clicking the three dots at the top of the report window, then selecting Print.*	

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