

# Electronic Commission Documents Enrollment



Agency Enrollment Instructions: Please complete form in its entirety and return to [commissions@naucountry.com](mailto:commissions@naucountry.com).

By signing below, the agency authorizes the users listed below to view and download commission documents for the listed Agency Codes. **All fields are required.**

## Agency Information

Agency Name  Agency Code

Agency Name  Agency Code

Check to include all sub-agencies of the master agencies listed.

## Agent Portal User Information

User ID  User's Name

User ID  User's Name

User ID  User's Name

These users will be able to access ALL commission documents.

Include the email address(es) that should be used to notify when a new commission document is available. If an email address is not listed below an email will be sent to the general agency email address.

Email Address

Email Address

Email Address

Note: If there is an individual that currently does not have a User ID for Agent Portal, write the User's Name and "create new" in the User ID box. Additional Users can be added by submitting another form. To remove access, send an email to [commissions@naucountry.com](mailto:commissions@naucountry.com).

## Agency Approval

Printed Name  Title

Signature  Date

*If you'd like to receive paper copies in addition to electronic delivery, send an email to [commissions@naucountry.com](mailto:commissions@naucountry.com) or contact Bridgette Collins at 763.486.1678.*

## NAU Country Approval

Printed Name  Title

Signature  Date

NAU Country Insurance Company is an equal opportunity provider.

# Guide to Access Electronic Commission Documents

Visit our website [naucountry.com](http://naucountry.com) to access your electronic commission documents in three steps.

**Step #1:** Sign into the Agent Portal

**Step #2:** Select "Commissions" from the EASYwriter ONLINE menu.

The screenshot shows the NAU Country Agent Portal interface. At the top, there are navigation tabs for EASYwriter Pro®, EASYwriter ONLINE, Quoting, Company Forms, Agent Training, EASYmapping®, EASYview Weather, and Field Insights™. Below these are utility links: Home | My Account | Logout | Help. The main header displays the date (Friday, September 6, 2019), user information (ADM: 9/4/2019), and crop year (2019). A central dashboard shows a 'MESSAGE CENTER' for THOMPSON with 0 unread messages. On the left, the 'Agents Menu' is visible, with a yellow arrow pointing to the 'Commissions' link, which is highlighted in red. The right side of the page lists 'COMMON FORMS' such as '2019 Crop Hail Changes' and 'ACH Indemnity Direct Deposit Form'.

**Step #3:** Click on the icons to download a PDF or Excel document.

The screenshot shows the NAU Country Agent Portal interface with a table of commission records. The top navigation and utility links are the same as in the previous screenshot. The main content area shows a table with columns: Statement Date, Year, Line of Business, Statement Type, Agency Code, Agency Name, Statement Amount, Payment Type, Stmt, Stmt Export, Raw Data, Pmnt Copy, and Pmnt Notice. The table displays records for 8/14/2019 with various payment types like Direct Deposit and Check. Each record has icons for downloading PDF and Excel files. The 'Agents Menu' on the left is visible, and the 'Policy Search' section is active.