Tremco CPG Warranty Services Portal Tutorial & User Guide



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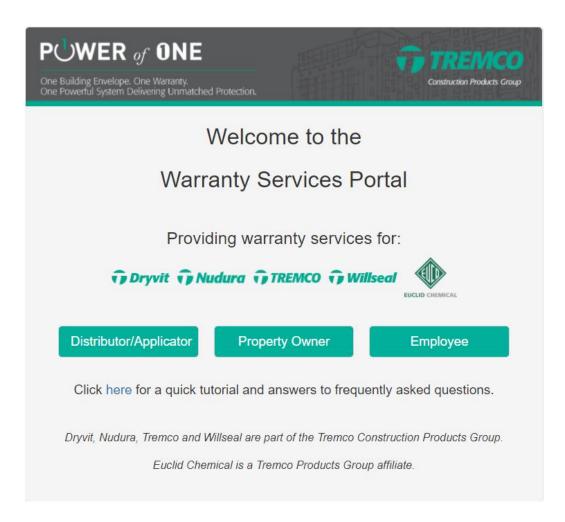
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Portal overview:
Where to access,
how to request a
new user account
and log in



What is the Tremco CPG Warranty Services Portal?



Online System for All Tremco CPG Warranty Activities

For Customers:

- Replaces Tremco legacy systems SWISE and WISE
- Create a warranty request for a completed project
- Check status of Tremco CPG warranty requests that have been saved, submitted, issued or pending approval (commercial warranties only)
- Message the warranty administrator about a warranty
- Obtain additional copies of issued warranties

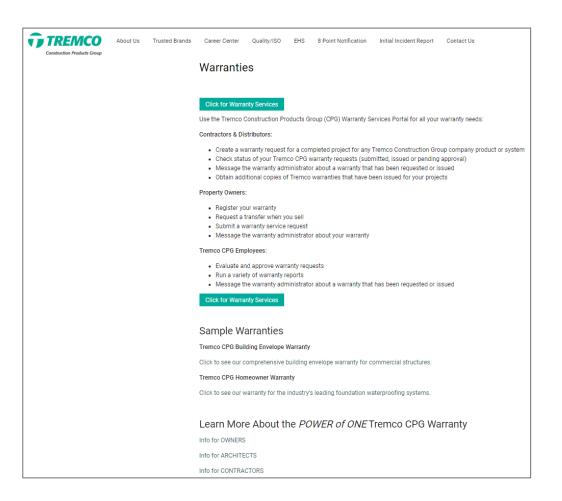
For Property Owners:

- Register a warranty
- Submit a warranty service request
- Request a warranty transfer



Where to access: There are many ways to access the system

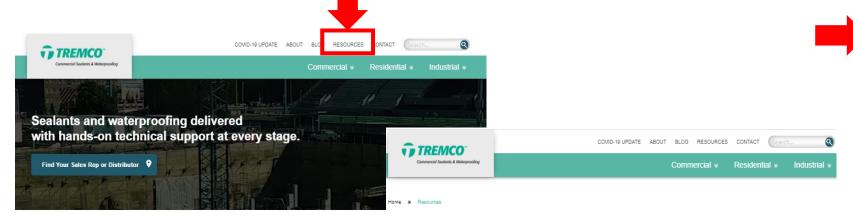
Direct link: https://warranties.tremcocpg.com





Tremco CSW website warranties page:

https://www.tremcosealants.com/warranties/



One hand to shake, from design to in-field or in-plant.

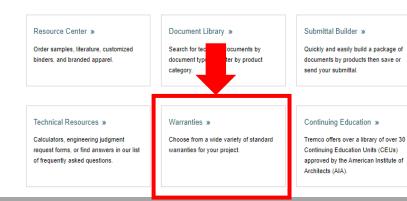
We understand that every successful project and your reputation rely on the right material selections and the proper detailing to avoid costly leaking. Work with us as your technical partner to help simplify specification, installation and reduce liability.

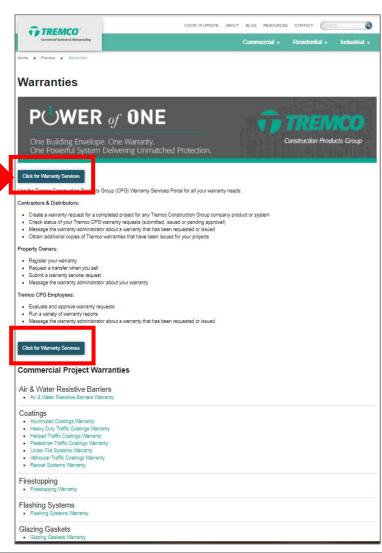
» Let Us Help You



Resources

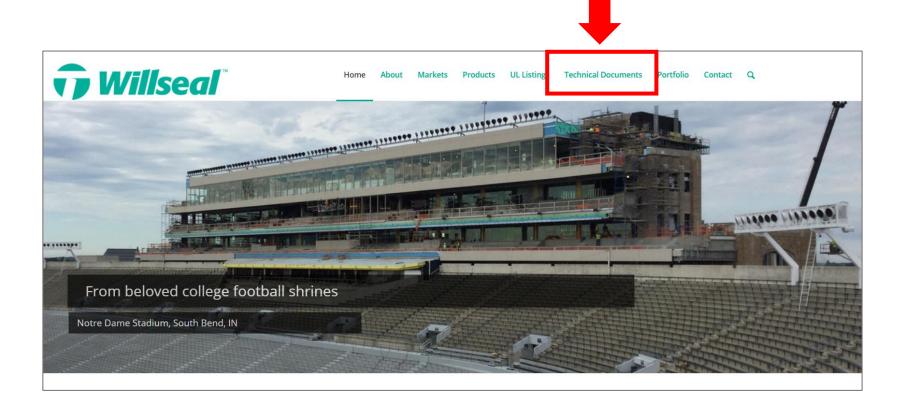
CHOOSE FROM ONE OF THE RESOURCES BELOW







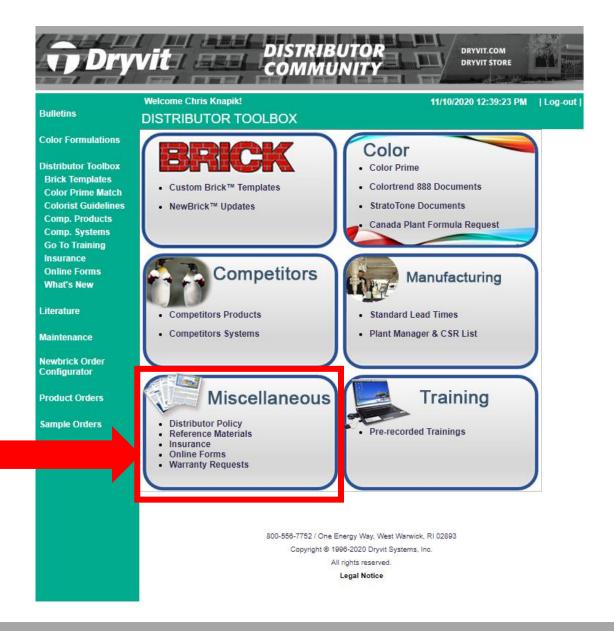
Willseal website "Technical Resources" tab: https://willseal.com/technical-resources/ (formerly "Technical Documents" tab)





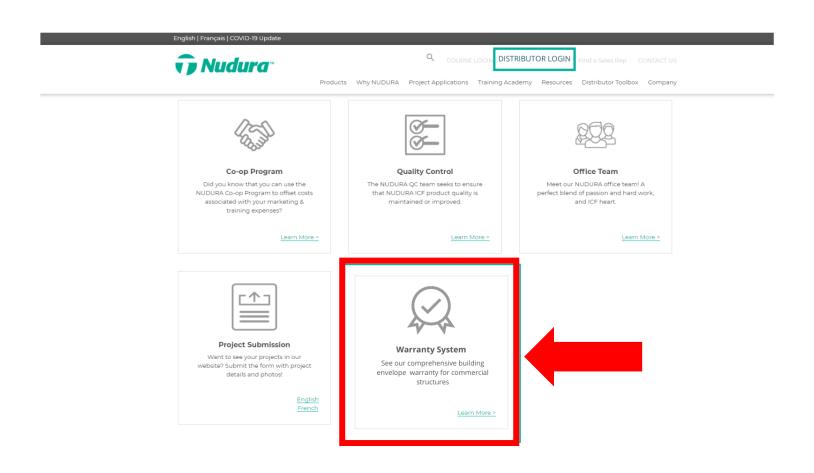
Dryvit Distributor Toolbox







Nudura Distributor Toolbox

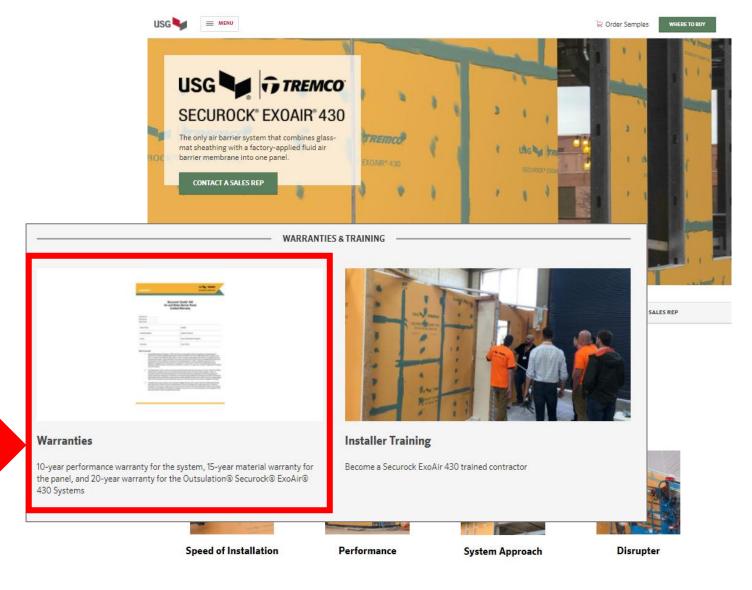




Securock® ExoAir® 430* landing page: Securockexoair.com

- On the landing page, scroll down to the Warranties & Training section.
- Click Warranties.
- Click "Request a Warranty."

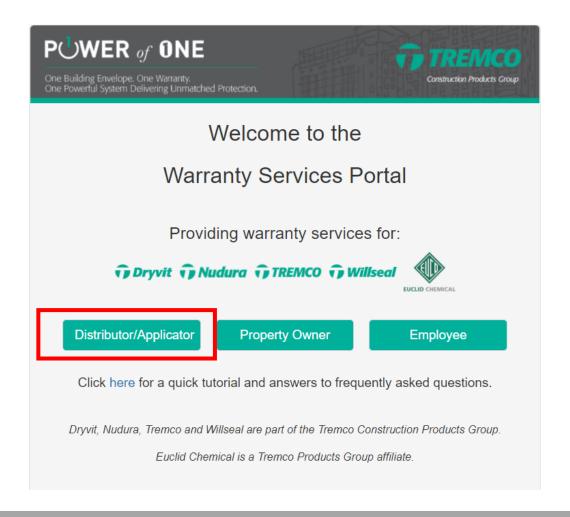
*Securock ExoAir 430 system is comprised of two proven products - USG Securock® Brand UltraLight Glass-Mat Sheathing and Tremco ExoAir® 430 Fluid-Applied Membrane - an all-in-one system.



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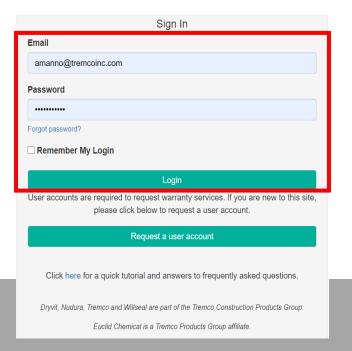
Users can: Log in, request a user account, request a password reset



To log in:

- 1. Click appropriate login button.
- 2. Scroll down.
- Enter email address & password (10 characters minimum

 can be any combination of letters, numbers, special characters).
- 4. Click Login button.

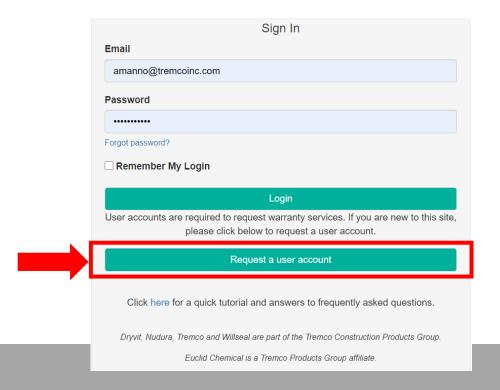


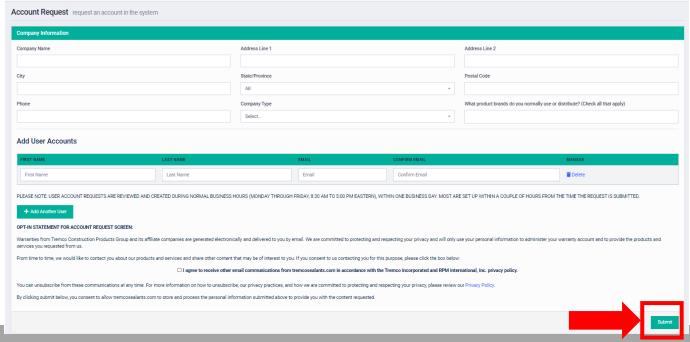


Users can: Log in, request a user account, request a password reset

To request a user account: DISTRIBUTORS & APPLICATORS

- 1. Click "Request a user account" button
- 2. Complete required fields & click "Submit."
- 3. NOTE: You can add more than one user to the account in one step.
- 4. User accounts are NOT automatically created. They are reviewed and approved M-F, 8:30 am to 5:00 pm. (ET).



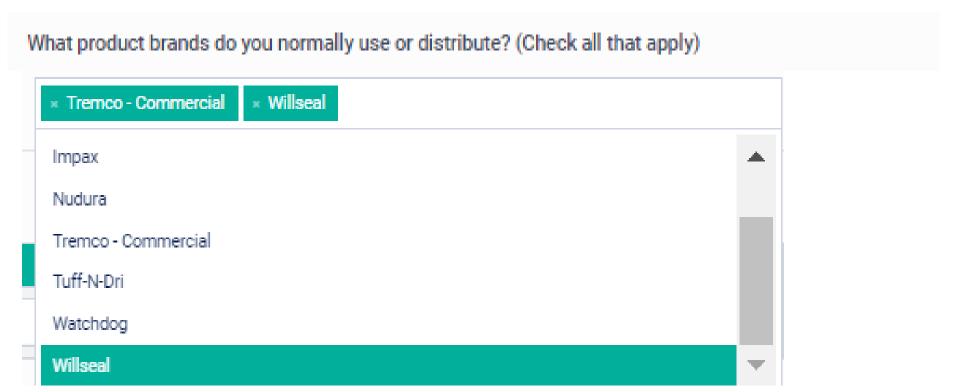




Users can: Login, request a user account, request a password reset

New Field for User Account Requests: Tremco CPG product brands

- 1. From the dropdown, select brands for which you typically need to request warranties.
- 2. Multiple selections are allowed. Scroll down to see full list.





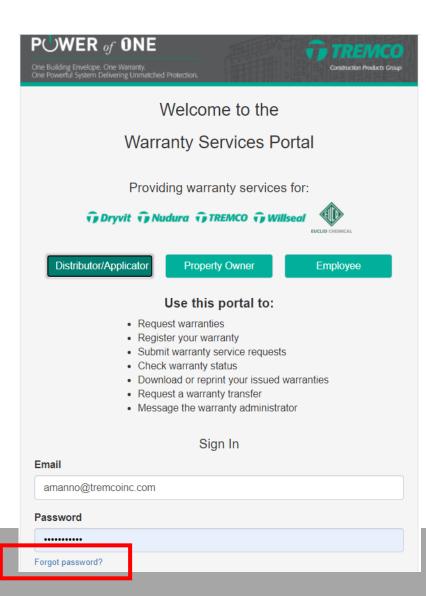
Users can: Login, request a user account, request a password reset

Request password reset

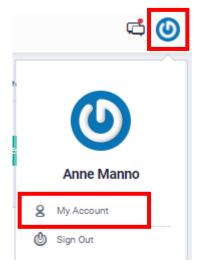
- Click "Forgot password"
- 2. System will auto generate a new password. You can change it after you log in.

To change password:

- 1. Click blue Account icon.
- 2. Click "My Account."
- 3. Click "Change Password."
- New password must have a minimum of 10 characters (letters, numbers and/or special characters).



Change password:



Manage account





System dashboards by user type



System dashboards

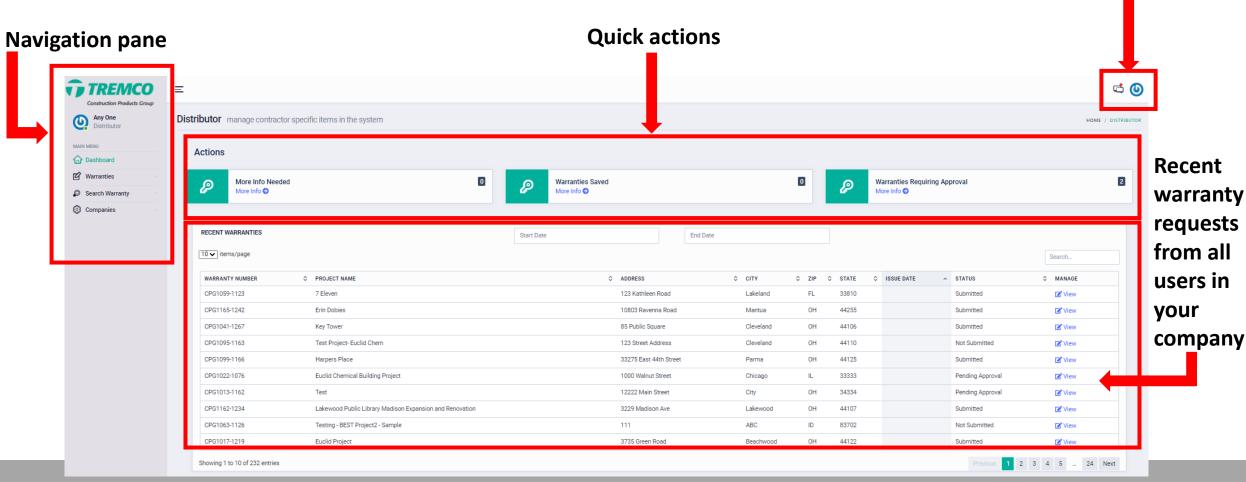
Dashboards vary by user type:

- Distributors
- Contractors
- Property owners
- Tremco CPG company employees
- Warranty administrators



System dashboards







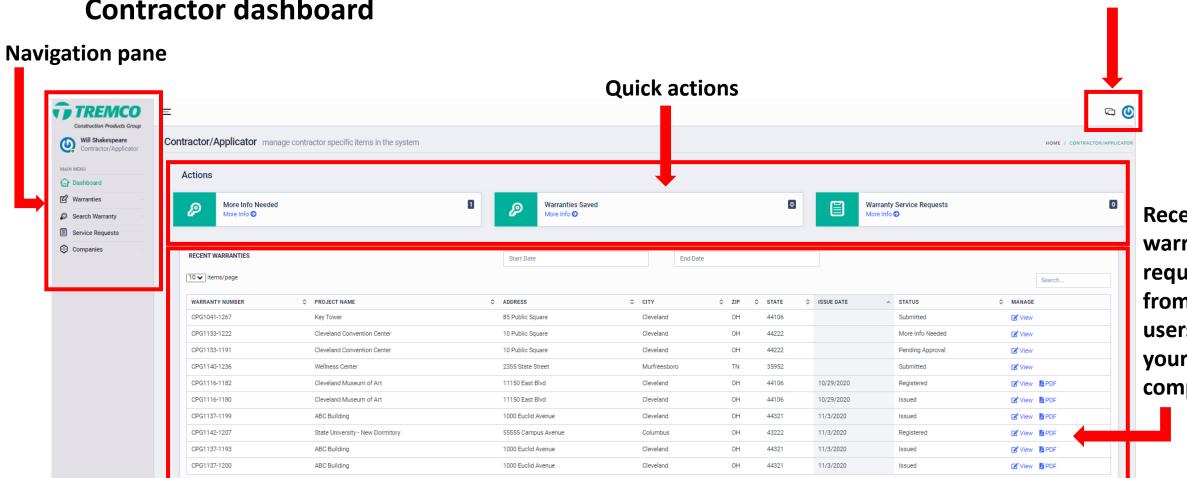
Messages and

account icons



Contractor dashboard

Showing 1 to 10 of 46 entries



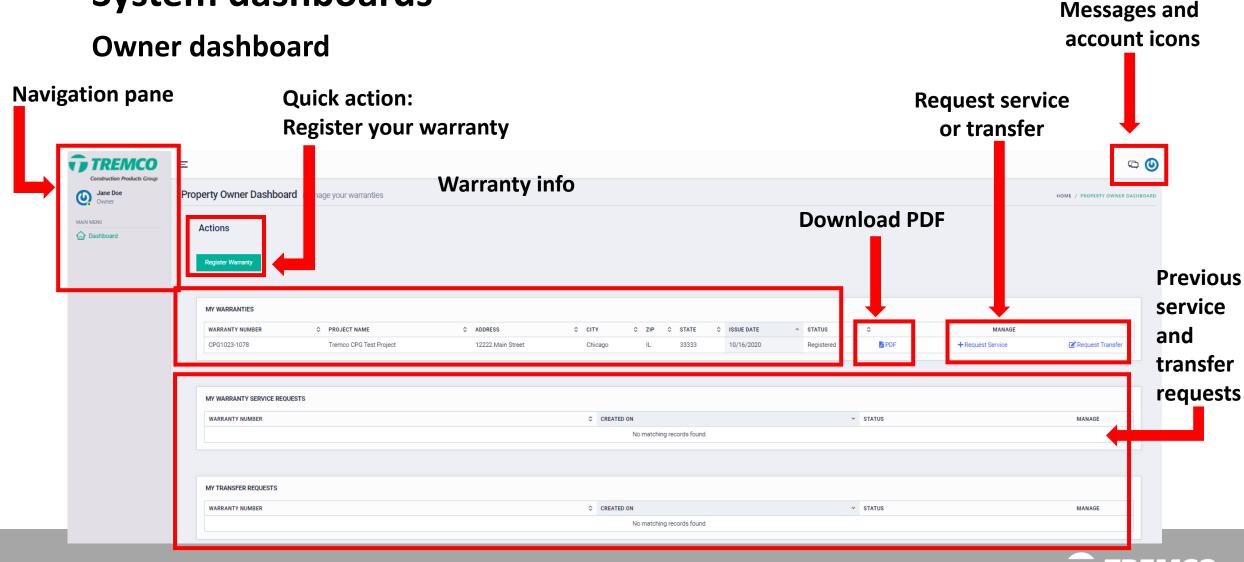
Recent warranty requests from all users in your company



1 2 3 4 5 Next

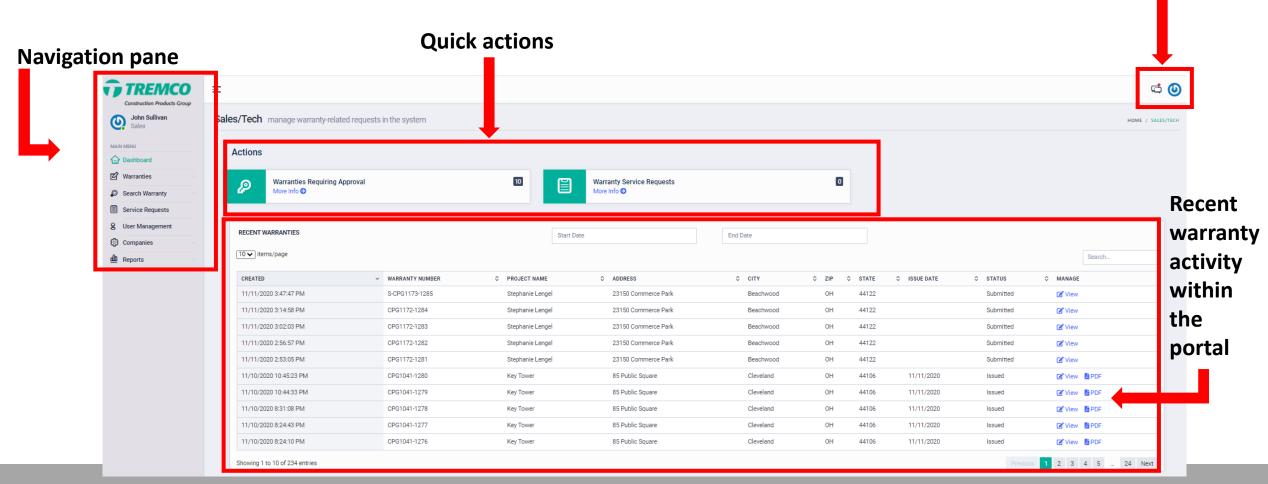
Messages and account icons

System dashboards



System dashboards

Tremco CPG company employee dashboard





Messages and

account icons

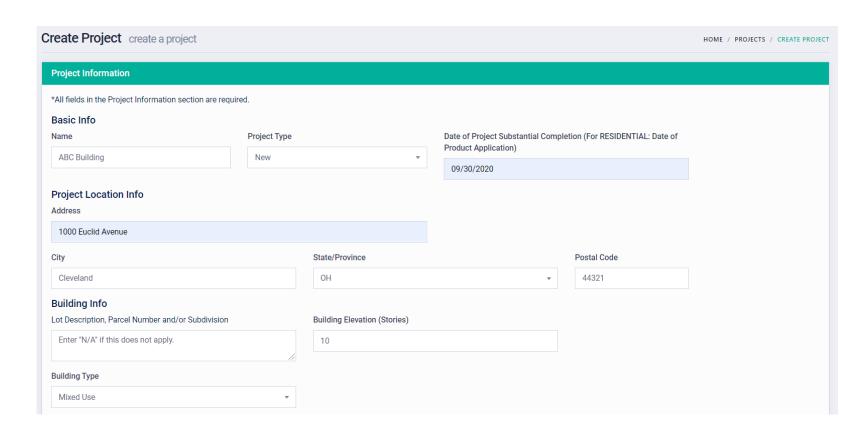
Creating warranties: Commercial projects



- 1. Click "Warranties."
- 2. Click "Create A Warranty."
- 3. Enter project information.

*All project info fields are required.

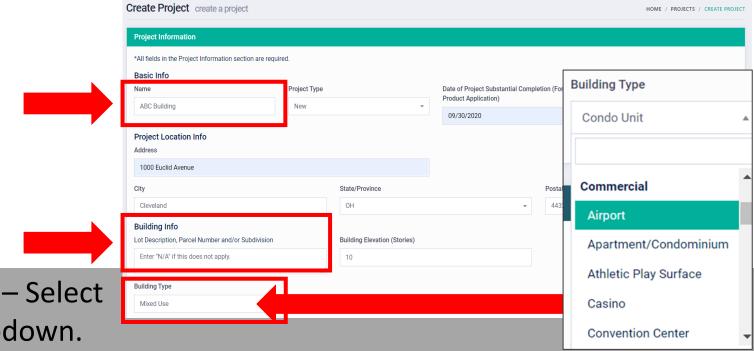






Notes:

- Project name Use the project name from architectural specs or from Dodge if known. Otherwise, use building name or other identifying information.
- Lot description Enter "N/A" if this does not apply. This can be useful if the property does not yet have an address.

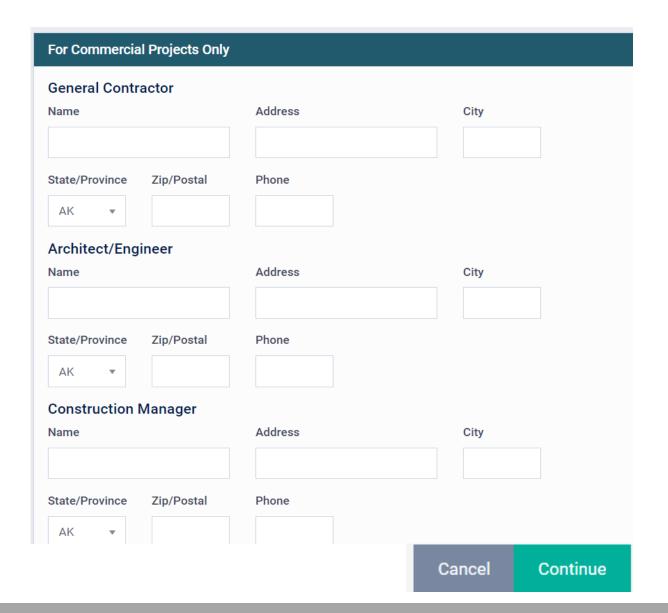


• **Building type** – Select from the dropdown.



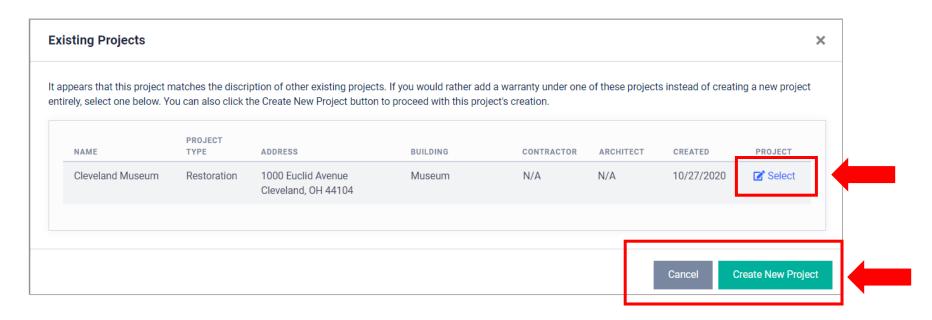
- 4. Enter additional information for commercial projects if applicable.
- 5. Click "Cancel" to go back OR click "Continue" to save the project.

*These fields are optional.



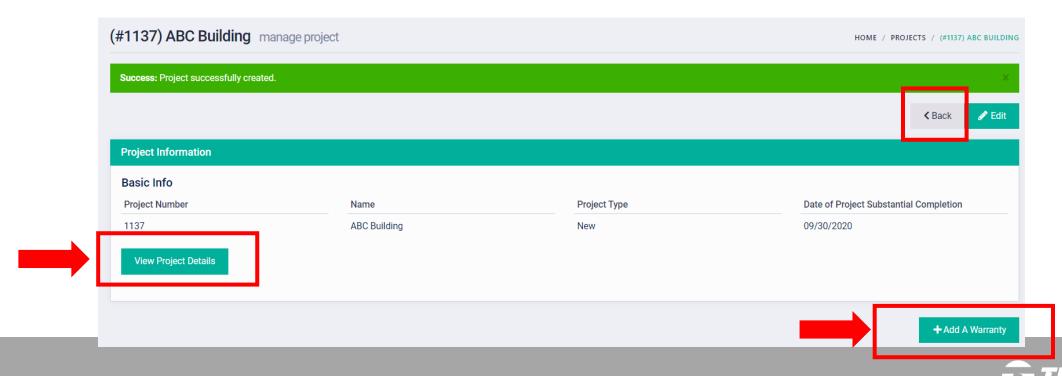


- 6. If the system finds another project with similar information, it will give you the option to add your warranty to this project or create a new one.
- 7. Click "Select" to add to this project, "Cancel" to go back to the project detail page, or "Create New Project."

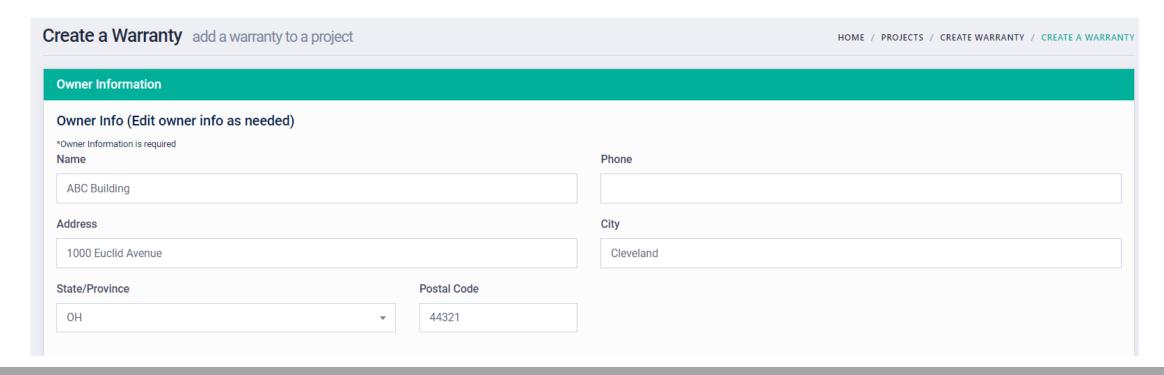




- 8. If you added to an existing warranty, you can click the button to **View Project Details** if you want to confirm that you added to the correct project. If it's not the correct project, click the **Back** button to create a new project.
- 9. Click "Add A Warranty" to add product information.

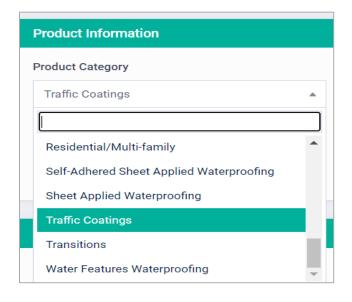


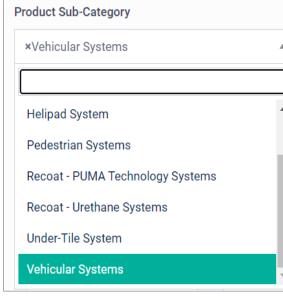
10. Owner name and address automatically fills from project information. Edit as needed. NOTE: If you added to an <u>existing project</u>, project and owner information cannot be changed.





11. Select product category and subcategory.





Can't find a product?

If you have trouble finding a particular product, you can do a quick **product search** to identify the category (or categories) that it appears in. See "Product Search" section for instructions.)



Full list of product category options:

- Air Barriers
- Euclid Chemical Only
- Euclid/Tremco CPG Systems
- Exterior Insulation & Finish Systems Field-Applied
- Exterior Insulation & Finish Systems Panelization
- Façade Finishes, Coatings & Veneers
- Firestopping
- Flashing Systems
- Glazing
- Insulated Concrete Forms
- Joinery & Sealants

- Traffic Coatings
- Transitions
- Waterproofing Below-Grade Horizontal Cold Fluid-Applied
- Waterproofing Below-Grade Vertical Cold Fluid-Applied
- Waterproofing Crystalline
- Waterproofing Hot Fluid-Applied Asphalt
- Waterproofing Planter Cold Fluid-Applied
- Waterproofing Self-Adhered Sheet
- Waterproofing Sheet-Applied
- Waterproofing Water Features

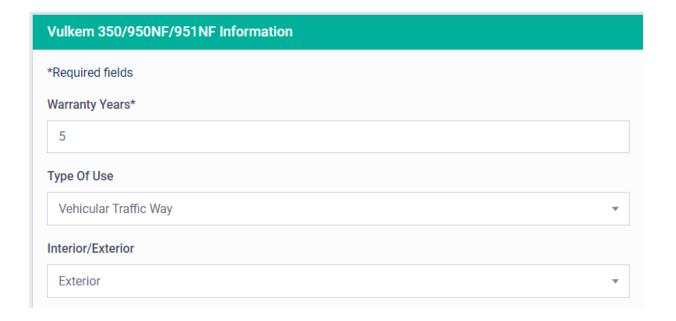


12. Select product(s) and enter square (or linear) footage.





- 13. Verify warranty years (can make lower, not higher).
- 14. Select Type of Use from the dropdown. If "Other" enter the type of use in the text field to the right.
- 15. Select "Interior," "Exterior" or both.





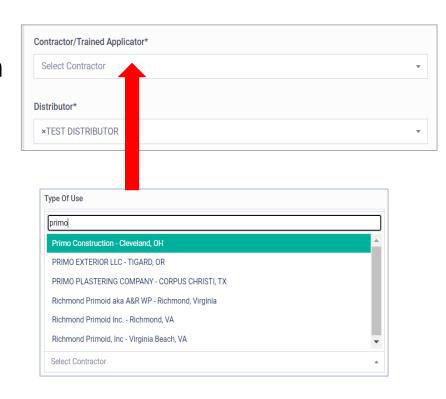
16. Enter amount in "Material Purchase Price" field. This should be the amount the contractor paid for the material.





17. Contractor/Trained Applicator field:

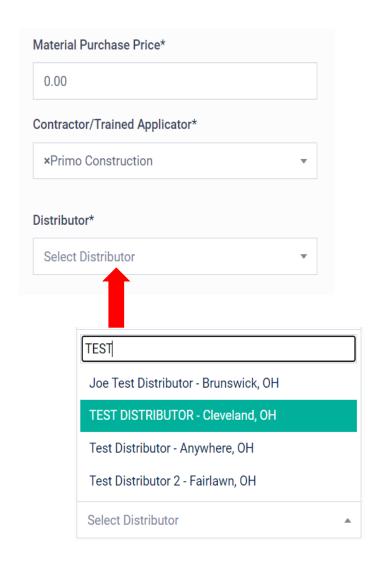
- If you are a contractor, this will auto-fill based on your user account record. You cannot change this.
- All other users (e.g., distributors, sales reps, other internal users), select a contractor from the "Contractor/Trained Applicator" dropdown. Begin typing the contractor name to jump to entries beginning with those letters. Click to select.
- If the contractor you need is not listed, save and exit the warranty request and add the company. (See "Adding Companies" for more info.)





18. Distributor field:

- If you are a distributor, this will auto-fill with your company name. You cannot change this.
- All other users (e.g., contractors, sales reps, other internal users), select distributor from the "Distributor" dropdown. Begin typing the distributor name to jump to entries beginning with those letters. Click to select.
- If the distributor you purchased from is not listed, select another and add a message to the warranty administrator after submitting the request. (See "Messaging" for more info.)





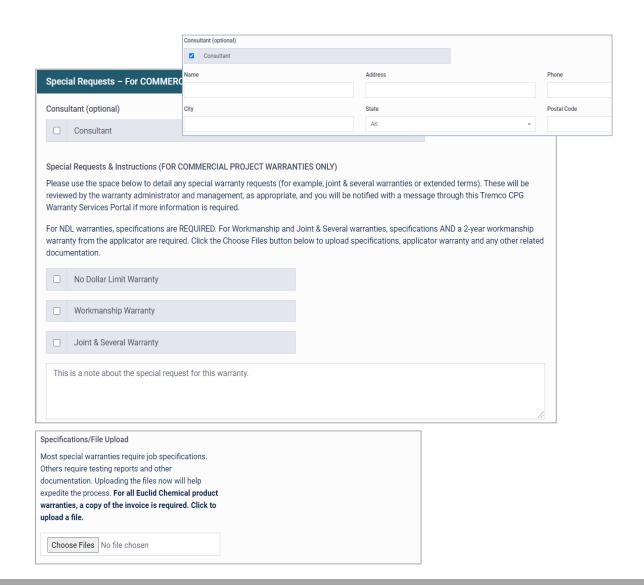
- 19. "Product Installation Completion Date" field will auto-fill with date entered for "Date of Substantial Completion" for the project. You can change the product installation date if it is different. Warranty term begins on the Date of Substantial Completion.
- 20. Your email address will auto-fill in the "Email To" field. Add any additional email addresses to receive a copy of the issued warranty. Separate by commas.

Additional Warranty Info			
Product Installation Completion Date*			
11/02/2020			
Email To*			
Anyone@test.com, someone@test2.com			
Enter any email recipients separated by a comma.	Γhe issued warranty will automatically be emailed to all recipients.		



Special Requests:

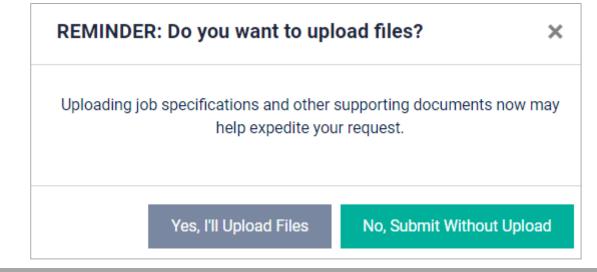
- 21. If there was a consultant involved in this scope of work, click the box and enter company info.
- 22. Click box(es) for other special requests. A 2-year applicator's agreement will be required for workmanship and J&S warranties.
- 23. Enter any special notes or requests in the text box.
- 24. Upload specifications and/or other documents as needed.





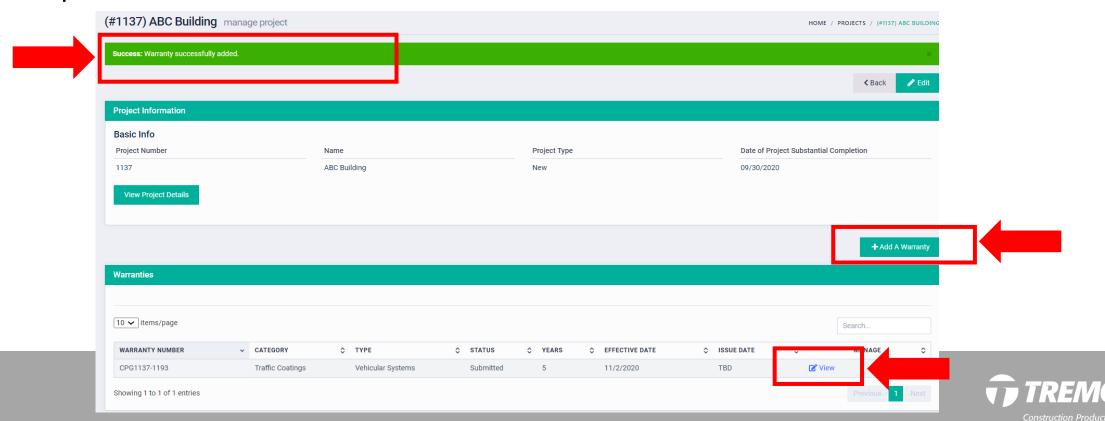
- 25. Click "Save and Exit" if you are not ready to submit the warranty request for processing. OR click "Save and Submit." Clicking "Cancel" will exit the screen, and information entered on this screen will NOT be saved.
- 26. If you entered information in the Special Instructions text box and/or clicked one of the special warranties and did NOT upload specifications, you will get a popup message reminding you.







- 27. A message will confirm your warranty was successfully submitted.
- 28. Click "View" to review warranty details as needed.
- 29. Click "Add A Warranty" button to add another warranty to this project if additional products were used.



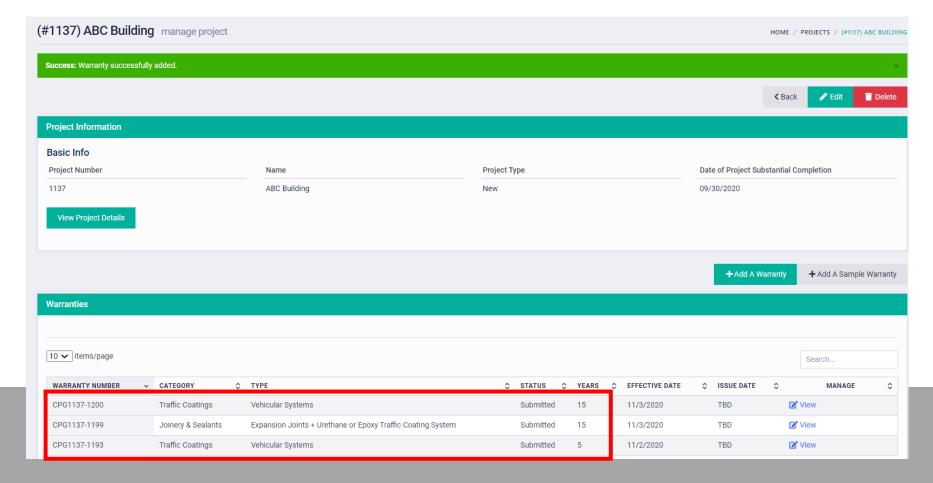
30. When you add a warranty to an existing project, you cannot change project or owner information. Click to select product category and sub-category.

Create a Warranty add a warranty to a project			HOME / PROJECTS / CREATE WARRANTY / CREATE A WARRANT
Owner Information			
Owner Info (Edit owner info as needed) *Owner Information is required Name		Phone	
Linda Wendel		()	
Address		City	
23150 Commerce Park		Stow	
State/Province	Postal Code		
ОН	44224		
Product Information			
Product Category			
Air Barriers	¥		
Product Sub-Category			
Select Sub-Category	•		
Required products/categories *			



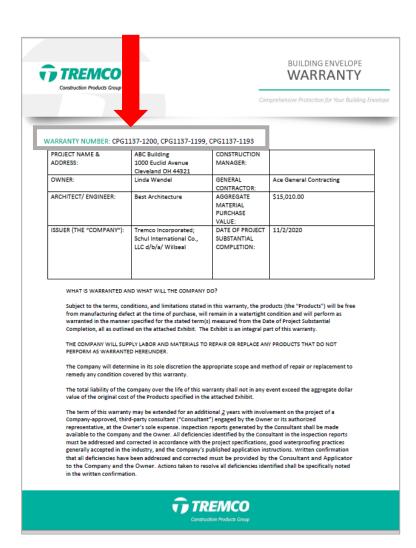
In the sample project below for the ABC Building, three warranties have been created.

- All begin with the project number: 1137.
- Each warranty number includes this project number followed by a 4-digit extension.



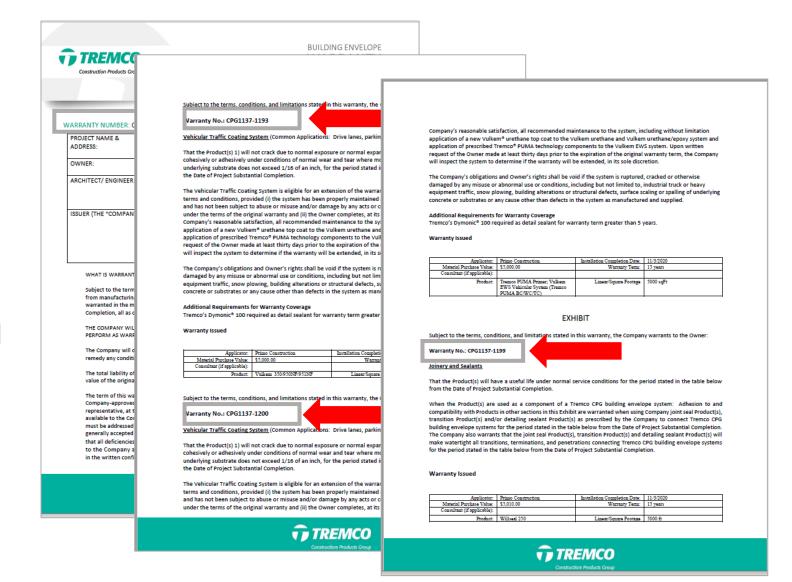


- As each warranty for a project is issued, the complete document is generated, including the current and any previously issued exhibits/scopes of work for the project.
- The number for each exhibit/scope of work is listed at the top of the first page.





- As warranties for more products for different scopes of work are requested later, those will be added to the existing warranty, and the full document will be generated with all previous exhibit sections.
- The owner will receive a single, comprehensive warranty document at the end of the project.

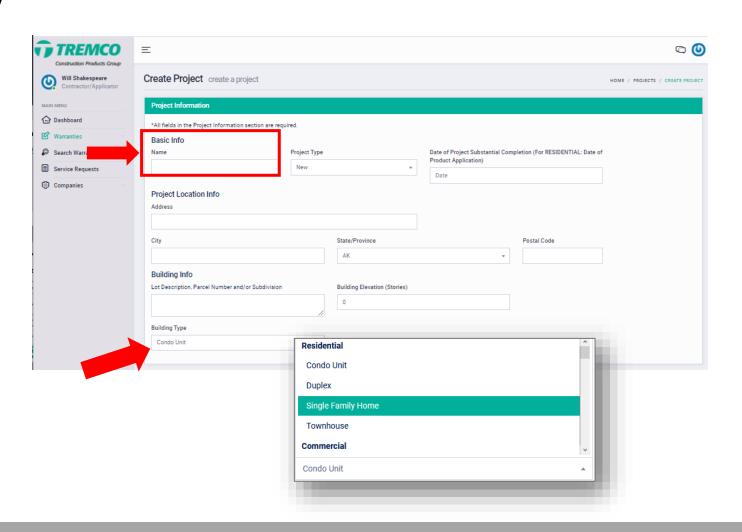




Creating warranties: Residential projects & brands (TUFF-N-DRI, WATCHDOG, IMPAX, ENFORCE)



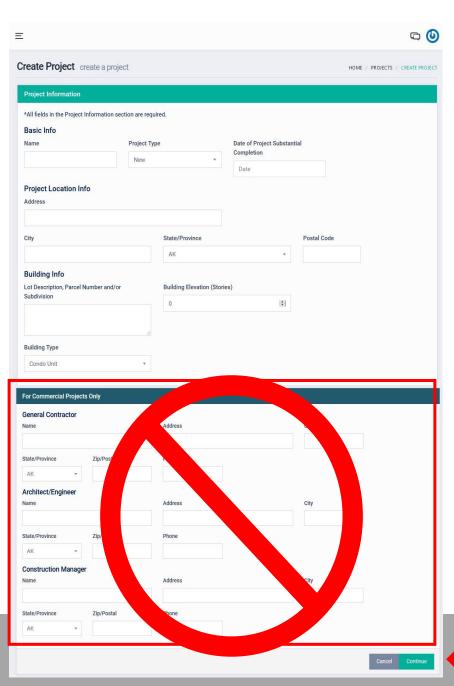
- Click "Warranties" in the Warranty Dashboard and choose "Create Warranty."
- 2. Next screen is Create Project.
- 3. If you know the homeowners name you may enter it here; if not please use the builder's name.
- 4. Enter other basic information.





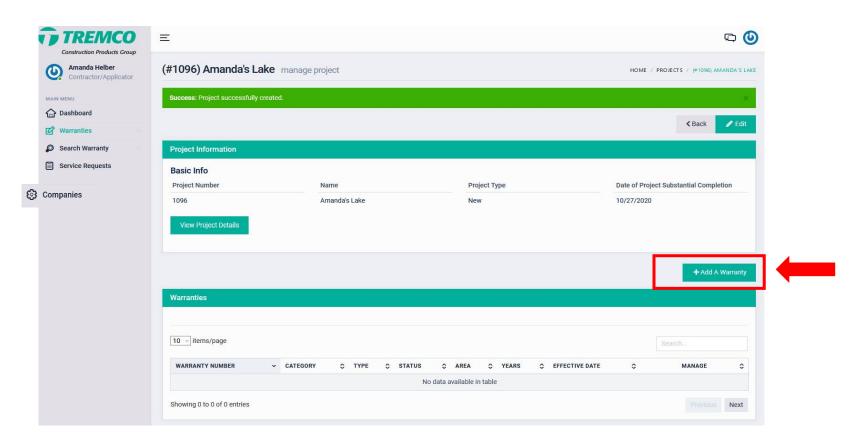
- 5. Skip the "For Commercial Projects Only" area.
- 6. Click "Continue."





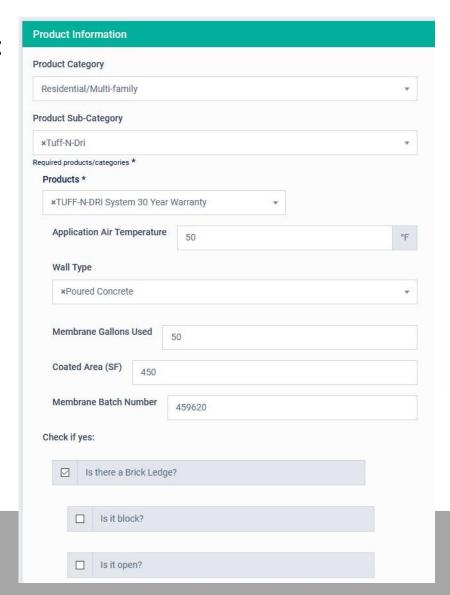


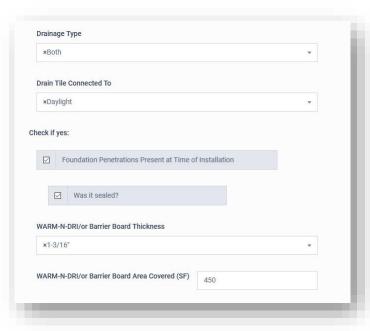
- 7. Once project is created the next step is to add a warranty to the project.
- 8. Click "Add Warranty."





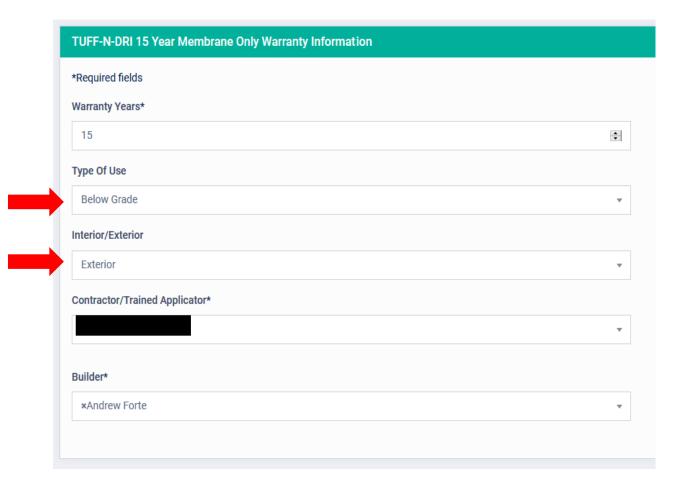
- 9. Choose a product category: Residential/Multi-family.
- 10. Choose Product Sub-Category.
- 11. Choose the Product (pick the correct product warranty).





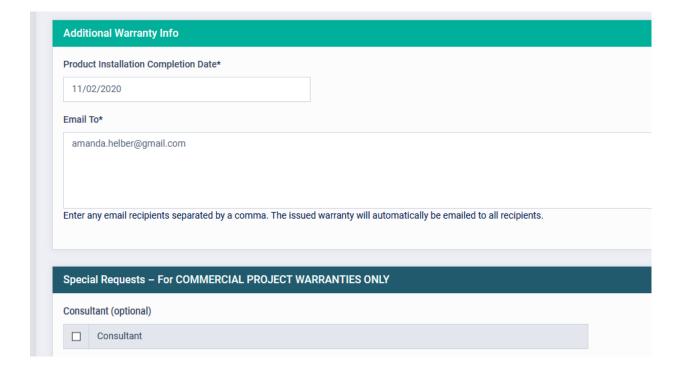


- 12. Warranty years auto-populates.
- 13. Choose Type of Use ("Below Grade" for most residential applications).
- 14. Choose Interior/Exterior.
- 15. Your company name will auto-fill in the Contractor field.
- 16. Choose a builder from the Builder dropdown. If the company you need is not listed here, you may create the builder record. (See Creating Companies section.)



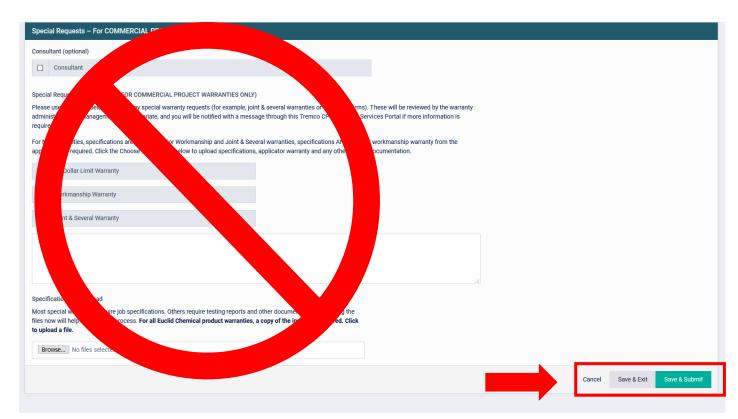


- 17. Product Installation Completion Date will auto-fill from the date entered on the Project screen.
- 18. Your email address will autopopulate in the "Email To" field. Enter email addresses for others who you want to receive a copy of the warranty. Separate the email addresses with commas.





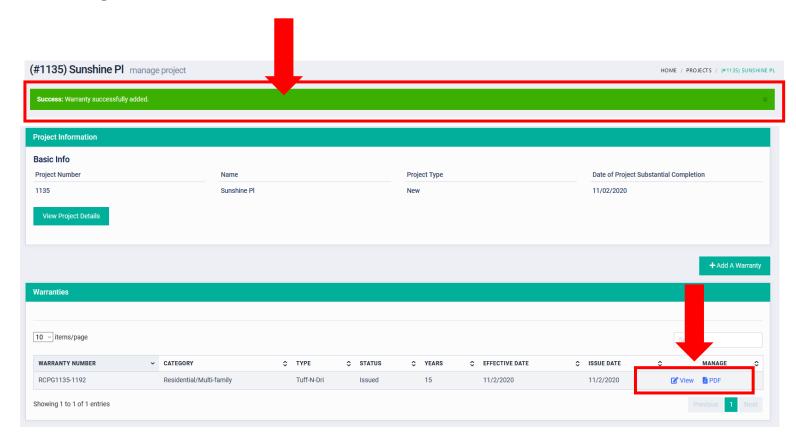
- 19. Skip the blue "For Commercial Projects Only" area.
- 20. Click "Save and Exit" to save but NOT issue the warranty. Or click "Save and Submit" to generate and email the warranty document.





Viewing a created warranty

- 21. A message will indicate the warranty was successfully created.
- 22. Click "View" to review warranty details or click the "PDF" icon to download the warranty document, if desired.





View your created warranty



RESIDENTIAL WARRANTY

Comprehensive Protection for Your Building Envelope



Warranty No: RCPG1096-1164

PROPERTY ADDRESS:	277 Lake Court Lakeside, CO, 80210	OWNER:	Amanda's Lake
ISSUER (THE "COMPANY"):	Tremco Incorporated	BUILDER:	McGrath Custom Homes

WHAT IS WARRANTED AND WHAT WILL THE COMPANY DO?

Subject to the terms, conditions, and limitations stated in this warranty, the products (the "Products") will be free from manufacturing defect at the time of purchase, will prevent leakage and will perform as warranted in the manner specified for the stated term(s) measured from the Date of Product Installation, all as outlined on the attached Exhibit. The Exhibit is an integral part of this warranty.

THE COMPANY WILL SUPPLY LABOR AND MATERIALS TO PROVIDE THE REMEDY OUTLINED IN THE APPLICABLE SECTION OF THE ATTACHED EXHIBIT. The Company will determine in its sole discretion the appropriate scope and method of repair or replacement to remedy any condition covered by this warranty.

The total liability of the Company over the life of this warranty shall not in any event exceed the dollar value as specified in the applicable sections of the attached Exhibit.

HOW DO I GET SERVICE?

The Owner must notify the Company within 30 calendar days from the date that the Owner discovered, or should have discovered, the existence of a claim under this warranty, and before beginning any permanent repair, by submitting a service request form at https://warranties.tremcocpg.com or by contacting the Warranty Administrator at 800-876-5624.

The Owner must provide the Company with a reasonable opportunity to investigate the claim and the alleged failure of the Products to perform as warranted herein. The Owner shall have the sole responsibility, at the Owner's cost and expense, to provide the Company with free and full access to the installed Products during regular business hours for purposes of the investigation, including obtaining necessary approval and/or releases from building occupants who may be affected by the investigation and/or by any remedy the Company may provide under this warranty. The Company shall not be responsible for removal of any materials which may cover the Products, or any costs associated with removing or replacing any such materials, except as otherwise provided for herein.

GENERAL REQUIREMENTS:





View your created warranty

- Any contact by the Products with any other surface, including but not limited to, backfill soil, protection boards, or foundation drainage systems prior to the required cure time.
- Any technique, including but not limited to installation of mechanical fasteners, which penetrates the Products after installation.
- Cracks or defects allowing water through the horizontal plane of a brick ledge or stone ledge, and into the foundation wall.
- . Leakage in any crawlspace portions of partial basements without a concrete floor.

This warranty may be transferable to subsequent Owners provided certain conditions are satisfied. To request a transfer of any remaining warranty, a Transfer Request Form must be completed, which can be found at https://warranties.tremccopg.com, and return it along with a processing fee of \$500 payable to the Company within sixty (60) days after the closing date of the purchase from the previous Owner. If Company, at its sole discretion, does not approve of the Transfer Request, then the processing fee will be refunded.

Product(s):	TUFF-N-DRI System 30 Year Warranty	Date of Product Installation:	10/27/2020
Square Footage:		Warranty Term:	30
Contractor/Applicator Name:	Zander Solutions, LLC	Warranty Expiration Date:	10/27/2050
Contractor/Applicator Address:	421 S. Nine Mound Road Verona, WI, 53593	Dollar per Square Foot/ Total Dollar Value:	\$3 per square foot or \$10000 total

Product(s):	TUFF-N-DRI System 30	Date of Product Installation:	10/27/2020
	Year Warranty		
Square Footage:		Warranty Term:	30
Contractor/Applicator Name:	Zander Solutions, LLC	Warranty Expiration Date:	10/27/2050
Contractor/Applicator	421 S. Nine Mound Road	Dollar per Square Foot/	\$3 per square foot
Address:	Verona, WI, 53593	Total Dollar Value:	or \$10000 total



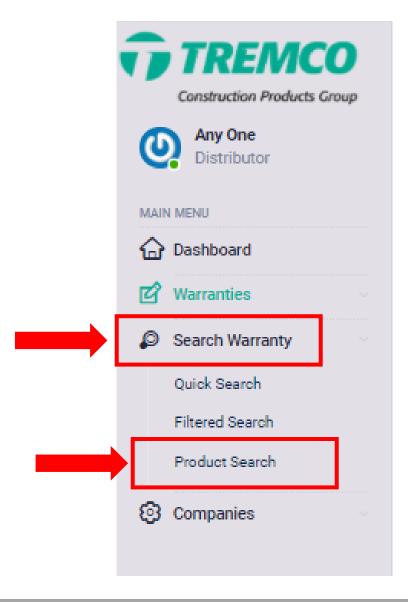


Product searches (for commercial warranties)



How to do a product search

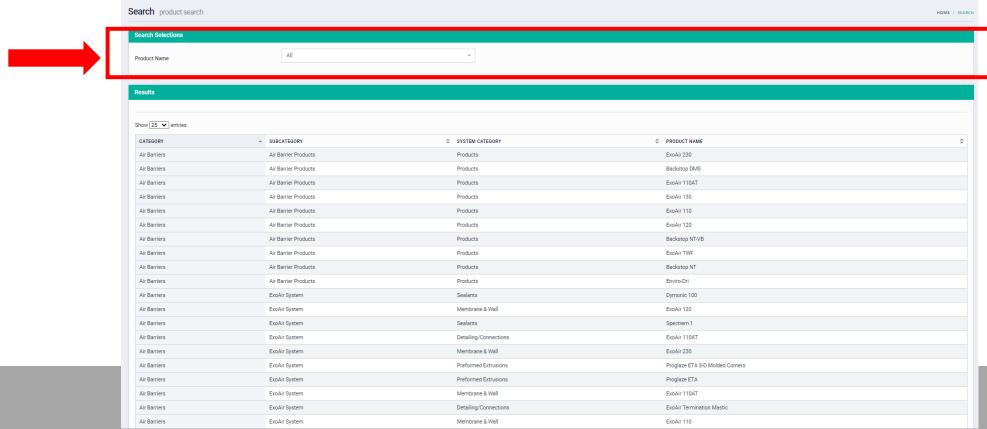
- 1. From the left navigation pane, click "Search Warranty."
- 2. Click "Product Search."





How to do a product search

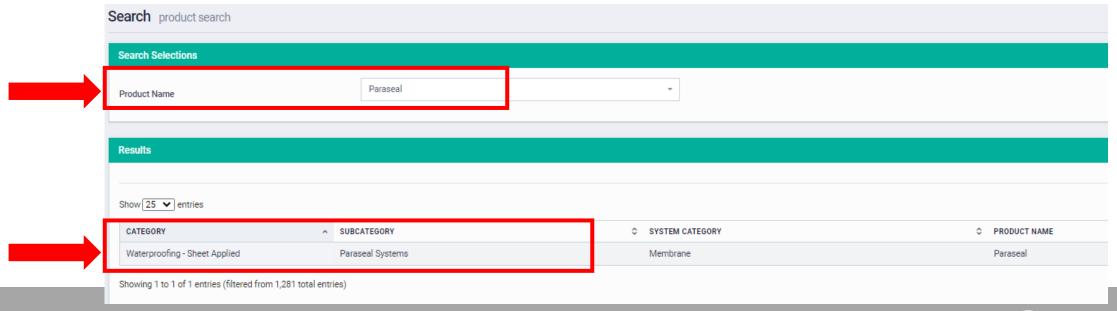
3. Type the product name in the search bar and hit the "Enter" key on your keyboard to execute the search. Or scroll down to see the full list of products by category.





How to do a product search

- 3. View the search results and note the category and subcategory for the product.
- 4. When requesting a warranty for the product, select that category and subcategory from the appropriate dropdowns.
- 5. If the product appears in multiple categories, choose the category based on your particular application. If you are unsure, contact your local sales rep for help.



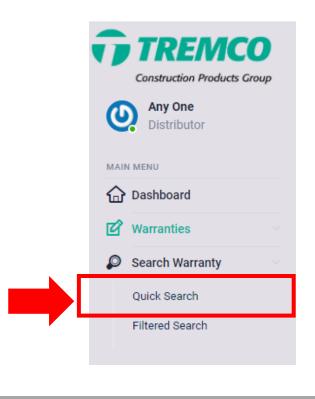


Warranty searches



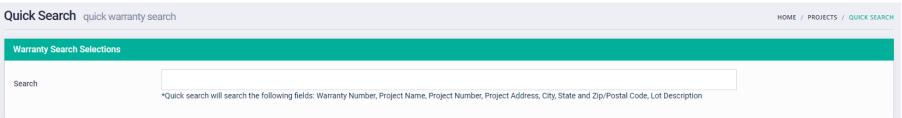
Quick Search

- Enter search information in text box.
- Click ENTER on your keyboard key to execute the search.



QUICK SEARCH:

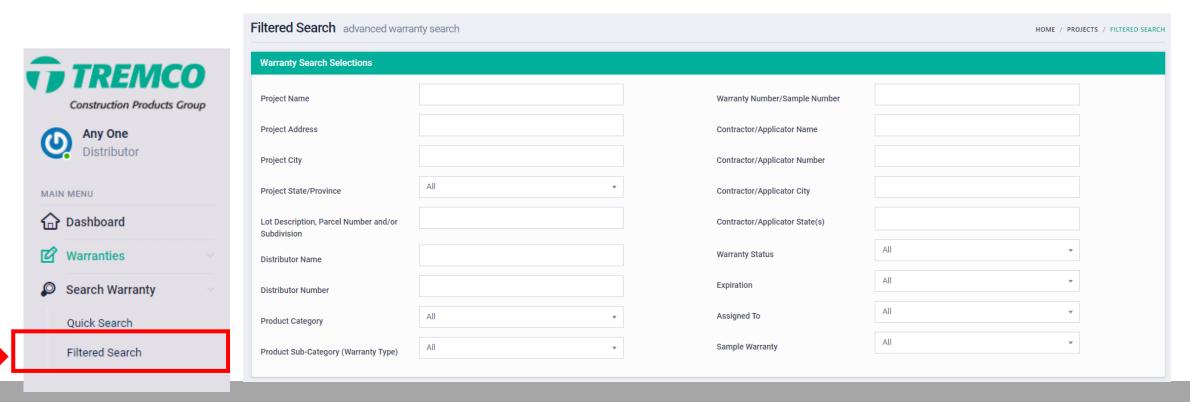
- Project Name
- Project Number
- Project Address
- Project City, State, Postal Code
- Lot Description





Filtered Search

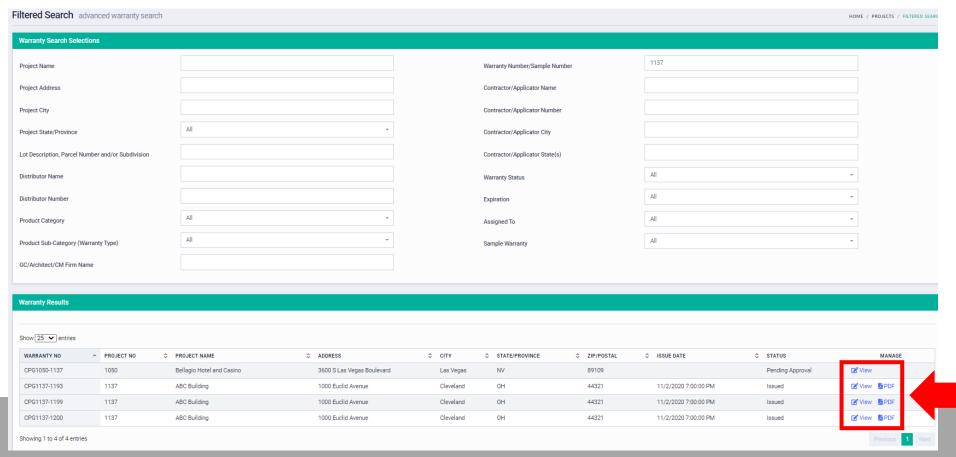
- Enter information in one or more fields. Some are text fields, and some are drop-downs.
- Click ENTER key to execute the search.





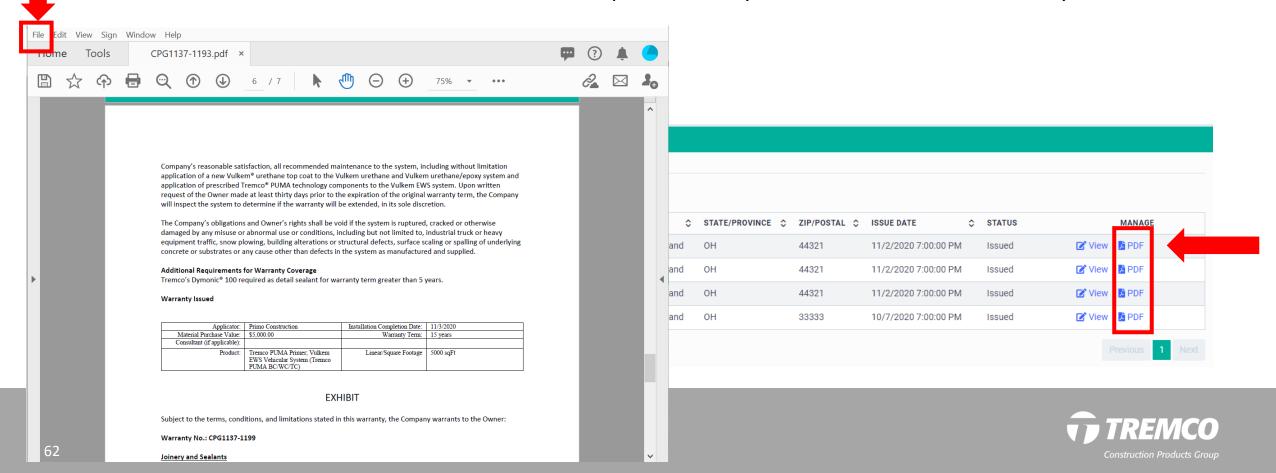
Filtered Search

- View search results list.
- Click the "View" beside any warranty listed to view warranty details, or click the PDF icon to view the issued warranty.



Download and print warranties

- Once a warranty has been issued, you can download, save and print a copy at any time.
- Click the PDF icon to open the warranty document. On the PDF toolbar, click "File," then "Save" to save to your computer.
- You can also click the "View" button to view complete warranty details rather than the warranty document.



Responding to info requests



MORE INFO NEEDED:

If the warranty administrator requires more information regarding a warranty you have requested, you will receive an email notification, alerting you that you have a message.

- 1. Do NOT reply to the email. It is a "no-reply" email address.
- 2. Click button in the email.
- 3. This will take you to the question or assigned task in the system.

Warranty - More Info Needed

website@mg.sancsoft.net on behalf of website@sancsoft.net To mannoanne2@gmail.com

i If there are problems with how this message is displayed, click here to view it in a web browser.



Hello Joe,

Thank you for requesting a warranty from a Tremco Construction Products Group company. More information is needed in order to process your request. Please click the link below to view and respond to the message from the warranty administrator.

Please provide the correct square footage for this product. Thank you.



Thank you for your business!

Regards,

Tremco Warranty Services Serving Companies of the Tremco Construction Products Group



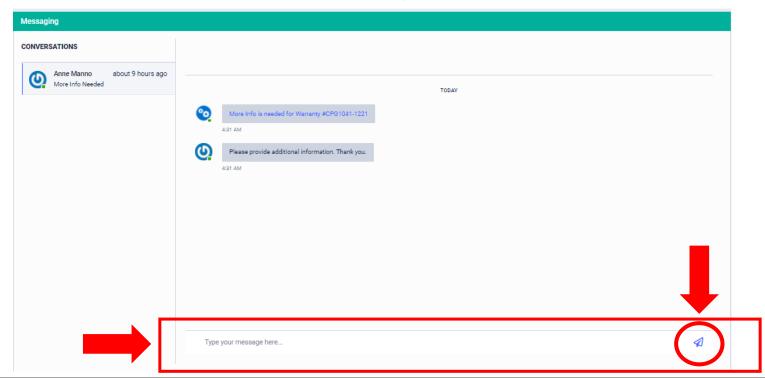


4. Click link in the email to go directly to the warranty requiring more information. (Status will show "More Info Needed.")

Ξ		© (0
#CPG1041-1221 Warranty Detail manage warranty		HOME / PROJECTS / (#1041)KEY TOWER / #CPG1041-1221 WARRANTY DETAIL
Project Information		
Name	Project Type	Lot Description, Parcel Number and/or Subdivision
Key Tower	Restoration	Corner of Ontario and St. Clair
Address	City	State/Province
85 Public Square	Cleveland	ОН
Postal Code		
44106		
√ View Project ■ The state of the stat		
More Info Need	led	



- Scroll down to view message; click link above the message to view the warranty details.
- 6. Add a response to the message; click the send icon.

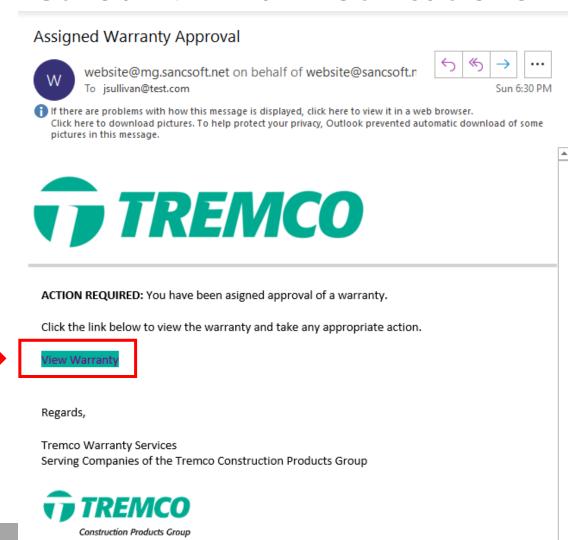




APPROVAL NEEDED:

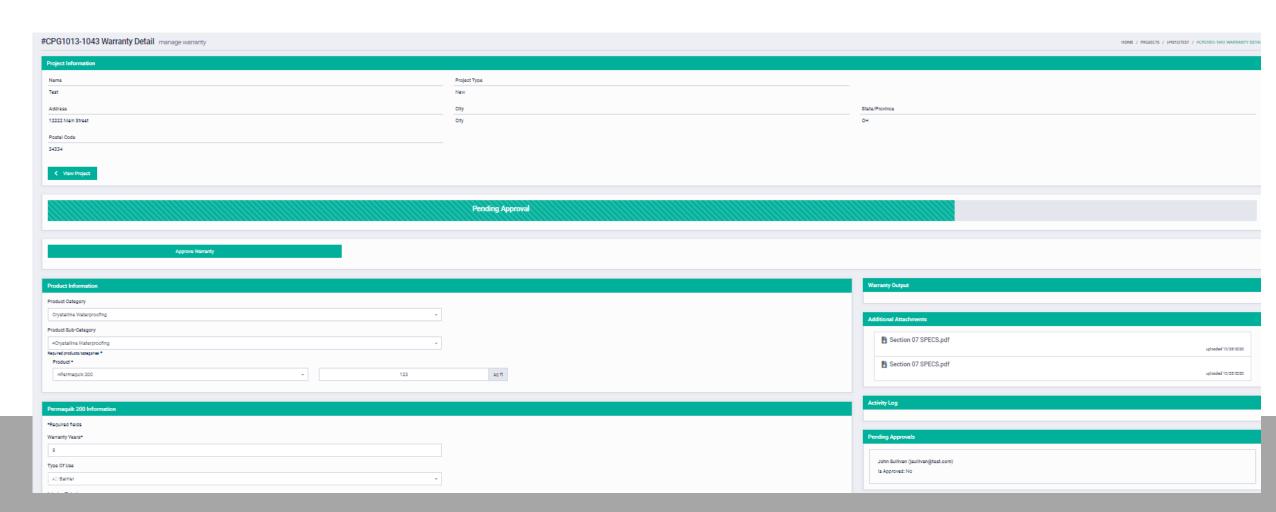
If the warranty administrator requires an approval from you regarding a warranty you or someone else has requested, you will receive an email notification, alerting you that you have a message.

- 1. Do NOT reply to the email. It is a "no-reply" email address.
- 2. Click button in the email.
- 3. This will take you to the warranty requiring your approval.

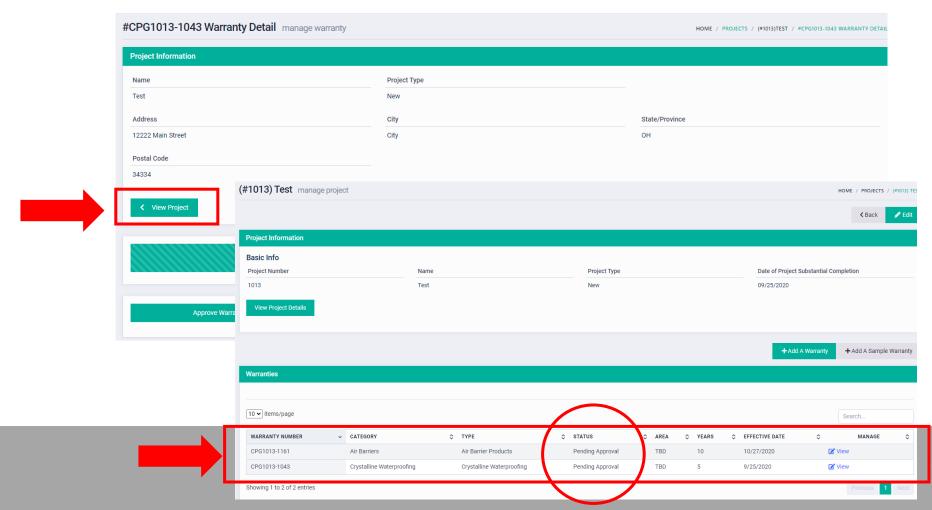




4. View Warranty Detail page. Scroll down to see product details for this warranty.

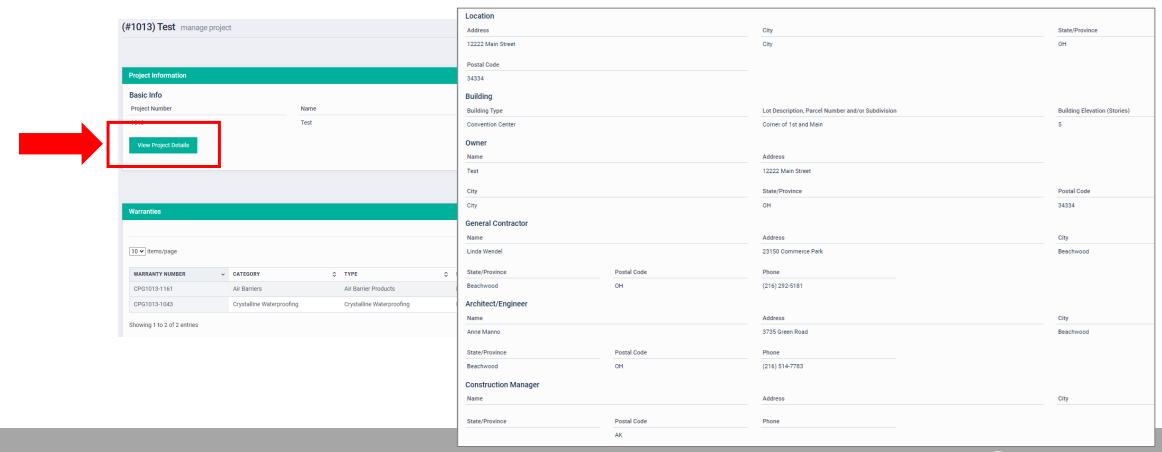


5. Click "View Project" to see list of warranties for this project and their statuses. There may be one or more.



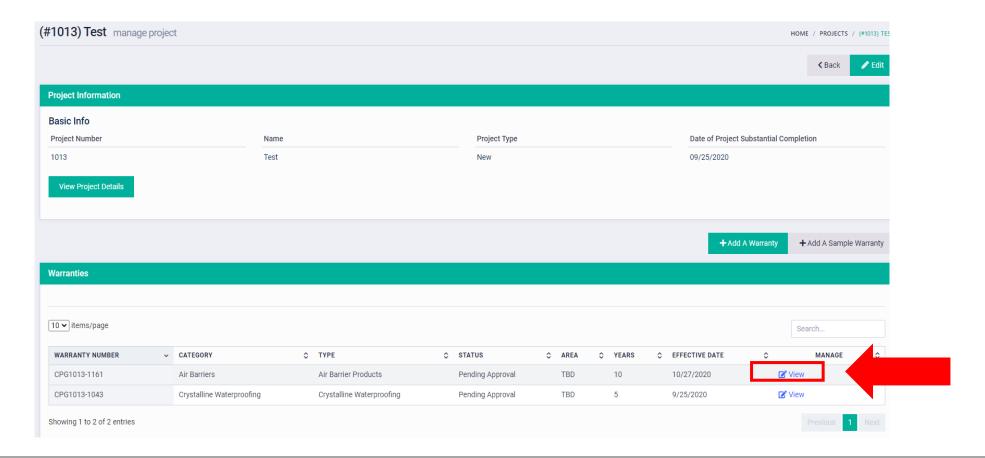


- 6. Click "View Project Details" for specific project information.
- 7. Click "View Project Details" again to close this box.





8. Click "View" to see warranty information.





9. Scroll down to review warranty specifics (product, years, special requests).

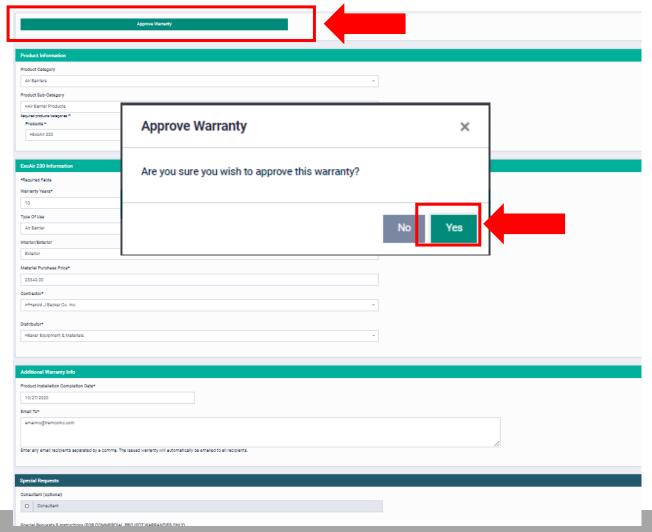
Product Information	
Product Category	
Air Barriers +	
Product Sub-Category	
#Air Barrier Products +	
Required products todagonies * Products *	
Products * *EngAir 230	sq ft
"Solution and " solution and " solut	and to
Extra/Air 230 Information	
*Required fields	
Warranty Years*	
10	
Type Of Use	
Air Barrier -	
Interior/Exterior	
Exterior +	
Material Purchase Price*	
23342.00	
Contractor*	
x*Harold J Becker Co. Inc.	
Distributor*	
×Bakar Egulpment & Materials +	
Additional Warranty Info	
Product installation Completion Date*	
10/27/2020	
Email To*	
amanno@tramcolne.com	
Enter any small recipients separated by a comma. The issued warranty will automatically be smalled to all recipients.	
Special Requests	
Consultant (optional)	
□ Consultant	
Consist Descrate 9 InstruMore (EDD CONNECDO) AT DOD (ECT MADDANTICS ONLY)	



How to respond to a request – Method 1: Email notifications



- 10. IF APPROVED, click APPROVE button.
- 11. Click Yes to confirm.

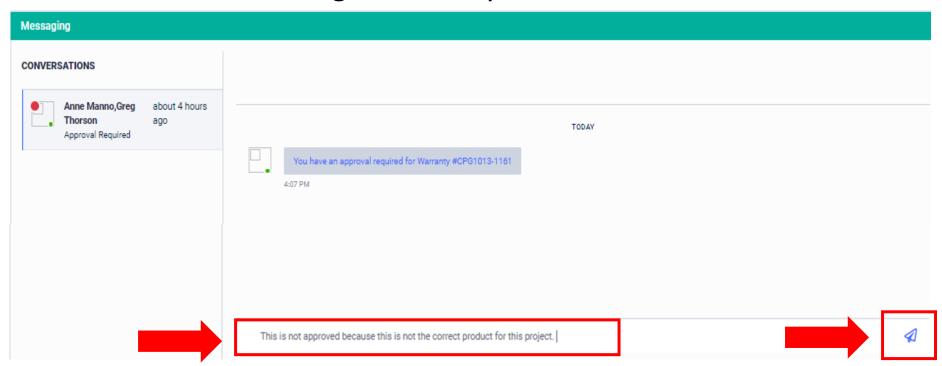




How to respond to a request – Method 1: Email notifications



- 12. If NOT APPROVED, or if you have further questions/comments, scroll down and add a message to the warranty administrator.
- 13. Click icon to send message. Warranty admin will receive a notification.

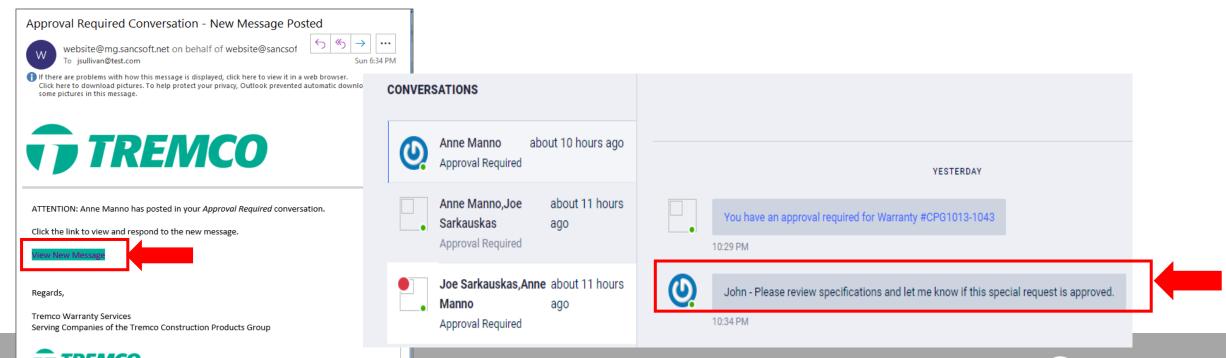




How to respond to a request – Method 1: Email notifications

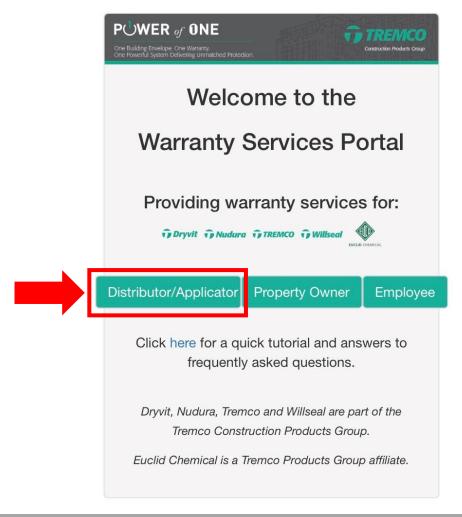
RESPONDING TO REQUESTS WITH CUSTOM MESSAGES:

- 1. Click link in the email to go directly to the Messages list in the system.
- 2. View message; click link above the message to view the warranty details.
- 3. Follow steps to review/approve AND/OR add a response to the message.

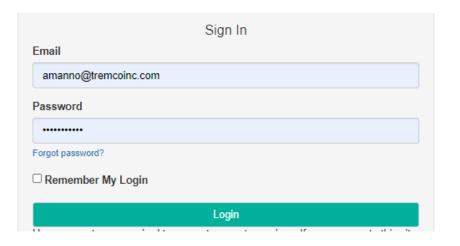




How to respond to a request – Method 2: From your dashboard



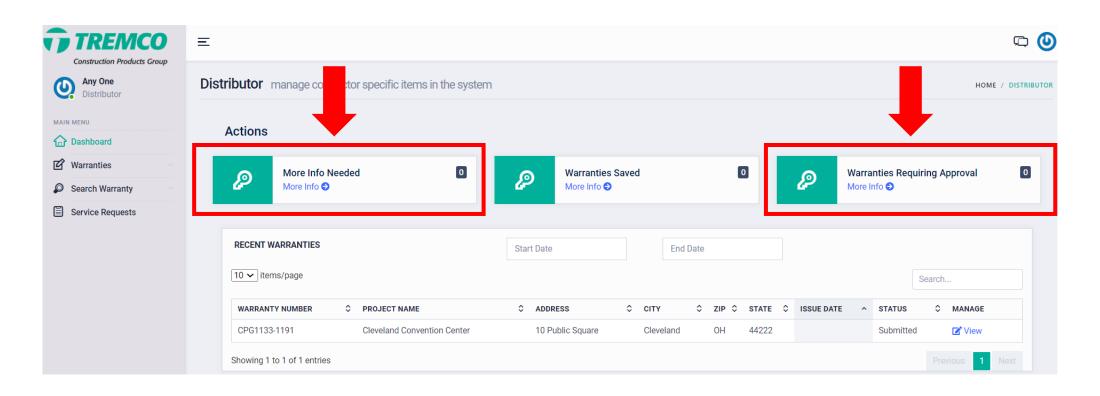
- 1. Log in to the system.
 - Click the **Distributor/Applicator** button.
 - Enter your email and password.





How to respond to a request – Method 2: From your dashboard

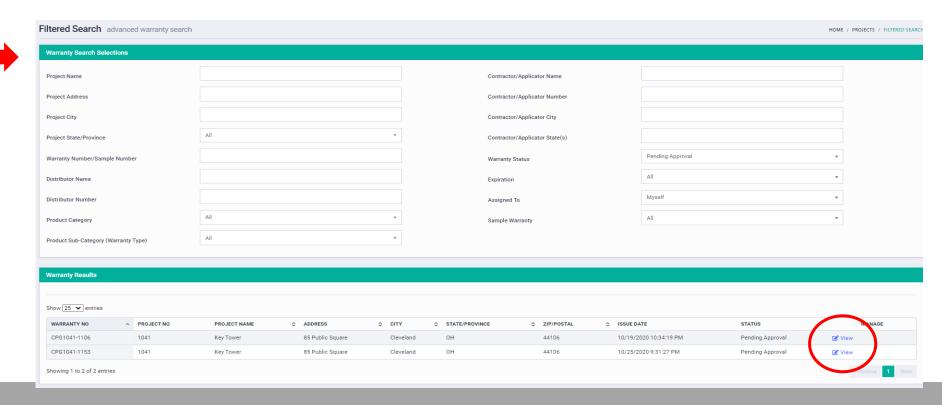
- 2. View number of tasks to be completed.
- 3. Click "More Info Needed" or "Warranties Requiring Approval."





How to respond to a request – Method 2: From your dashboard

- 4. Review requests:
 - Two Options: (1) SEARCH for warranty OR (2) Click "VIEW" icon in the list.
 - Follow previous instructions to review, approve or comment.



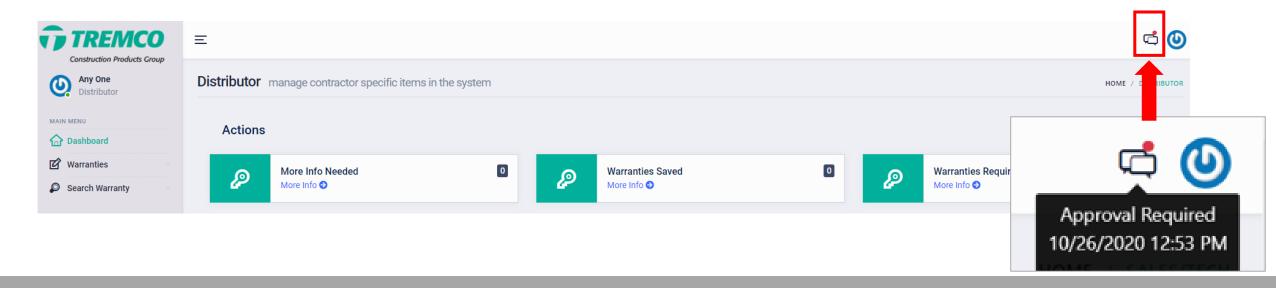


Sending messages



Responding to messages from the warranty administrator

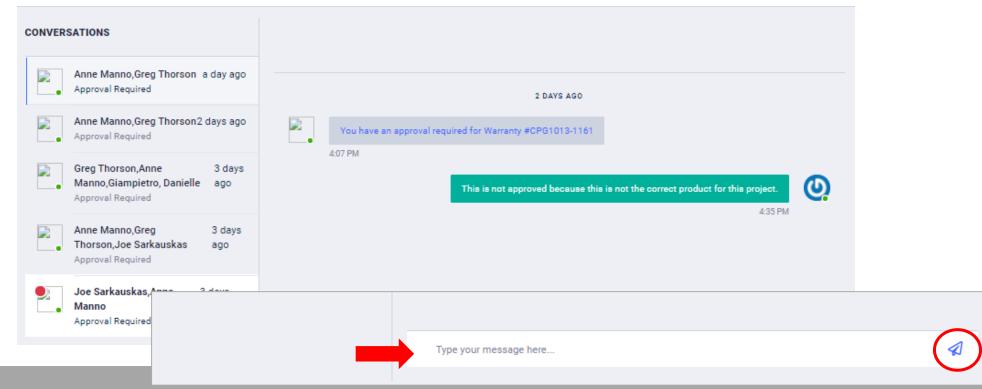
- For communication regarding a <u>specific warranty</u>, use system messaging, NOT email to contact the warranty administrator.
- Hover your mouse over the messages icon to see what the most recent messages are.
- Click Messaging icon to see all messages from the warranty administrator.





Responding to messages from the warranty administrator

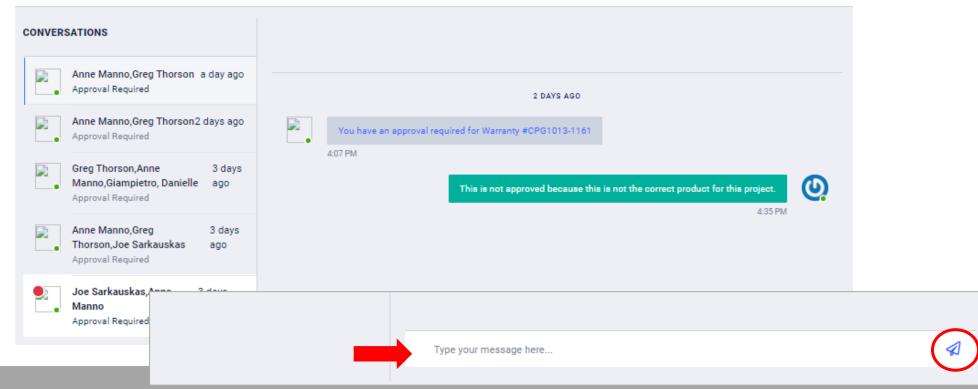
- Most recent messages appear to the right, older conversations to the left.
- Click conversation and add a message at the bottom of the screen.
- Warranty admin and all approvers assigned to the warranty can respond.





Responding to messages from the warranty administrator

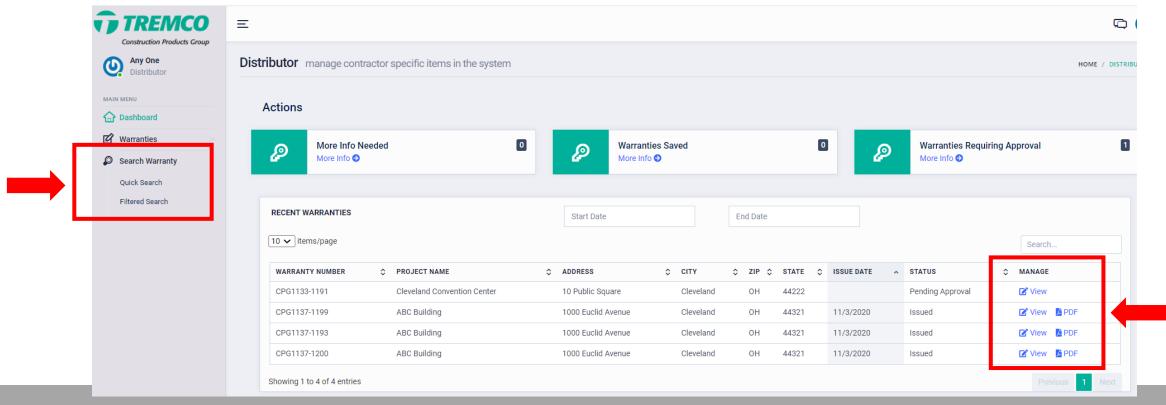
- Most recent messages appear to the right, older conversations to the left.
- Click conversation and add a message at the bottom of the screen.
- Warranty admin and all approvers assigned to the warranty can respond.





Starting a new conversation

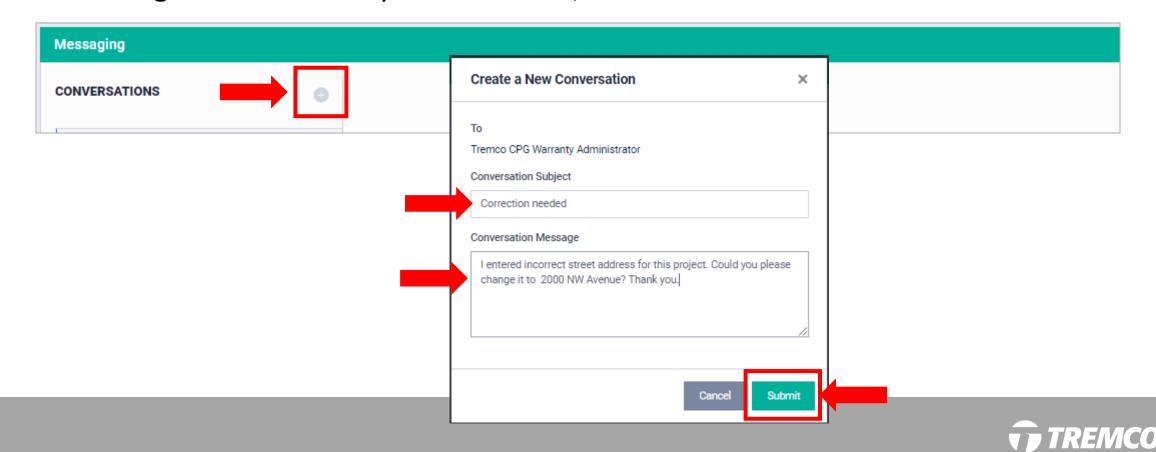
 From your dashboard, search for the warranty that you have a question about, or if it's recent, select from the list on your dashboard.





Starting a new conversation

 Scroll down. Under CONVERSATIONS, click the + icon, enter a subject, type your message to the warranty administrator, and click Submit.



Starting a new conversation – For internal users only

When you create a new conversation, you can invite other <u>internal</u> users to the conversation (Tremco, Dryvit, Nudura, Willseal or Euclid Chemical employees who have user accounts):

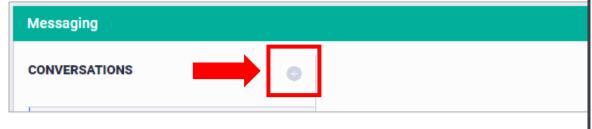
After you click the + icon, the Create a New Conversation" window appears.

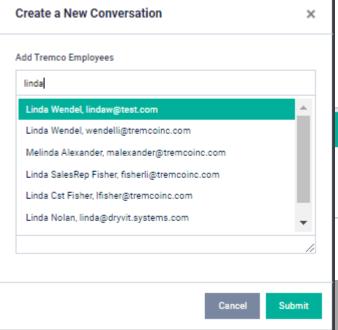
• Begin typing the person's name and click to select from the dropdown. You can add

multiple names.

Enter a subject and your message.

Click submit to send the message.







Companies: search & create contractor & builder records



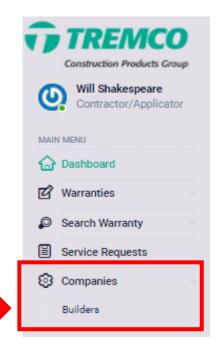
Company records

Distributors and Tremco CPG internal users can search and create new contractor records.

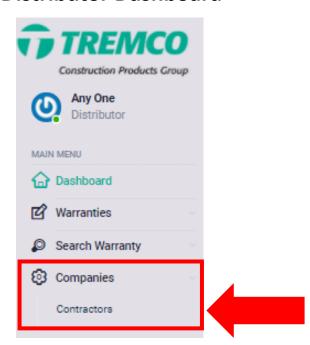
Contractors and Tremco CPG internal users can search and create new builder records.

- From your dashboard, click "Companies."
- 2. Select "Builders" or "Contractors."

Contractor Dashboard



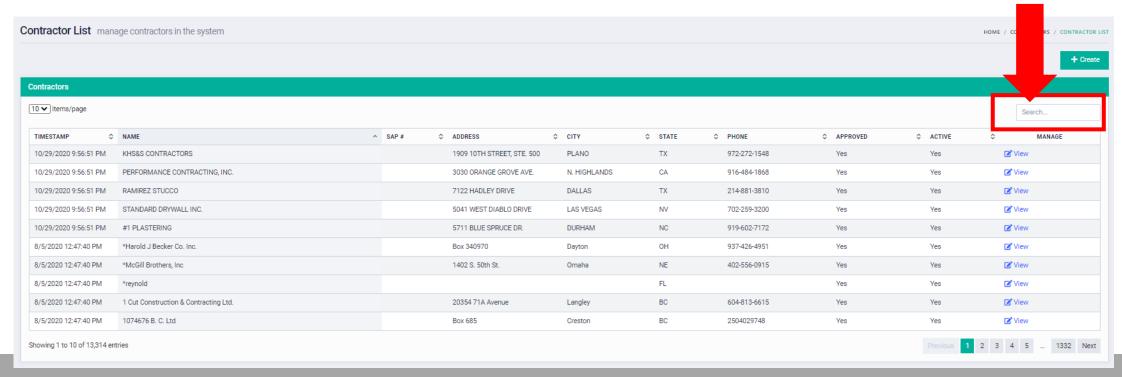
Distributor Dashboard





Searching companies

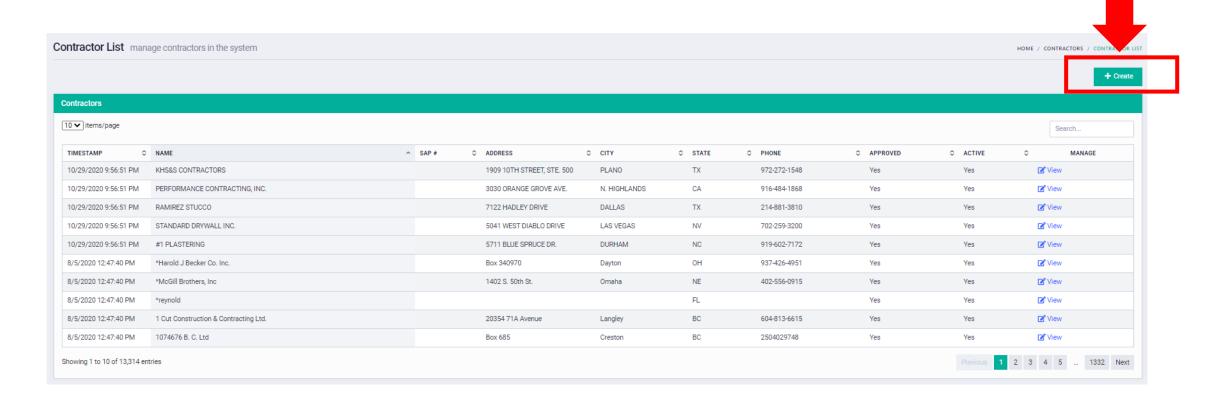
- From the list of contractors or builders, click "View" to see the company record.
- Or enter the company name in the search bar to determine whether it is set up in our system so that you can enter a warranty request.





Creating companies

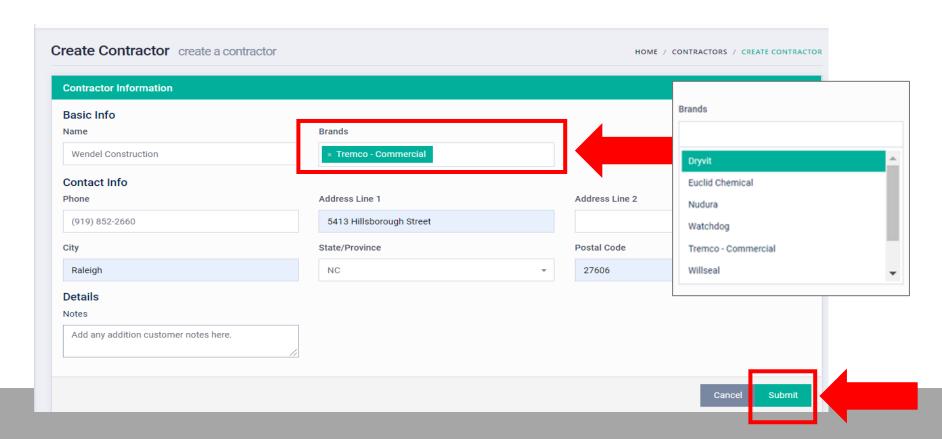
1. Click the "Create" button to add a new company record.





Creating companies

- 2. Enter the company name, address, phone.
- 3. Select the relevant Tremco CPG company brands from the dropdown.
- 4. Click "Submit."

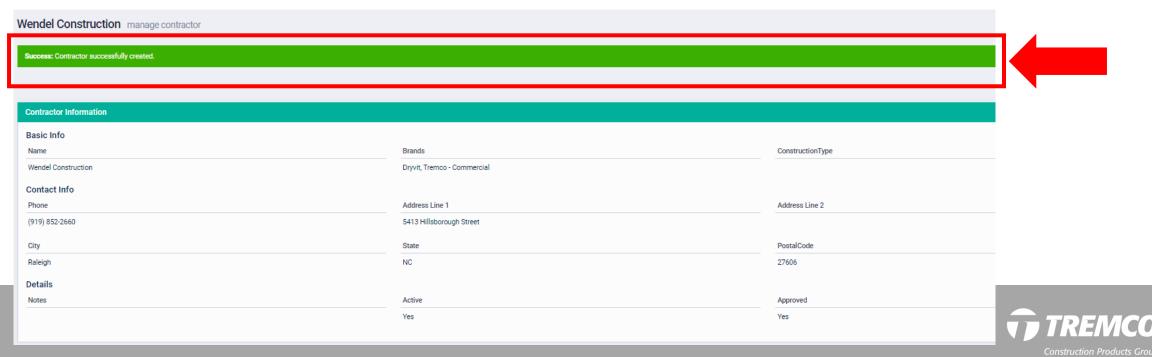




Creating companies

5. Message confirms that the company record was successfully created. You will now be able to include this contractor or builder on your warranty requests.

NOTE: All company records created by our customers are reviewed by the warranty administrator. You will be contacted if there are any questions about the newly created company.

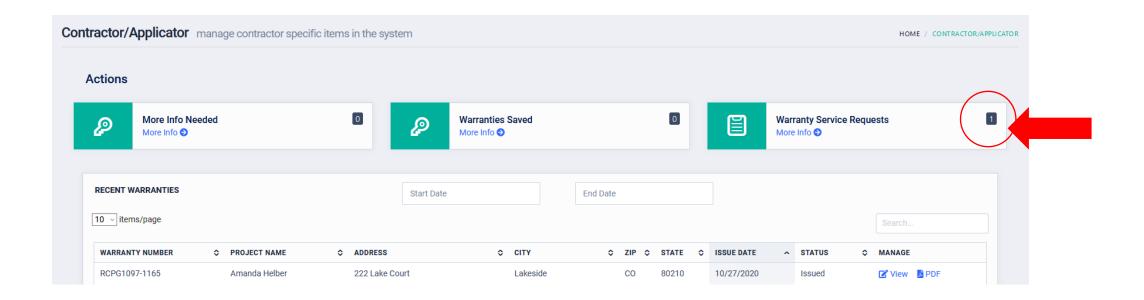


Warranty service requests (contractors only)



Contractors: How to review and process a warranty service request

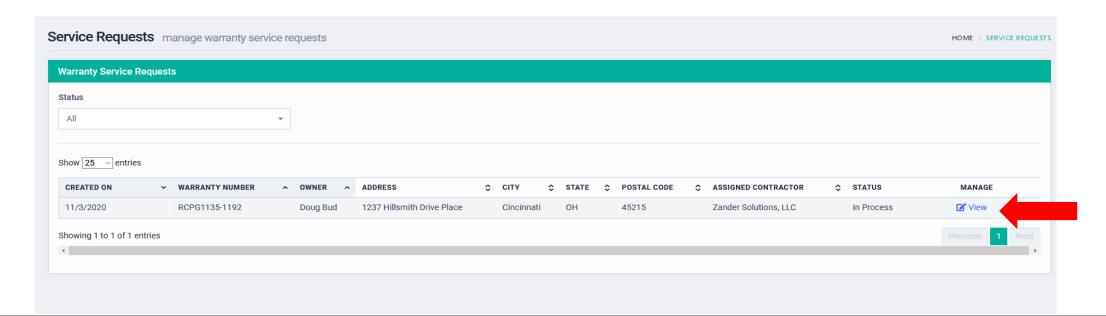
- Service requests assigned to you appear on your dashboard.
- Click in the area to view.





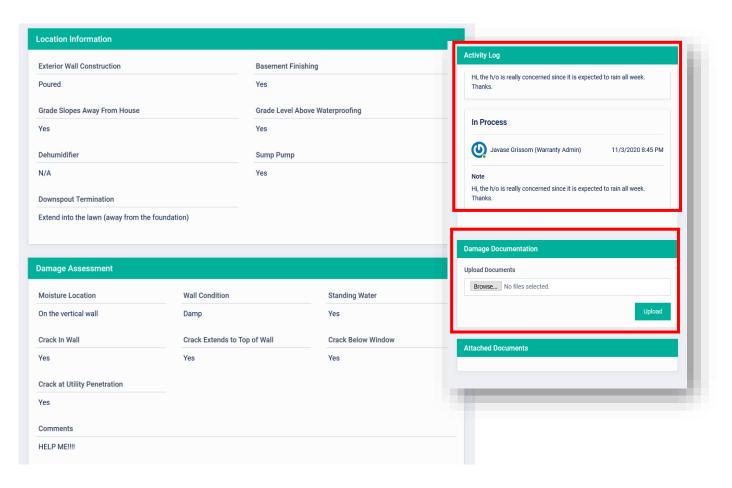
Contractors: How to review and process a warranty service request

- On the Service Requests Page you will see a list of all your service requests along with some identifying information.
- Click "View" to see the detailed information from the homeowner for the warranty.





RESIDENTIAL CONTRACTORS: How to process a warranty service request



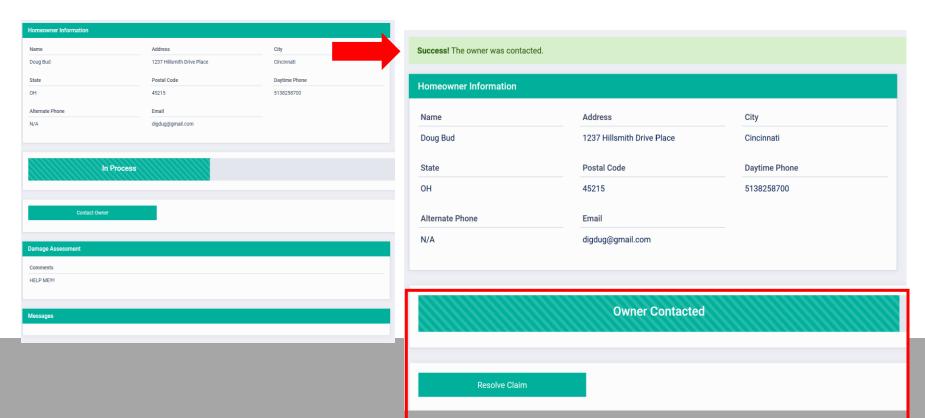
If this is a residential warranty, in the detailed view, you can see:

- property details and answered questions about the service request;
- pictures;
- messages from the warranty admin; and
- the homeowner's contact information.



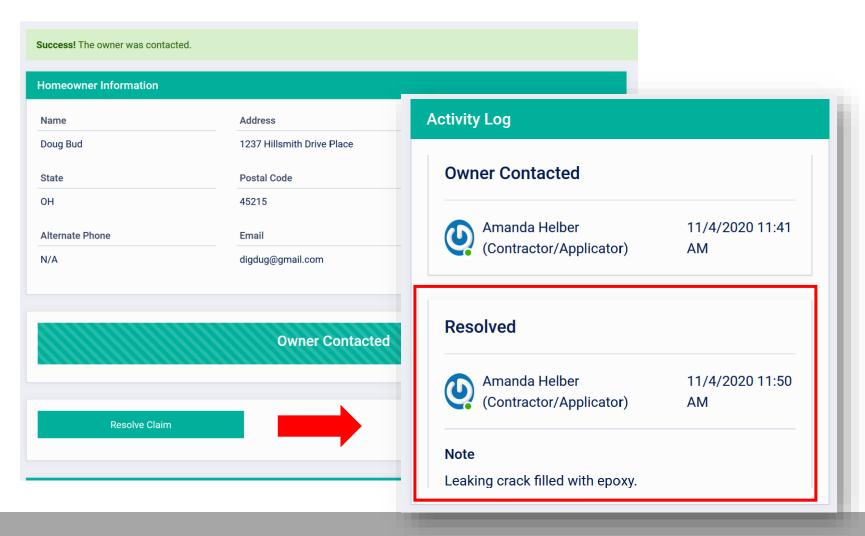
RESIDENTIAL CONTRACTORS: How to process a warranty service request

 In the service request window click "Contact Owner" to send an email to the homeowner and to log phone contact (via a system pop up not displayed here).
 Once this is logged you will see a green success bar & have the option to resolve the claim.





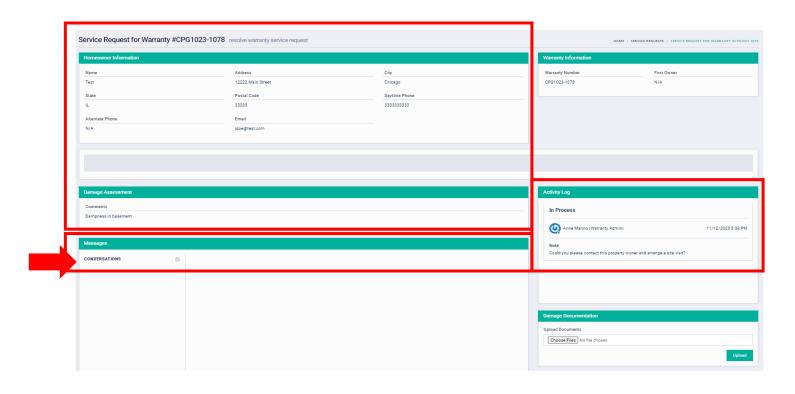
RESIDENTIAL CONTRACTORS: How to process a warranty service request



 To close out a service request, click "Resolve Claim" and input your diagnosis and resolution.



COMMERCIAL CONTRACTORS: How to process a warranty service request



For commercial project warranty service requests:

- Review property and owner info and comments entered by the property owner and the warranty administrator (Activity Log).
- Add a message to notify the warranty administrator regarding your plans to follow up with the owner. (See "Messages" for more info.)



Sample warranties



Generic sample warranties

- Available on individual company websites in the same locations as before.
- For project-specific sample warranties, customer should contact a local Dryvit, Nudura, Tremco or Willseal sales rep.





Comprehensive Protection for Your Building Envelope

WARRANTY NUMBER: [Project Number]-[Warranty Number]

PROJECT NAME &		CONSTRUCTION	
ADDRESS:		MANAGER:	
OWNER:		GENERAL	
		CONTRACTOR:	
ARCHITECT/ ENGINEER:		AGGREGATE	
		MATERIAL	
		PURCHASE	
		VALUE:	
ISSUER (THE "COMPANY"):	[List all manufacturers/	DATE OF PROJECT	
	sellers of Products listed in	SUBSTANTIAL	
	the Exhibit. For example,	COMPLETION:	
	Tremco Incorporated,		
	Dryvit Systems, Inc., The		
	Euclid Chemical Company,		
	etc.]		

WHAT IS WARRANTED AND WHAT WILL THE COMPANY DO?

Subject to the terms, conditions, and limitations stated in this warranty, the products (the "Products") will be free from manufacturing defect at the time of purchase, will remain in a watertight condition and will perform as warranted in the manner specified for the stated term(s) measured from the Date of Project Substantial Completion, all as outlined on the attached Exhibit. The Exhibit is an integral part of this warranty.

THE COMPANY WILL SUPPLY LABOR AND MATERIALS TO REPAIR OR REPLACE ANY PRODUCTS THAT DO NOT PERFORM AS WARRANTED HEREUNDER.

The Company will determine in its sole discretion the appropriate scope and method of repair or replacement to remedy any condition covered by this warranty.

The total liability of the Company over the life of this warranty shall not in any event exceed the aggregate dollar value of the original cost of the Products specified in the attached Exhibit.

The term of this warranty may be extended for an additional 2 years with involvement on the project of a Company-approved, third-party consultant ("Consultant") engaged by the Owner or its authorized representative, at the Owner's sole expense. Inspection reports generated by the Consultant shall be made available to the Company and the Owner. All deficiencies identified by the Consultant in the inspection reports must be addressed and corrected in accordance with the project specifications, good waterproofing practices generally accepted in the industry, and the Company's published application instructions. Written confirmation that all deficiencies have been addressed and corrected must be provided by the Consultant and Applicator to the Company and the Owner. Actions taken to resolve all deficiencies identified shall be specifically noted in the written confirmation.



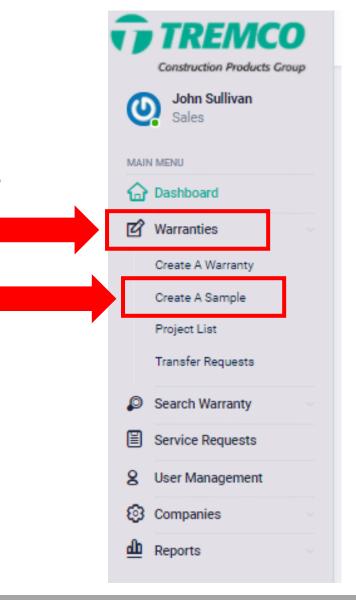


Project-specific sample warranties

TREMCO CPG INTERNAL ACCESS ONLY:

- From the navigation pane, click "Warranties," then "Create A Sample."
- 2. Complete required fields (Project Name and Product); verify Years (auto-fills).
- 3. Click "Save & Submit."
- 4. The warranty administrator will review the request and issue the sample warranty, which you will receive via email.

NOTE: Samples are assigned a project number with an "S" prefix. When the project is complete, the sample can be converted to a finished project warranty.

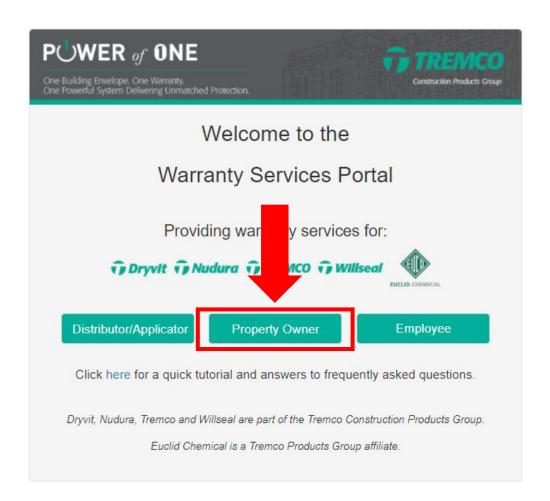




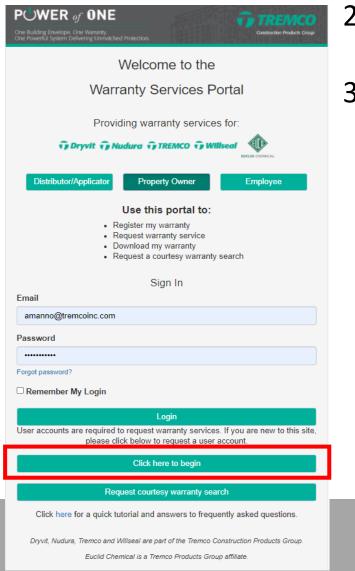
For Owners:
Registering a warranty,
submitting service,
transfer and courtesy
search requests



1. Click the "Property Owner" button on the portal login page.





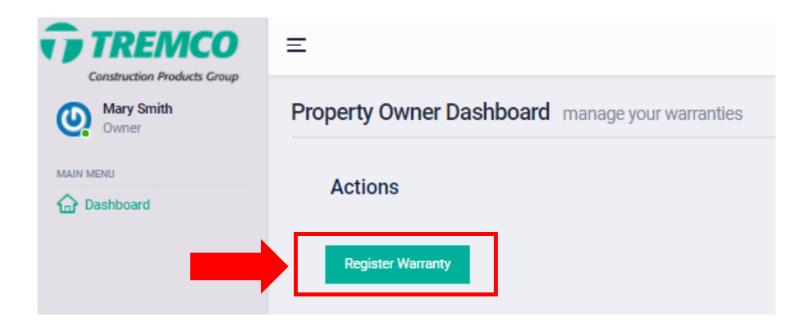


- 2. Scroll down and click the green "Click here to begin" button.
- 3. Enter your name, email address and password (must be 10 characters) and click "Submit."

Construction Products Group Register Account			
First Name	Last Name		
Mary	Smith		
Email	Confirm Email		
msmith@test.com	msmith@test.com		
Password	Confirm Password		
	•••••		
Back	Submit		

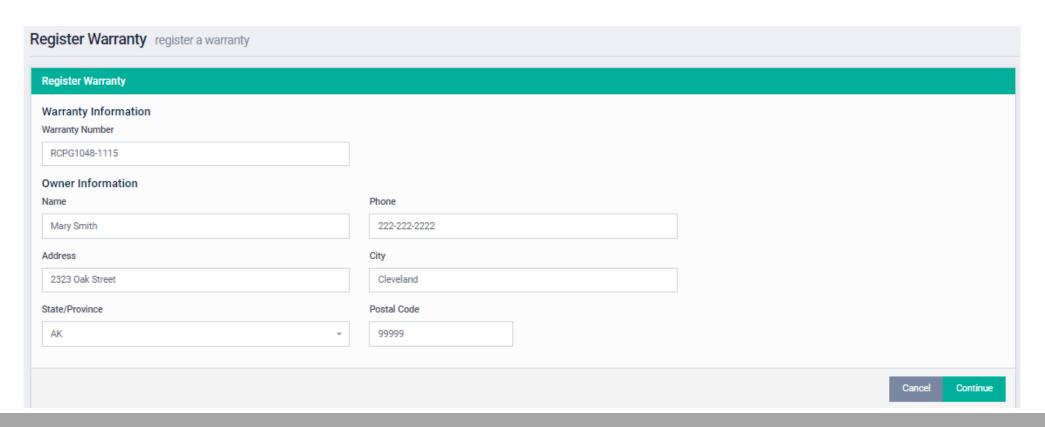


4. On the Property Owner Dashboard, click "Register Warranty."





- 5. Enter warranty number, name, phone and address.
- 6. Click the "Continue" button to complete the registration.





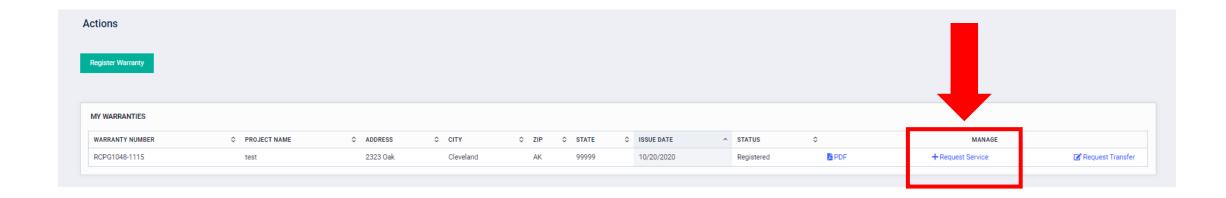
7. The green message bar indicates your warranty was successfully registered. At any time, you can log in to the system to download a PDF of the warranty, request service or a warranty transfer if you ever sell your property.





How to submit a service request - Homeowners

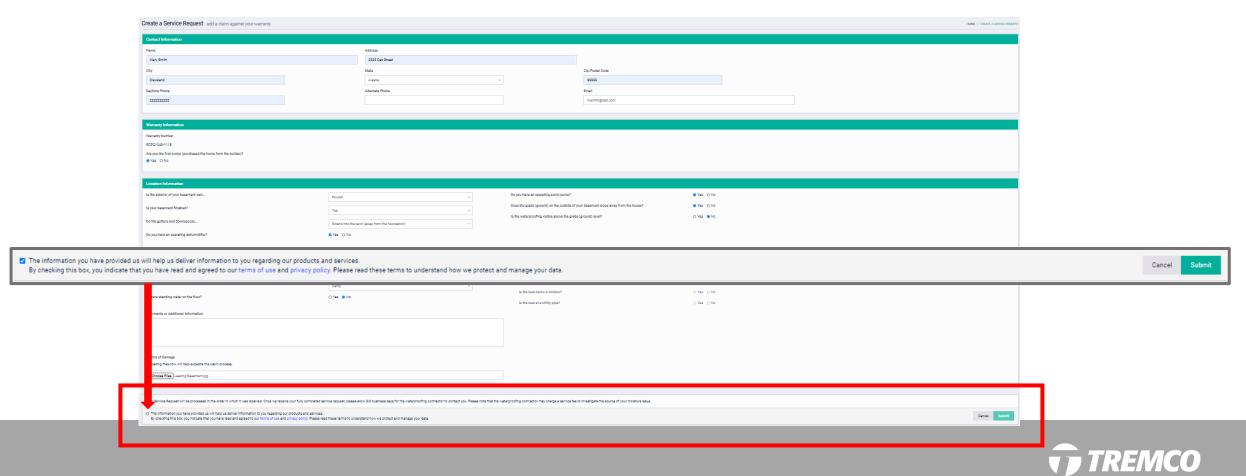
- 1. If you require service related to an issue covered by your warranty, log into the warranty services portal.
- 2. From the owner dashboard, click "Request Service." (NOTE: If you did not previously register your warranty, you must first register.)





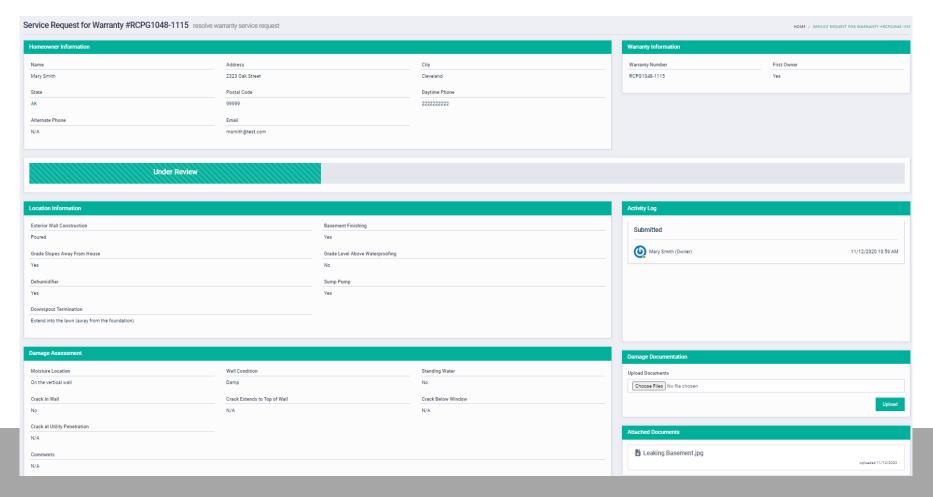
How to submit a service request - Homeowners

3. Complete the required fields and click "Submit." Be sure to check the box to indicate you have read and accept our terms of use and privacy policy.



How to submit a service request - Homeowners

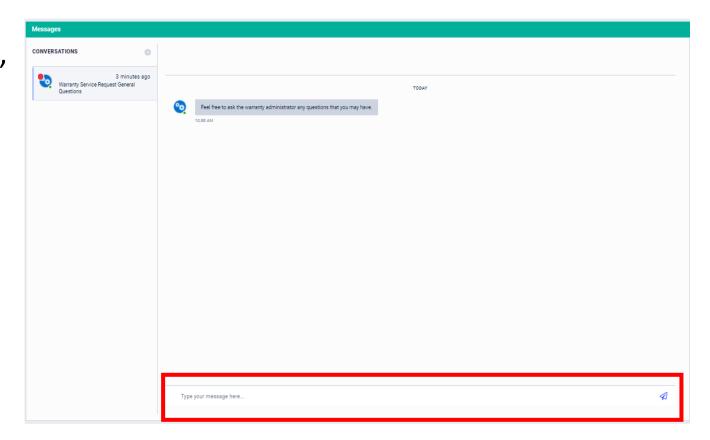
4. You will see that your service request has been submitted. You also will receive an email confirmation that your request was received.





How to submit a service request - Homeowners

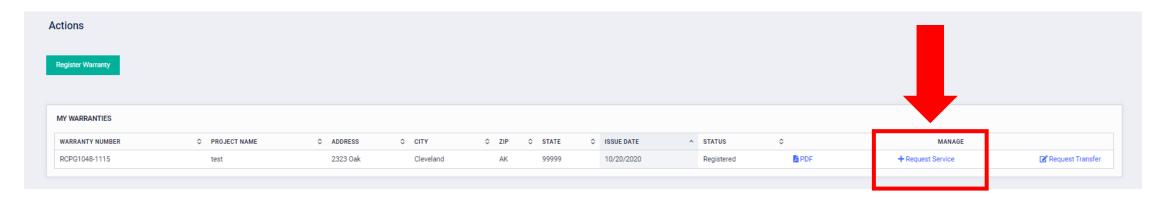
- 5. If you have a question regarding your service request, log into the portal and send a message to the warranty administrator.
- 6. From your dashboard, click to view the request. Scroll down to the Messages area.
- 7. Enter your message and click the send icon to send. The warranty administrator will respond to your message within one business day.





How to submit a service request – Commercial property owners

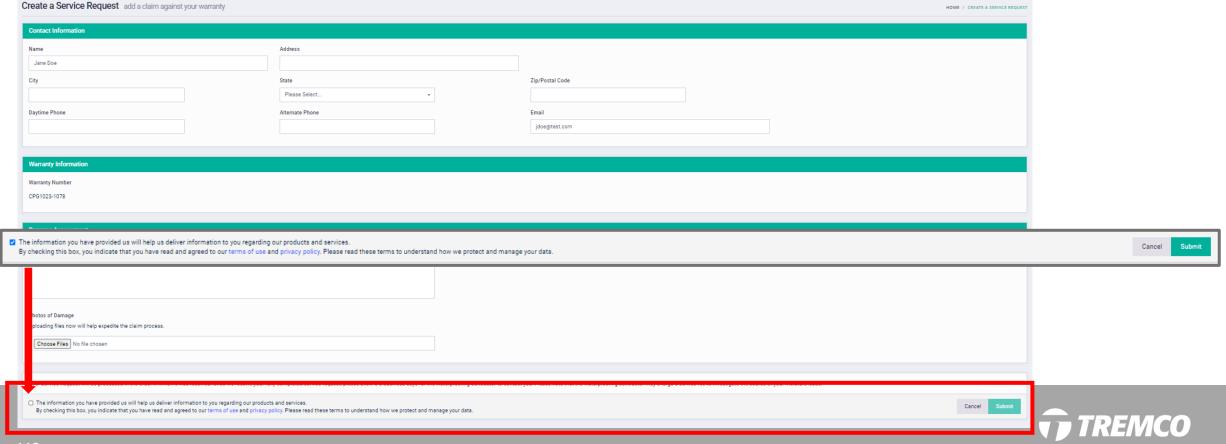
- 1. If you require service related to an issue covered by your warranty, log into the warranty services portal.
- 2. From the owner dashboard, view your registered warranties, and click "Request Service" for the applicable warranty. (NOTE: If you did not previously register your warranty, you must first register.)





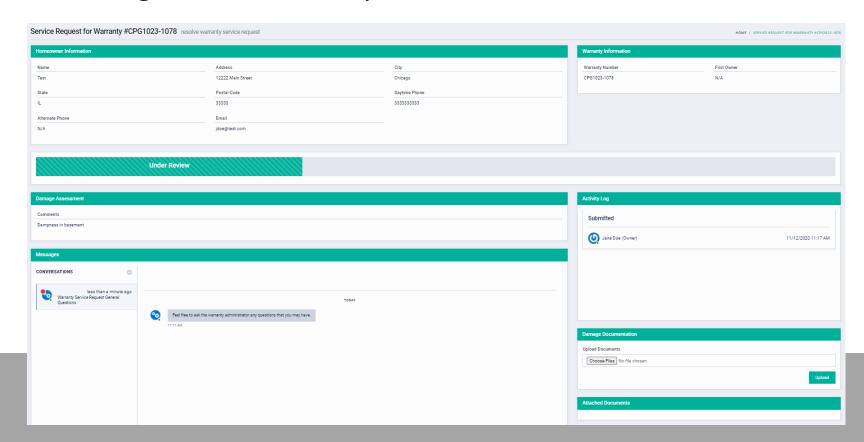
How to submit a service request – Commercial property owners

3. Complete all required fields and click "Submit." Be sure to check the box to indicate you have read and accept our terms of use and privacy policy.



How to submit a service request – Commercial property owners

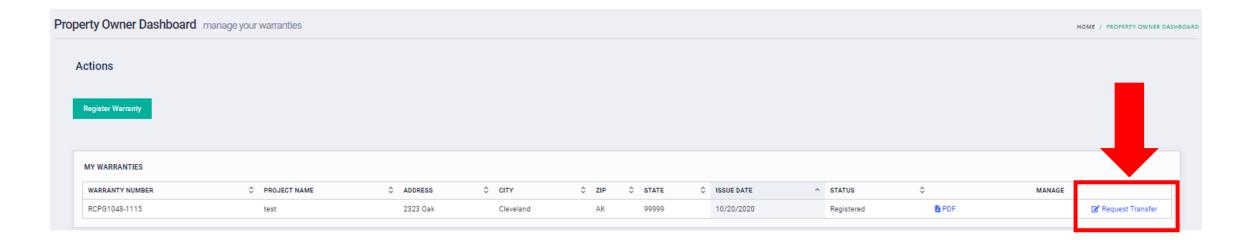
4. You will see that your service request has been submitted and is under review. You will receive a message from the warranty administrator within 2 business days regarding a service call. If you have questions in the meantime, scroll down to send a message to the warranty administrator.





How to submit a transfer request

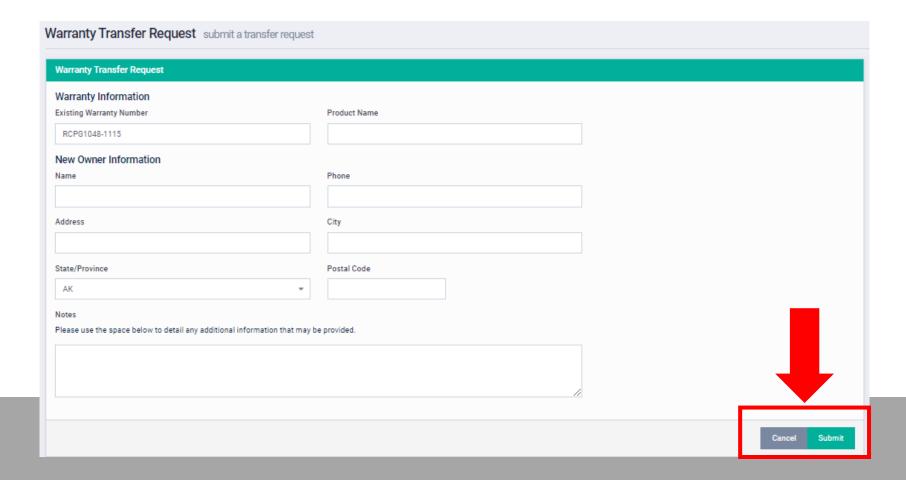
1. On the property owner dashboard, click "Request Transfer." (Note: Your warranty must be registered before you can submit a transfer request.)





How to submit a transfer request

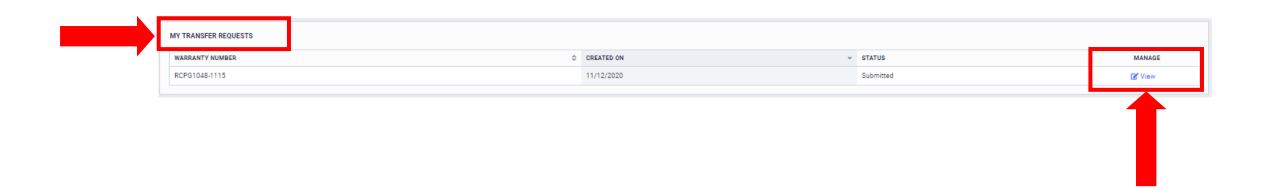
2. Your warranty number will auto-fill. Enter the new owner information and click "Submit."





How to submit a transfer request

- 3. A dashboard message will confirm your transfer request successfully submitted, and you will see it listed in the Transfer area on your dashboard.
- 4. Once your request is reviewed by the warranty administrator, you will receive a notification regarding next steps regarding the transfer request. Follow the onscreen prompts to complete the transfer.

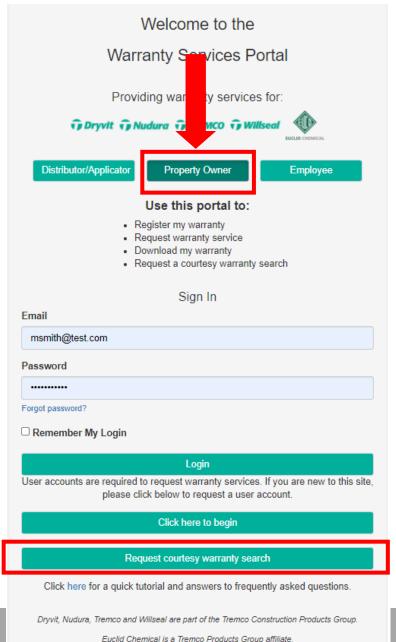




How to submit a courtesy warranty search request

If you cannot locate your warranty, you may need to request a courtesy warranty search.

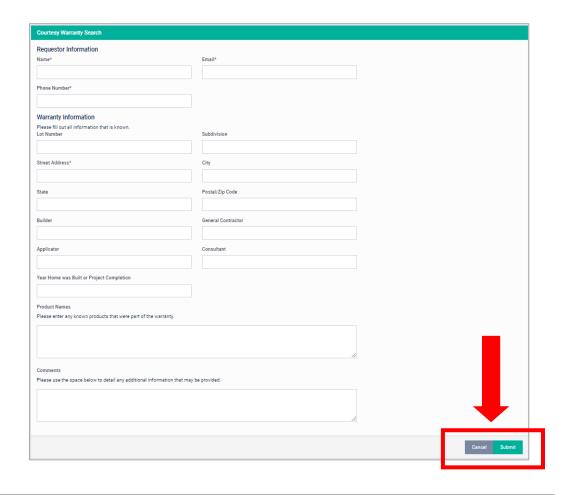
- 1. From the portal login page, click "Property Owner."
- 2. When the login fields open, scroll down and click "Request courtesy warranty search."





How to submit a courtesy warranty search request

- 3. Complete the fields on the form and click "Submit."
- 4. A message will appear, confirming that your request was received, and the warranty administrator will contact you within three business days.



Courtesy Search Request Submitted

HOME / COURTESY SEARCH REQUEST SUBMITTED

We have received your request for a Courtesy Warranty Search. Please note that while we will make every effort to find your warranty, it is possible that no warranty will be uncovered for your address. The Warranty Administrator will contact you within 3 business days with either your warranty number or with further instructions to locate your warranty through other means.

Login

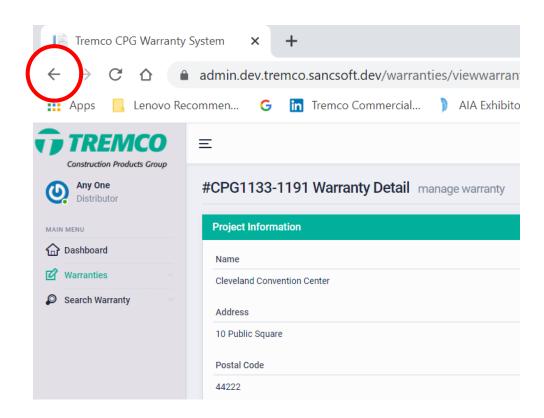


Miscellaneous: Keyboard tips, Internet browsers and mobile devices



Keyboard and searches

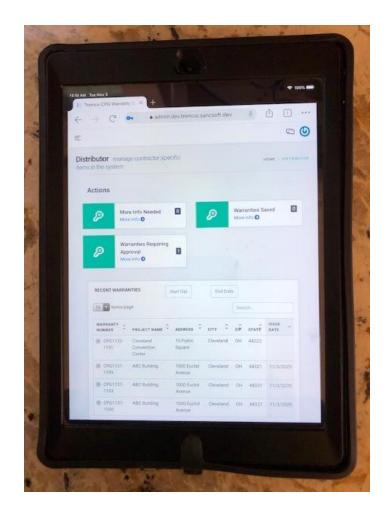
- Use your browser's back arrow key to go to a previous screen.
- Use the TAB key on your keyboard to advance to the next field.
- On searches, use the ENTER key on your keyboard to execute the search.
- When searching a warranty number, DON'T include the letter prefix. Search just by project number, or the warranty DO include the hyphen: 1133-1191.





Devices and Internet Browsers

- Warranty Services Portal is mobile responsive for cell phones and tablets.
- Supports all browsers (NOTE: Microsoft no longer supports or provides updates for Internet Explorer; therefore, IE is NOT recommended.)
- Be sure to allow pop-ups for this website in your internet browser settings.



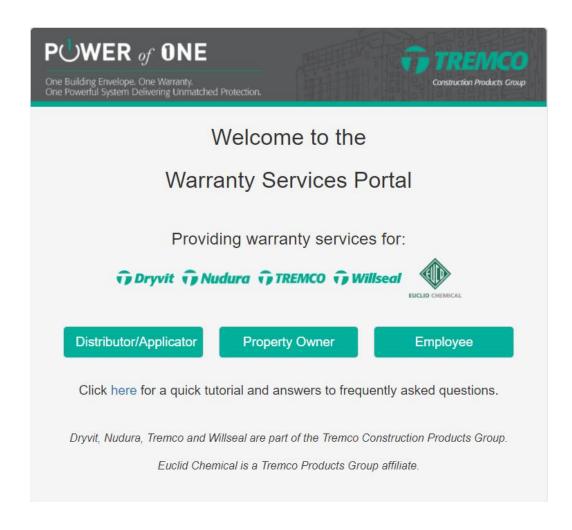












QUESTIONS?

Contact Us:

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