Electronic Commission Documents Enrollment

NAU Country
A QBE Insurance Company

Agency Enrollment Instructions: Please complete form in its entirety and return to *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*.

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 or contact Bridgette Collins at 763.486.1678.

NAU Country Approval

Printed Name		Title	Marketing Representative
Signature		Date	

**NAU Country Insurance Company**
Corporate Accounting
7333 Sunwood Drive, Ramsey, MN 55303
Phone: 763.486.1711 Toll Free: 800.942.6557 x1711 Fax: 763.486.1667
www.naucountry.com

NAU Country Insurance Company is an equal opportunity provider.

Guide to Access Electronic Commission Documents

Visit our website 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.

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