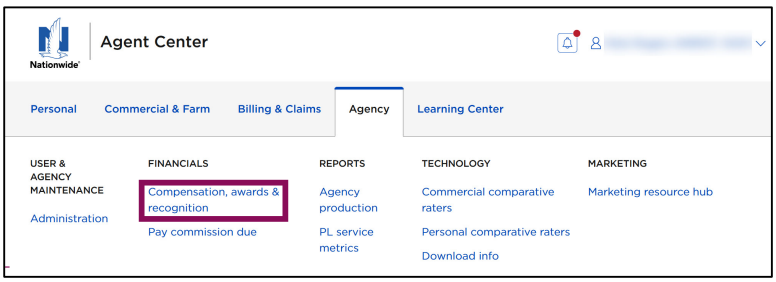
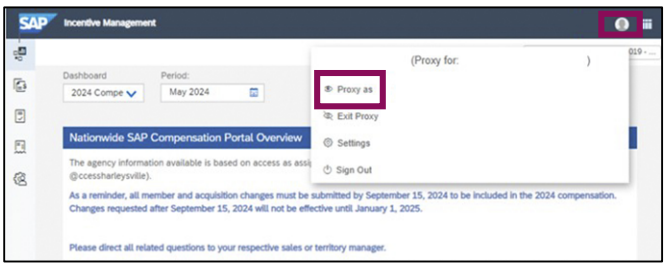
P&C Compensation Administration – Retrieving Profit Share Agreement

SAP Sales Cloud | Job Aid

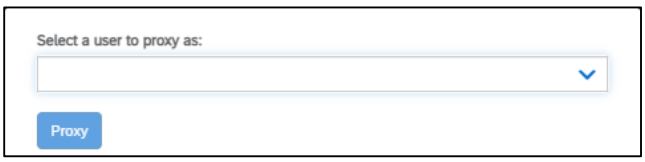
Step 1

Action	Screen
From Agent Center, go to “Agency” then to “Compensation, awards & recognition” to get into SAP.	

Step 2

Action	Screen
Once in SAP please note you will need to be proxied into your agency’s UAC (unified agency code) profile. To do this select the profile icon at the top, right-hand corner of the screen, then select “Proxy as.”	

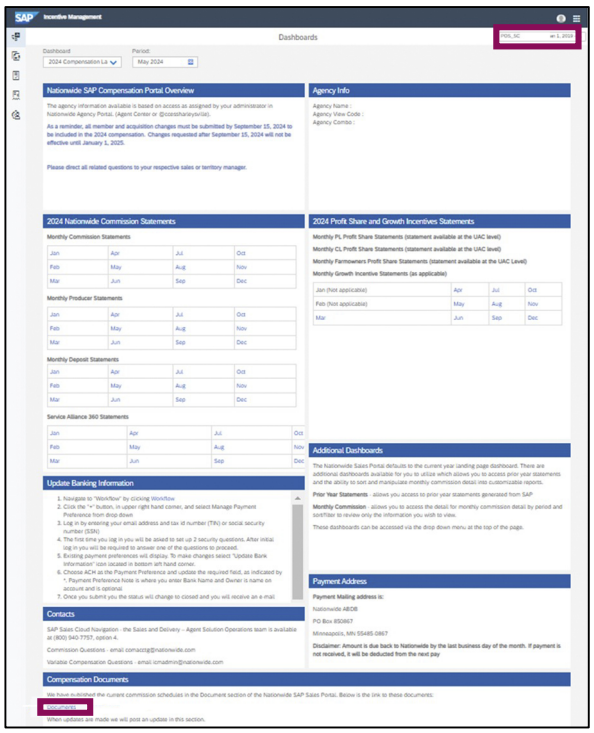
Step 3

Action	Screen
From the drop down, use the lead code for the UAC when you “Select a user to proxy as.”	

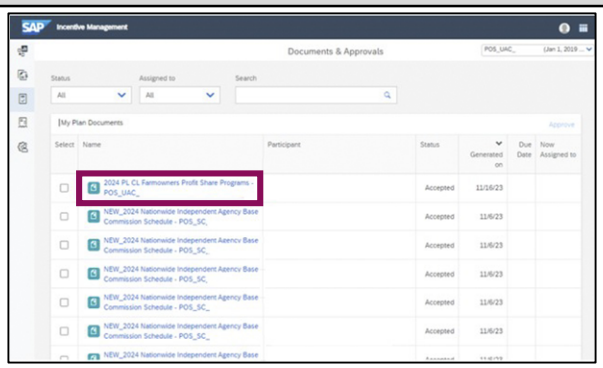
By accepting a copy of these materials:
(1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries (“Nationwide”); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c)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

Copyright © 2026 Nationwide Mutual Insurance Company. Proprietary &. Confidential 6/15/2026

Step 4

Action	Screen
Once in your SAP Dashboard, navigate to the bottom of the page, in the “Compensation Documents” section, select the “Documents” hyperlink (the UAC code will be visible in the top, right corner).	

Step 5

Action	Screen
Select the corresponding Profit Share Agreement.	 *Please note: Once on the “Documents” page, there can be a delay for the documents to load. Please give the system a few minutes for the documents to fully populate.*

For additional assistance:

Please call 1-800-940-7757 (option 3) or email comacctg@nationwide.com.

Copyright © 2026 Nationwide Mutual Insurance Company. Proprietary & Confidential.