



WEBSITE/DEALER PORTAL OVERVIEW

LOGGING IN: 1ST TIME

Dealers will receive an activation email to begin setup process. You will be prompted with “Dealer Agreement.” Please read, review, and check that you have read and agree to the terms and conditions.

LOG IN OPTIONS

Go to www.ewgcorp.com and click “Dealer Login,” located on the top of the homepage. Click on the appropriate account to login.

What type of account do you have?

YOU MUST LOGIN TO THE APPROPRIATE ACCOUNT TO ACCESS YOUR DEALER PORTAL

- Dealer Sales Rep: access to login and submit warranties
- Dealer: highest level of access including, submitting warranties, adding employees, etc.
- AGENT PORTAL: EWG representative that has access to view dealer activity

SUBMITTING A WARRANTY

Once logged in, click “Submit a Warranty,” in the gray bar menu. You will be guided through a 3 step process including warranty information, customer information, a review of what you have entered. Print a warranty for your customer and for your records and/or download a copy to email the customer. The warranty will be stored in your dealer portal.

VIEWING WARRANTIES AND CHECKING STATUS

When logged in, click “Warranties,” in the gray bar menu to view submitted warranties.

- NONE- means the warranty is logged in the system
- INVOICED - the warranty has been added to your recent invoice
- PAID - EWG has received payment for the warranty

ADDING EMPLOYEES

When logged in, click “Employees,” in the gray bar menu. Click “Add Employee,” and enter the appropriate information. Note for Dealer/Admin: Usernames/Passwords cannot be deleted or deactivated once they have submitted a warranty. If the employee no longer works at the dealership, the password can be changed to no longer allow access.

EDITING ACCOUNT DETAILS

When logged in, click “My Account,” in the gray bar menu. You will be prompted to “Edit Account Details,” if you would like to change general information or change your password.

Please email sales@ewgcorp.com if incorrect information is entered when submitting a warranty, a cart is returned, or a duplicate warranty is submitted.