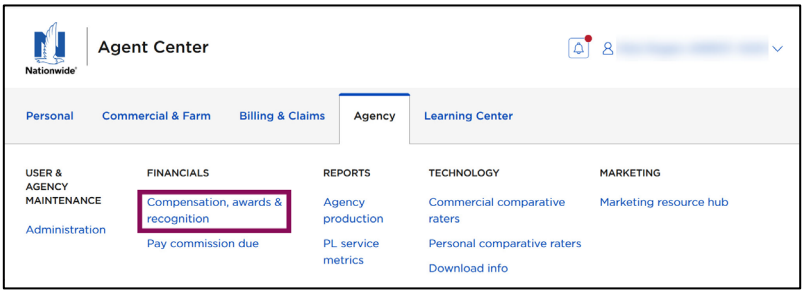
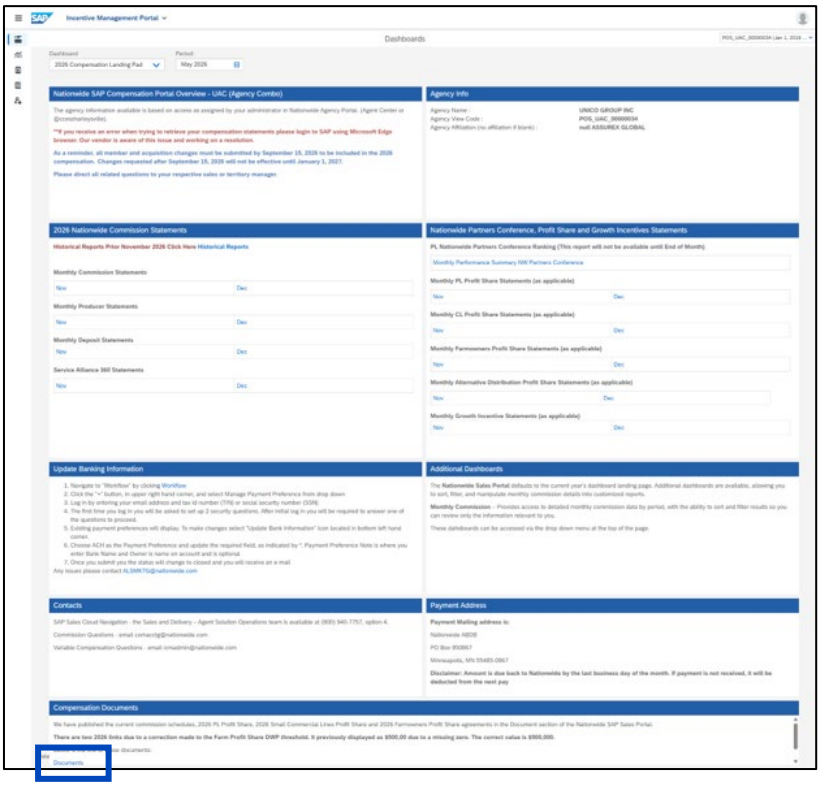
P&C Compensation Administration – Retrieving Base Commission Schedule

SAP Sales Cloud | Job Aid

Step 1

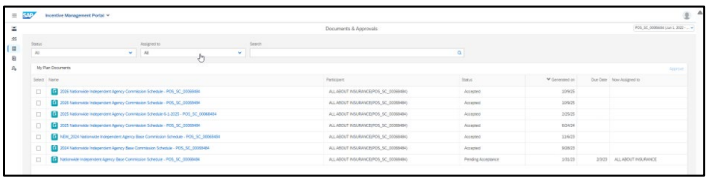
Action	Screen
From Agent Center, go to “Agency” then to “Compensation, awards & recognition” to get into SAP.	

Step 2

Action	Screen
Once in SAP, in your Dashboard navigate to the bottom of the page, in the “Compensation Documents” section, select the “Documents” hyperlink.	

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Step 3	
Action	**Screen**
Select the newest available Base Commission Schedule.	 *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.

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