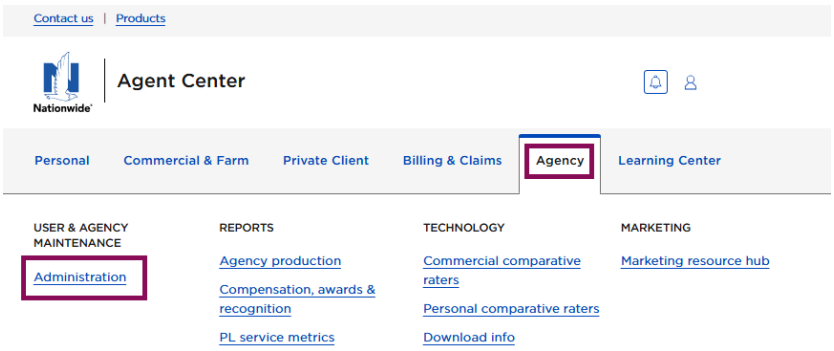
Nationwide Insurance Download Registration for Carriers

Agent Center: AMS Download & Registration

Description

In addition to configuring the agency's Mailbox account (IVANS/Nationwide) in the agency management system, download preferences and settings need to be recorded at Nationwide so that policy activity and other transactions can be transmitted properly.

Step 1

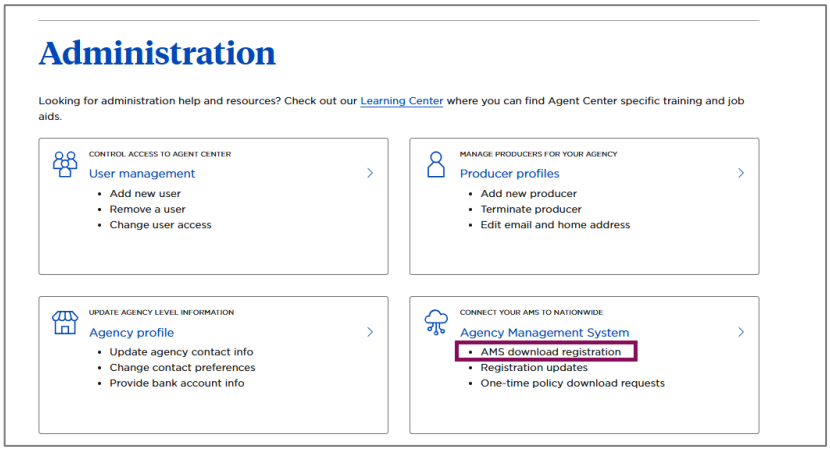
Action	Screen
Within Agent Center, choose the **Agency** tab and select **Administration.** **Important Note:** **ONLY** Agent Center Agency Administrators currently have access to the following pages. If the agency is unsure who is listed as an Agency Administrator or needs to add, or update access the agency should contact the **Nationwide Help Desk (1-888-667-3866).** This process should be completed for **ALL** agency codes.	

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.

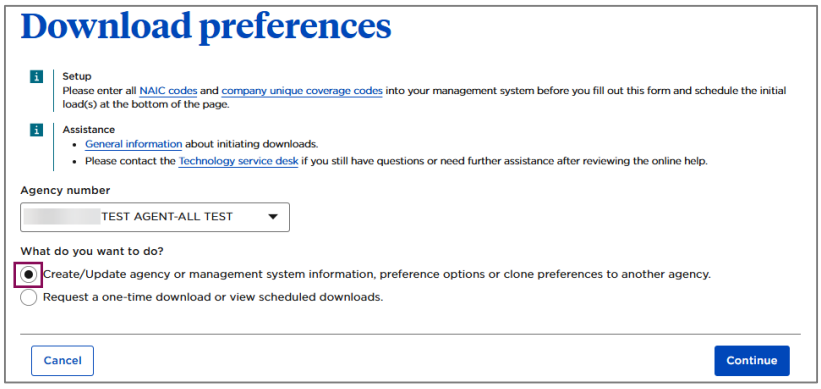
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Nationwide Insurance Download Registration for Carriers (2 of 3)

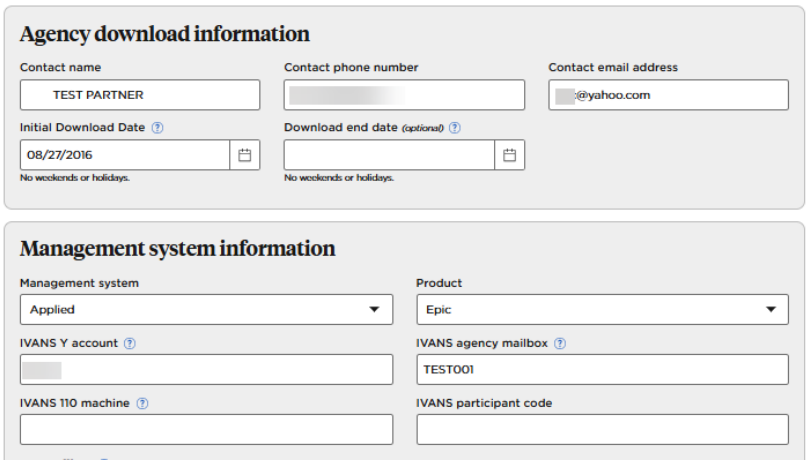
Step 2

Action	Screen
The **Administration** screen appears. Select **AMS download registration.**	

Step 3

Action	Screen
The **Download preferences** page will display. Validate the **Agency number** field, in the **Agency Information** section. Select the **Create/Update agency or management system information, preference options or clone preferences to another agency** radio button. Select **Continue.**	

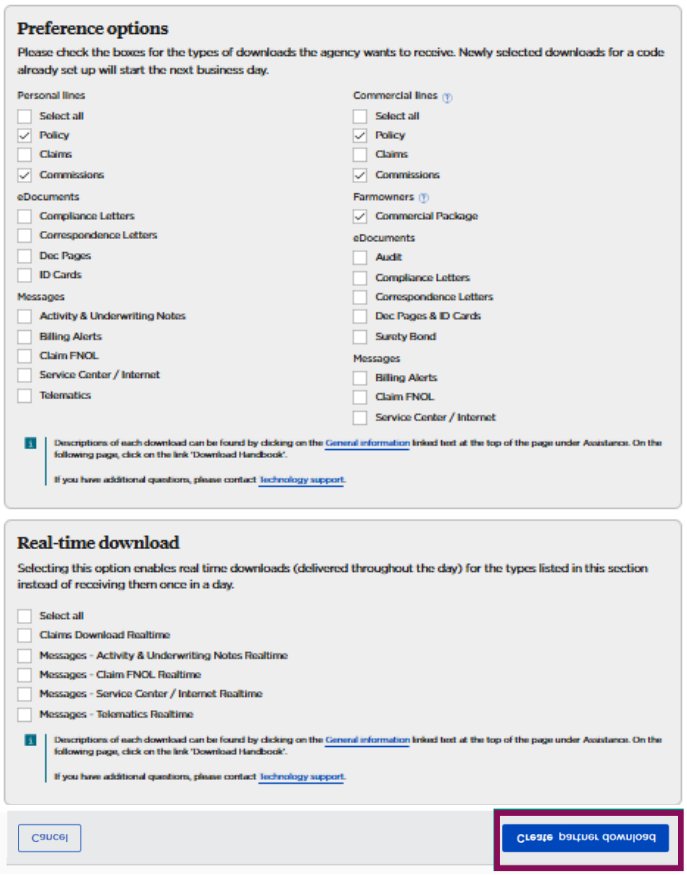
Step 4

Action	Screen
Validate/Update the **Contact Information** fields in the **Agency download information** section. Choose **Initial Download Date**. **Hint:[Existing User]** The **Download start date** does NOT need to be updated. Select the **Management system** and **Product.** Enter the agency's **IVANS Y account, IVANS agency mailbox & and IVANS 110 machine** information.	

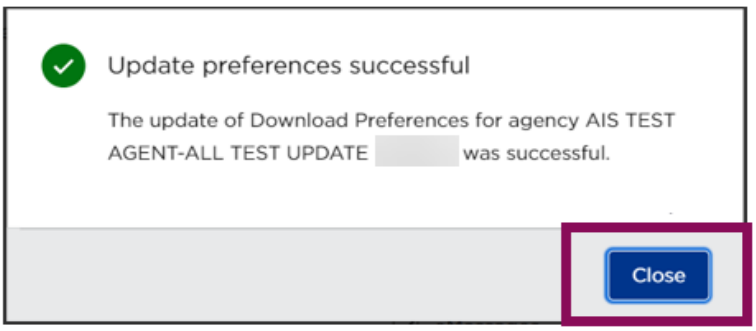
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Nationwide Insurance Download Registration for Carriers (3 of 3)

Steps 5 & 6

Action	Screen
Hint: If an IVANS account is needed, contact the **Nationwide Help Desk (1-888-667-3866)** and provide the agency name/address/phone number, agency contact name/email/phone, and which agency management system the agency contracted with. An account will be created for the agency. Select the appropriate check boxes for each of the available download types for the AMS selected in the **Preference options.** Select the appropriate check boxes for **Real-time download** to receive messages throughout the day. Select **Create partner download.** **Hint: [Existing User]** If the agency is switching agency management systems, update the **Management system** and **Product** drop downs in the **Management system information** section. This will impact download type selections and may require them to be updated. Select **Update partner download.**	

Step 7

Action	Screen
Once completed a **success** message will be presented. Select **Close** to close page.	

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