

EWG DEALER PORTAL QUICK START GUIDE

Access and Account Setup

Use this guide with your EWG activation email. Portal screens may vary slightly as features are updated.

1. Watch for the activation email

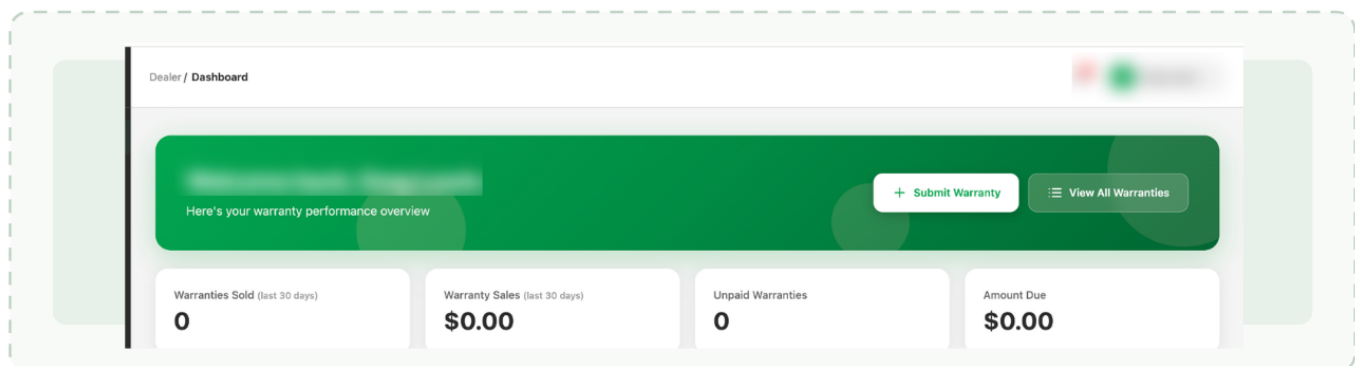
EWG will send the dealer administrator an activation or welcome email. Open the message, confirm that it is from EWG, and follow the secure setup link. Check spam or junk folders before requesting another message.

2. Review and accept the dealer agreement

During initial setup, review the Dealer Agreement and any presented terms. Acceptance should be completed only by an authorized dealership representative. Download or retain the executed agreement for dealership records.

3. Enter the portal directly

Use <https://dealer.ewgcorp.com> or the current dealer link supplied by EWG. Bookmark the portal after confirming the address. Do not share a single login among employees.



Roles, Permissions and Account Security

Dealer Administrator

Primary dealership account with the broadest available permissions. Typically manages dealership information, users, enrollments and account activity. Limit administrator access to designated leaders.

Dealer Sales Representative

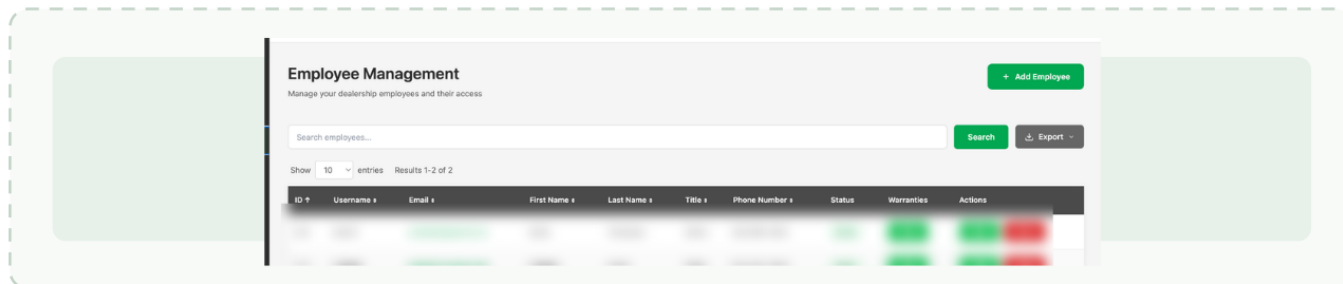
Individual employee access for submitting eligible protection plans and viewing the information permitted by the administrator. Each representative should use a unique login.

Agent or EWG Representative

Access intended for an authorized agent or EWG representative to support or review assigned dealer activity. This role should not be used as a general dealership login.

Adding or removing employee access

Use the portal's employee or user-management area to add approved employees. When someone leaves or no longer needs access, deactivate or remove access immediately if the portal permits it. If a user cannot be deactivated, contact EWG at once; changing a shared password is not a sufficient long-term control.



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Submit a Protection Plan

Confirm eligibility and current pricing before presenting or submitting a plan.

Before you begin

Have the customer's legal name, phone, email and address; vehicle year, make, model and serial number; sale date and selling price; selected EWG program and term; and any required eligibility checklist or supporting records.

1 Start a new submission

Select the current option for submitting a protection plan or warranty from the dashboard. Choose the correct dealership location and program.

2 Enter vehicle and program details

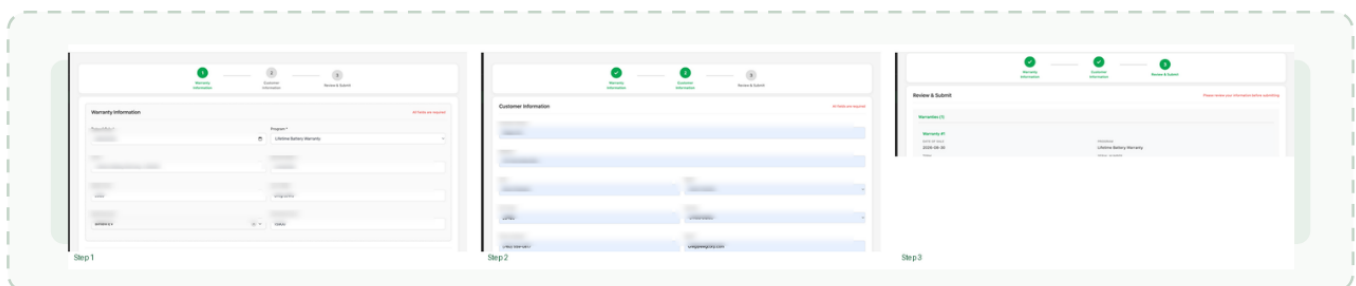
Enter the vehicle information exactly as shown on the sale documents. Confirm eligibility, coverage type, term and dealer cost before continuing.

3 Enter customer information

Use the customer's complete and accurate contact information. Recheck spelling, email address, phone number and mailing address.

4 Review and submit

Review every field before submission. After confirmation, download or print the customer agreement and provide a copy to the customer. Retain dealership records according to company policy.



Manage Enrollments and Get Support

View submitted plans and status

Open the portal's warranties, plans or enrollments area to locate submitted records. Status indicators may show whether an enrollment has been received, placed on an invoice or paid. Use the current portal label and contact EWG when a status is unclear.

Correct errors, returns or duplicate submissions

Do not create another submission solely to correct an error. Contact sales@ewgcorp.com with the dealership name, customer name, vehicle serial number and a concise explanation. Notify EWG promptly if a vehicle is returned or a duplicate was submitted.

Claims are handled separately

Submitting a protection plan is not a claim authorization. For a covered repair, follow the current EWG claims process and obtain authorization before repairs begin. Claims support: claims@ewgcorp.com or 833-EWG-CORP (833-394-2677).

Portal and enrollment support

Sales and portal assistance: sales@ewgcorp.com
Phone: 833-EWG-CORP (833-394-2677)
Portal: <https://dealer.ewgcorp.com>
Website: <https://www.ewgcorp.com>

Security reminder: Never email passwords or payment credentials. Verify the portal address before entering account information and report suspected unauthorized access immediately.