# Tremco CPG Residential Warranty Services Portal Tutorial & User Guide



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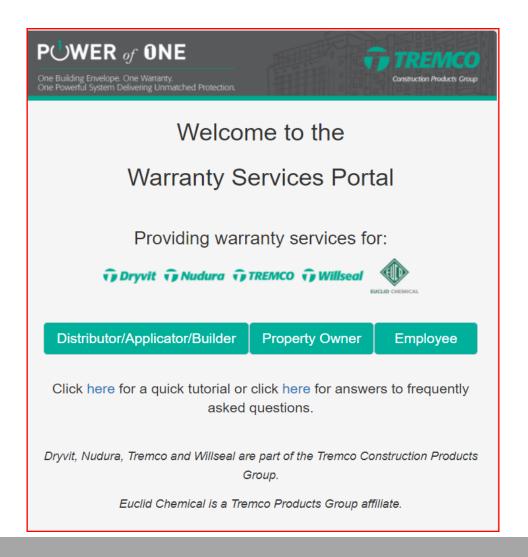
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Portal overview:
Where to access,
how to request a
new user account
and log in



#### What is the Tremco CPG Warranty Services Portal?



## Online System for All Tremco CPG Warranty Activities

#### **For Customers:**

- Replaces Tremco legacy SWISE and WISE and Willseal systems.
- 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
- Can access all CPG Brand warranty sites by clicking on the appropriate icon.

#### **For Property Owners:**

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



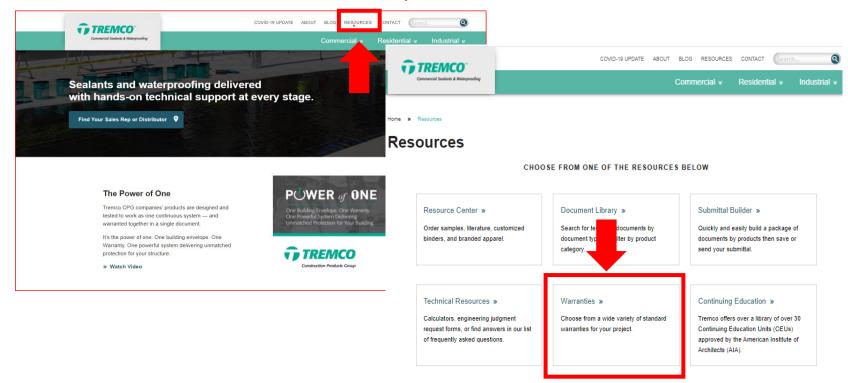
#### Where to access

#### **Tremco CSW website warranties page:**

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

(This includes Securock ExoAir 430 system warranties/all other CPG Company Brand warranties can be filed here also.)

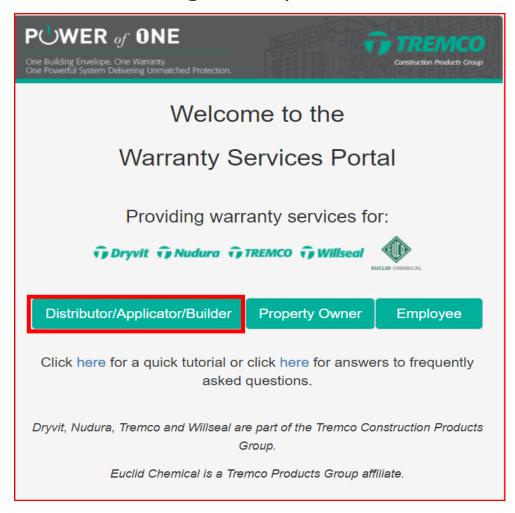






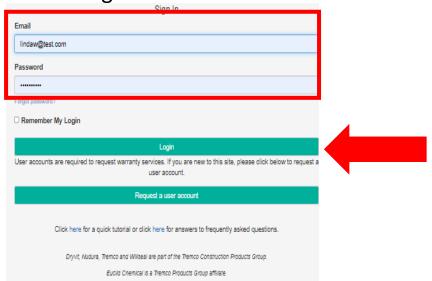


#### Users can: Log in, request a user account, request a password reset



#### To log in:

- 1. Click appropriate login button.
- 2. Scroll down.
- 3. Enter email address & password (10 characters minimum can be any combination of letters, numbers, special characters).
- 4. Click Login button.

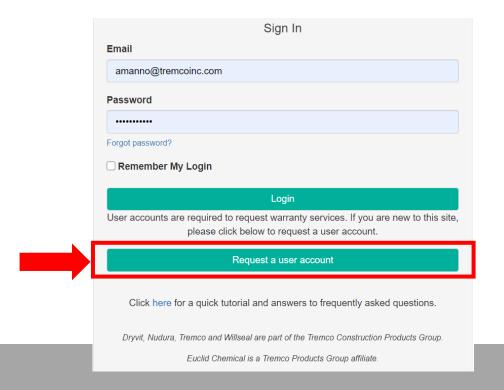


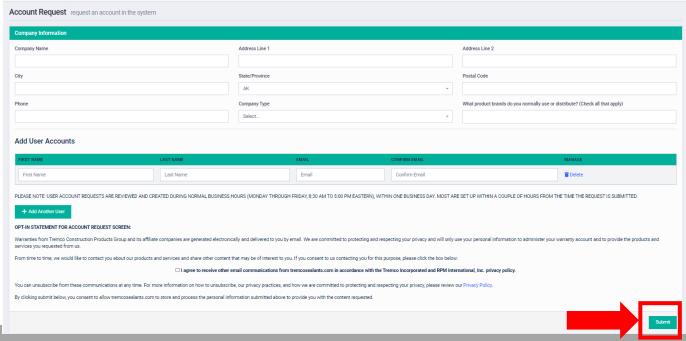


#### Users can: Log in, request a user account, request a password reset

#### 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).



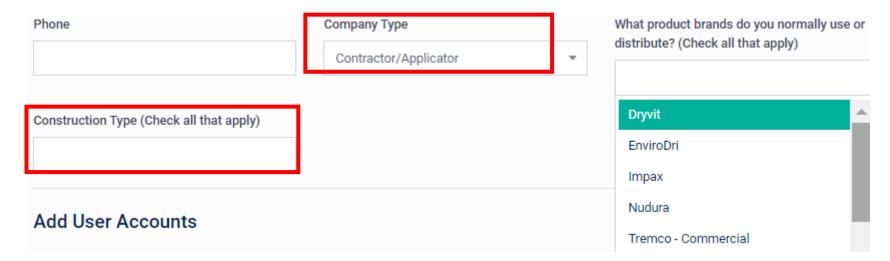




#### **Users can:** Login, request a user account, request a password reset

#### **New Field for User Account Requests: Tremco CPG product brands**

- 1. From the dropdown, select brands for which you typically need to request warranties.
  - If selecting Contractor / Applicator you need to fill in what type of construction. (ex. Commercial buildings; multi-family homes, etc.
- 2. Multiple selections, type of brands, are allowed. Scroll down to see full list.





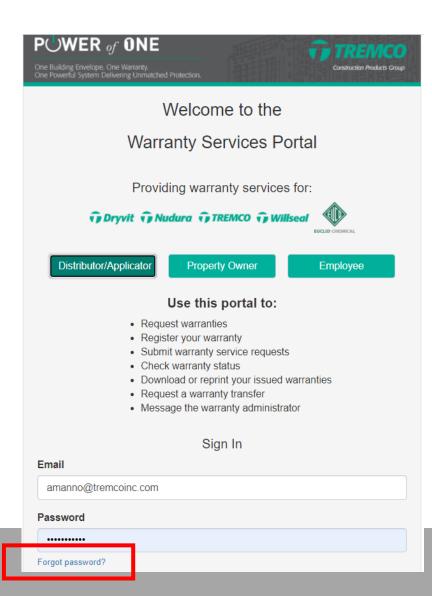
#### Users can: Login, request a user account, request a password reset

#### Request password reset

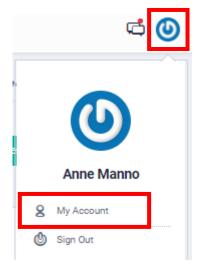
- Click "Forgot password"
- 2. System will auto generate a new password. You can change it after you log in.

#### 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



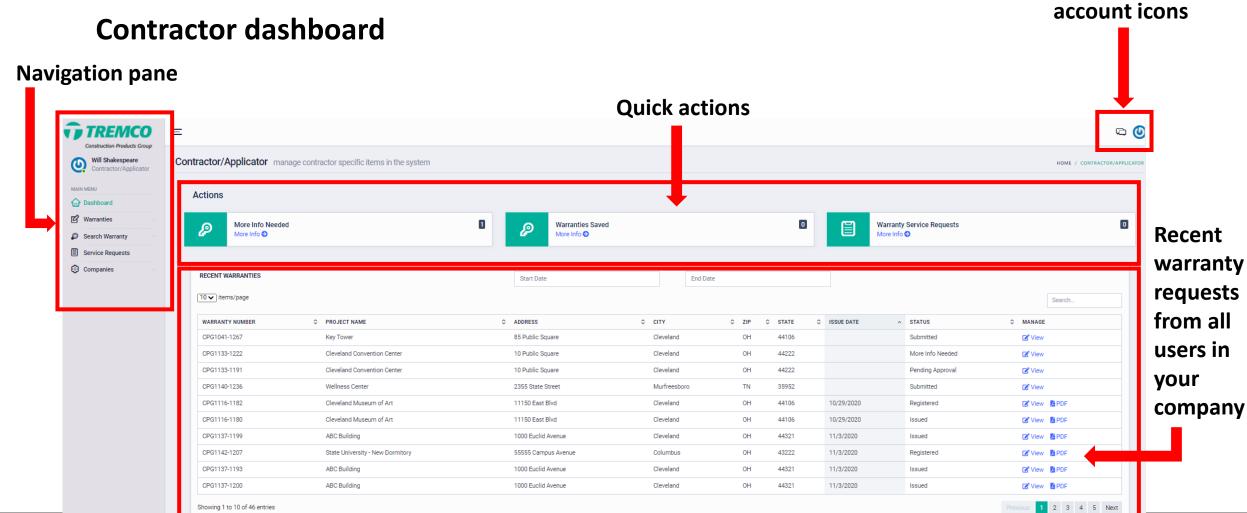
## **System dashboards**

#### Dashboards vary by user type:

- Applicators/Contractors
- Property owners





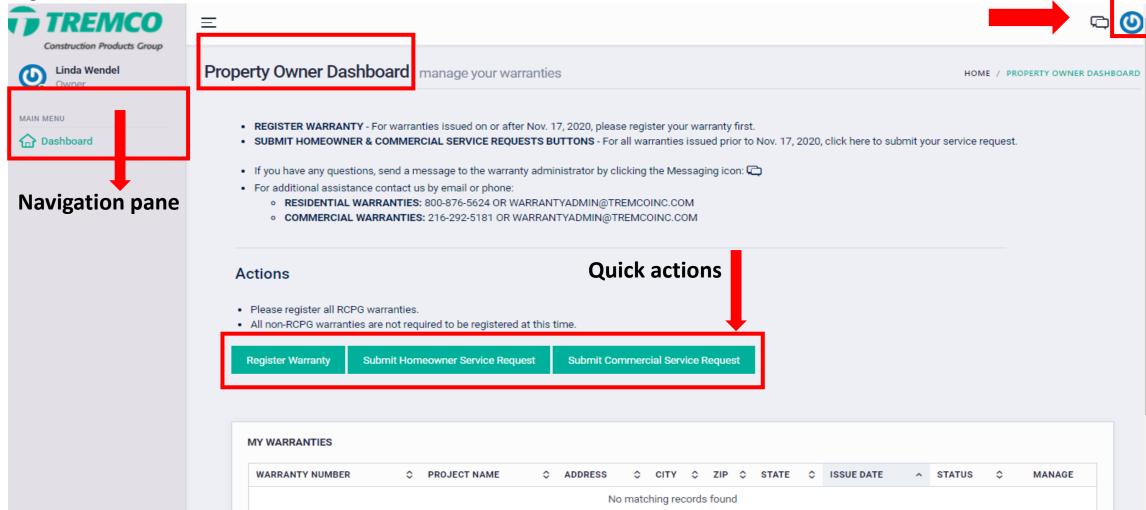




Messages and

## System dashboards

## Messages and account icons

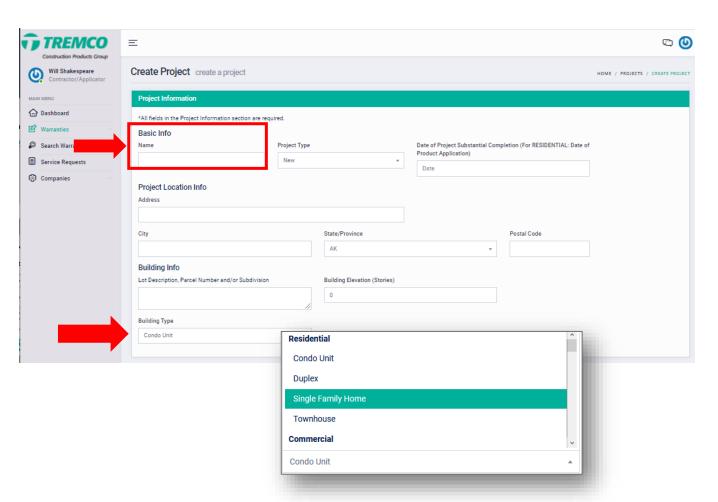




Creating warranties: Residential projects & brands (TUFF-N-DRI, WATCHDOG, IMPAX, ENFORCE)



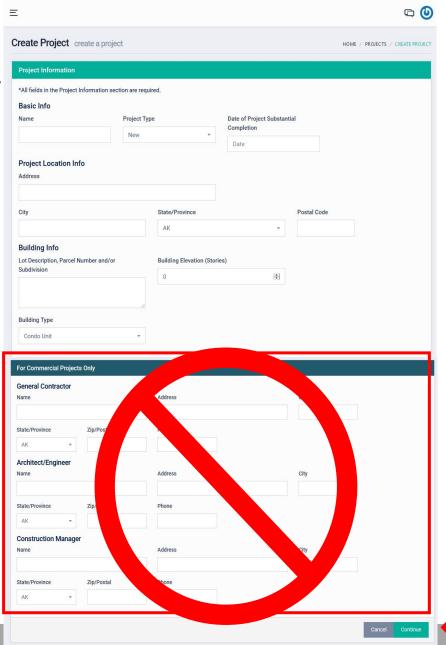
- Click "Warranties" in the Warranty Dashboard and choose "Create Warranty."
- 2. Next screen is Create Project.
- 3. If you know the homeowners name you may enter it here; if not please use the builder's name.
- 4. Enter other basic information.





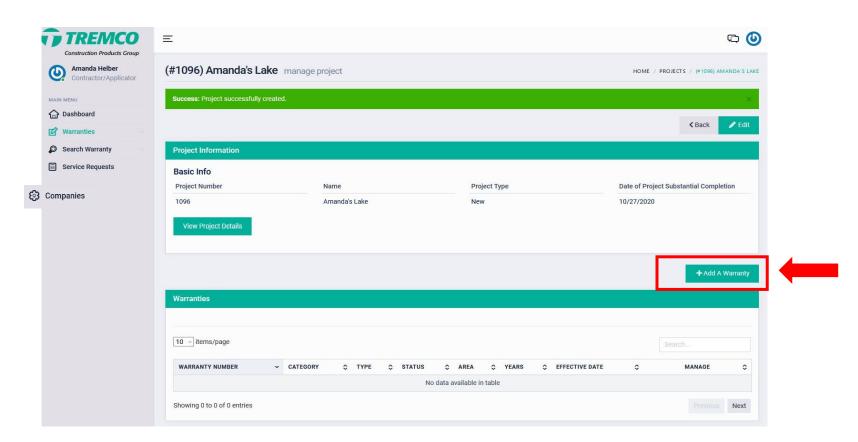
- 5. Skip the "For Commercial Projects Only" area.
- 6. Click "Continue."





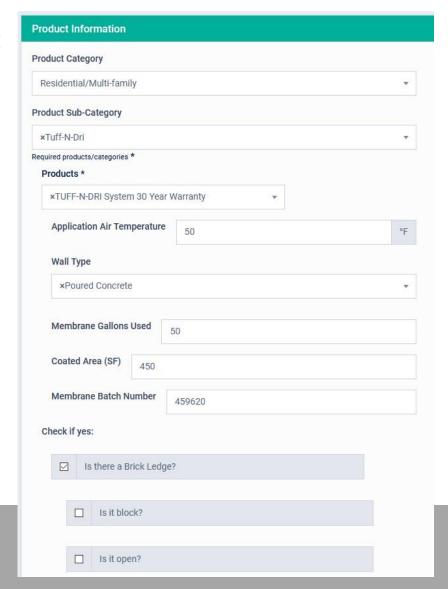


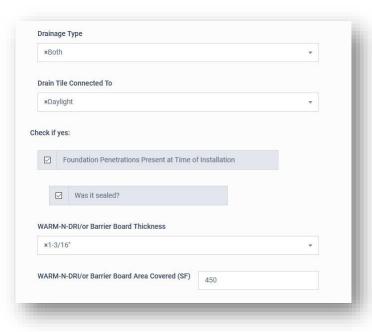
- 7. Once project is created the next step is to add a warranty to the project.
- 8. Click "Add Warranty."





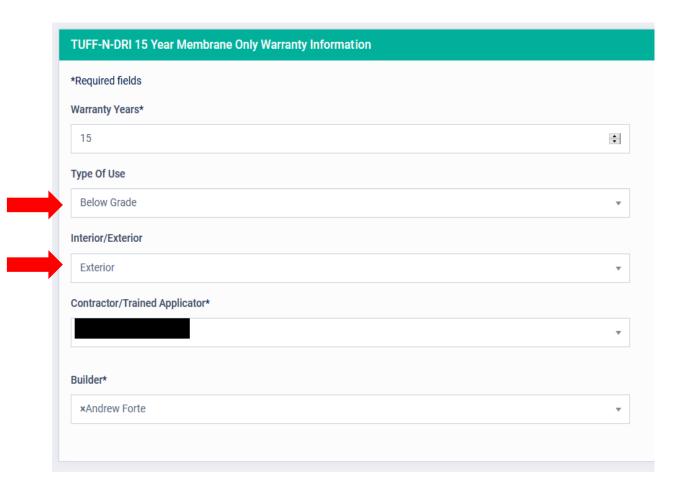
- 9. Choose a product category: Residential/Multi-family.
- 10. Choose Product Sub-Category.
- 11. Choose the Product (pick the correct product warranty).





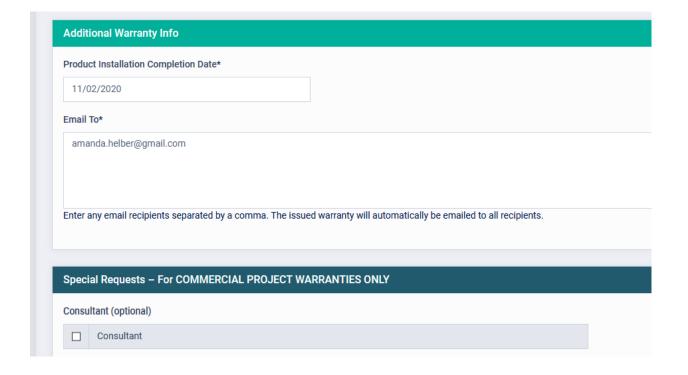


- 12. Warranty years auto-populates.
- 13. Choose Type of Use ("Below Grade" for most residential applications).
- 14. Choose Interior/Exterior.
- 15. Your company name will auto-fill in the Contractor field.
- 16. Choose a builder from the Builder dropdown. If the company you need is not listed here,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



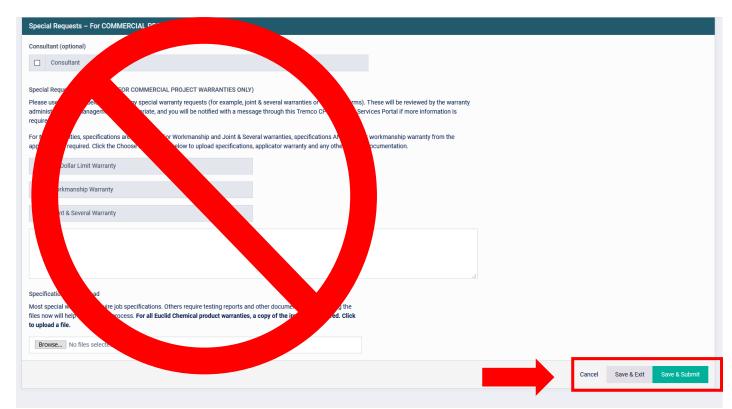


- 17. Product Installation Completion Date will **not** auto-fill from the date entered on the Project screen. Please enter Product Installation Completion date.
- 18. Your email address will autopopulate in the "Email To" field. Enter email addresses for others who you want to receive a copy of the warranty. Separate the email addresses with commas.





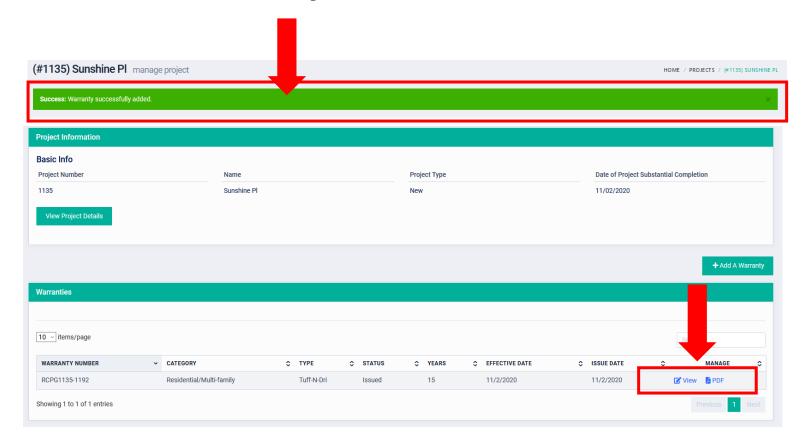
- 19. Skip the blue "For Commercial Projects Only" area.
- 20. Click "Save and Exit" to save but NOT issue the warranty. Or click "Save and Submit" to generate and email the warranty document.





## Viewing a created Residential 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 Residential 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 <a href="https://warranties.tremcocpg.com">https://warranties.tremcocpg.com</a> 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 Residential 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 <a href="https://warranties.tremccopg.com">https://warranties.tremccopg.com</a>, and retrun 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



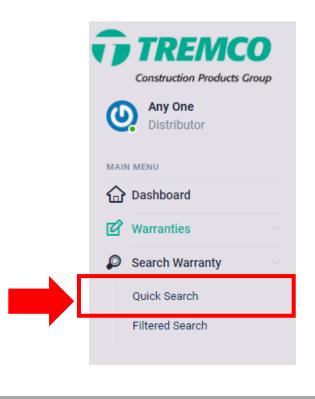


## Warranty searches



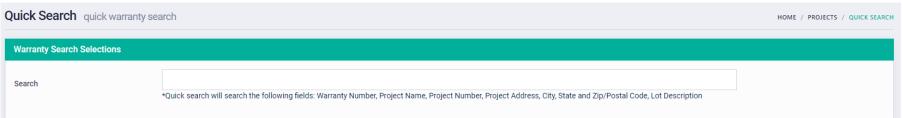
#### **Quick Search**

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



#### **QUICK SEARCH:**

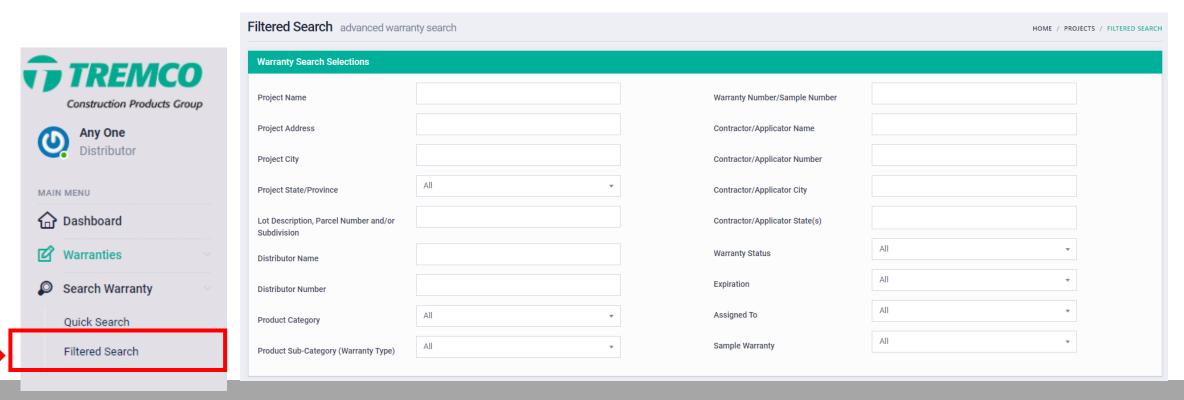
- Project Name
- Project Number
- Project Address
- Project City, State, Postal Code
- Lot Description





#### **Filtered Search**

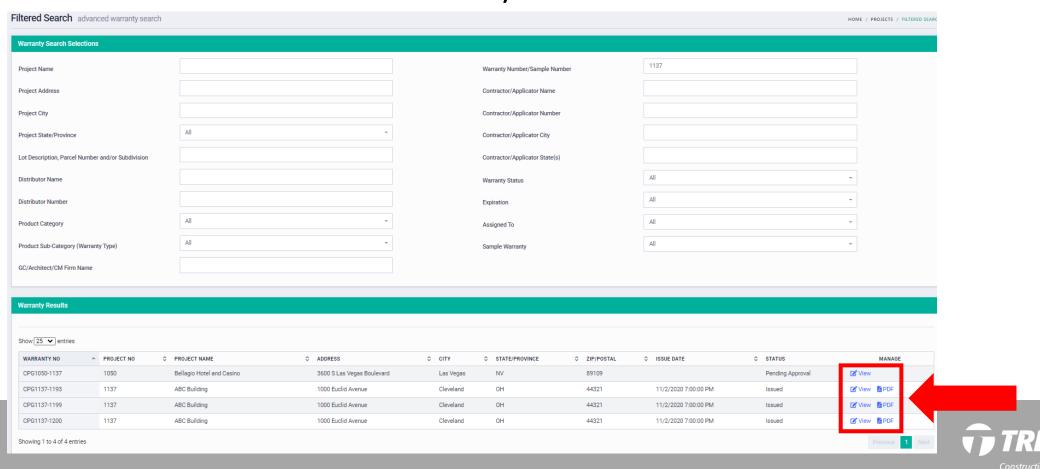
- Enter information in one or more fields. Some are text fields, and some are drop-downs.
- Click ENTER key to execute the search.





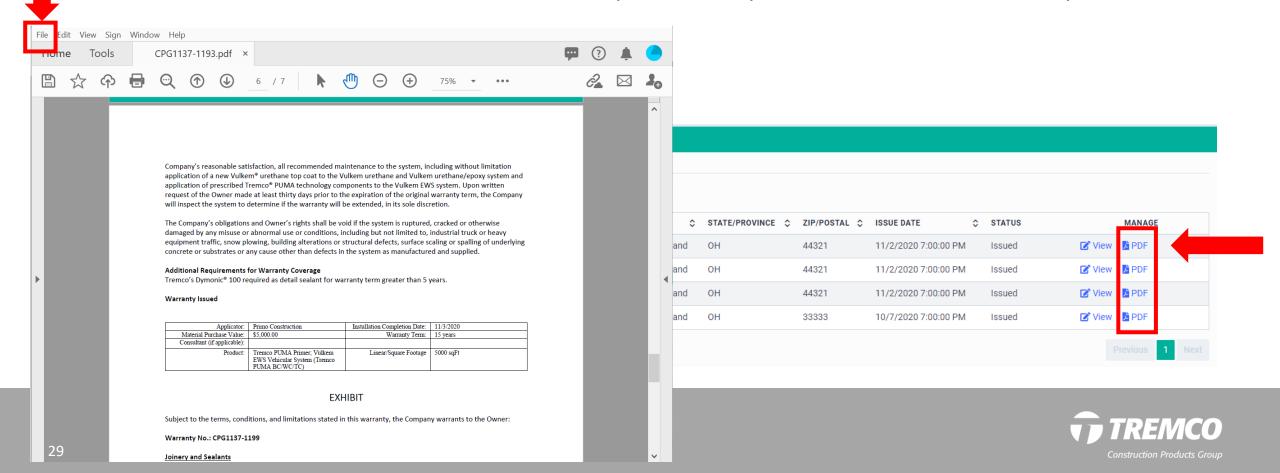
#### **Filtered Search**

- 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.
- 4. Complete request and hit "Save & Submit" to put it back into submitted state to be processed.

#### 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





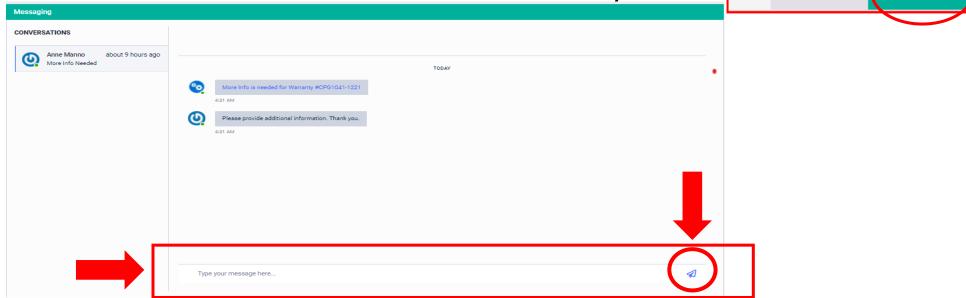
**4.** Click link in the email to go directly to the warranty requiring more information. (Status will show "More Info Needed.")

Ξ		Ф <b>(</b> (				
#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 Needed						



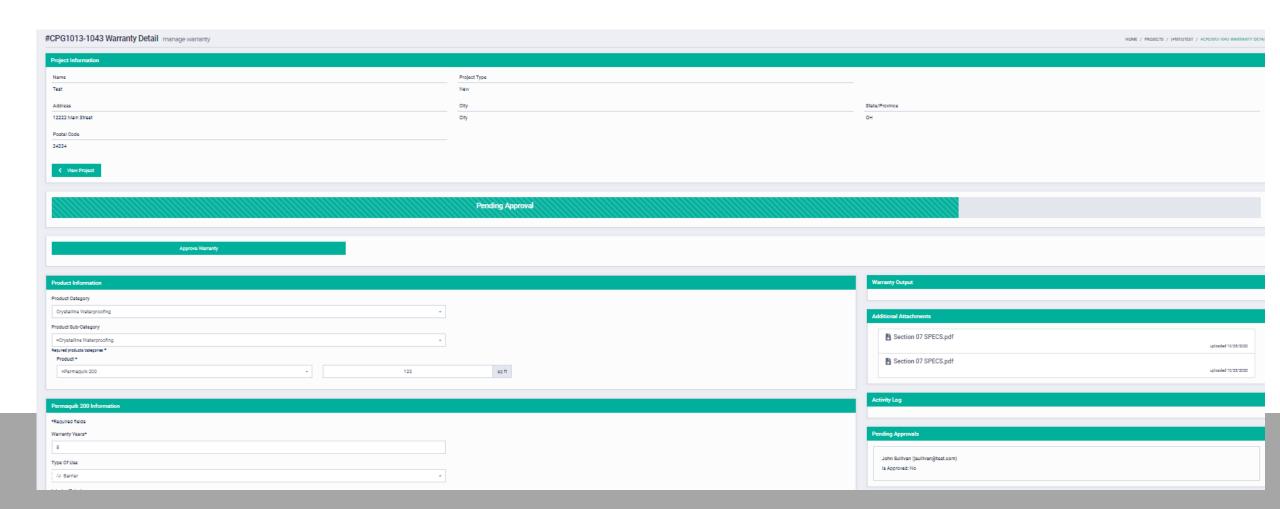
- Scroll down to view message; click link above the message to view the warranty details.
- 6. Add a response to the message; click the send icon.

7. Updated information needs to be submitted for review, to complete hit the Save and Submit button in the warranty details. Exit Save & Exit Save & Submit Save & Submit

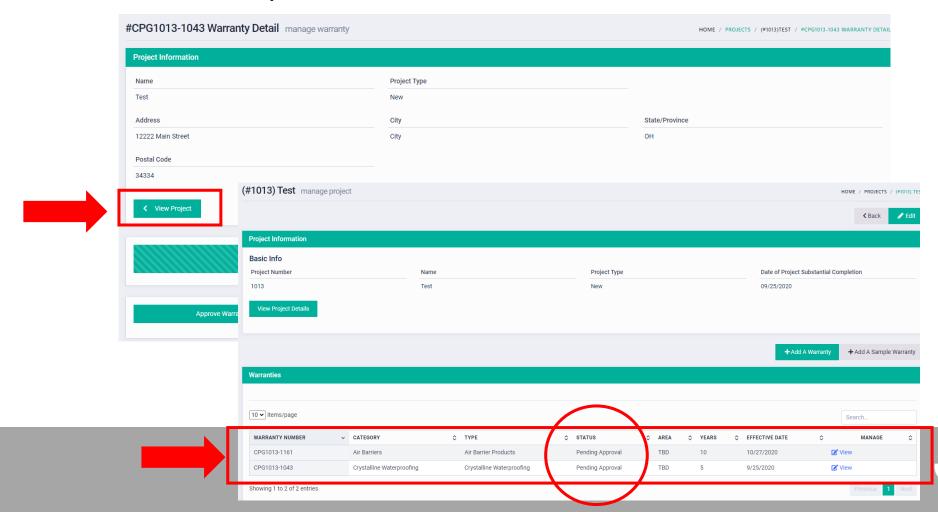




4. View Warranty Detail page. Scroll down to see product details for this warranty.

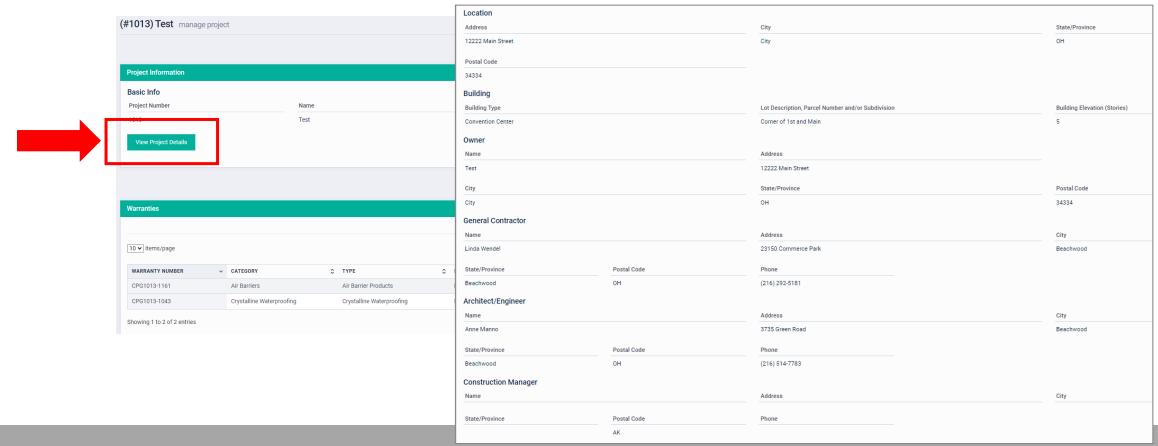


5. Click "View Project" to see list of warranties for this project and their statuses. There may be one or more.





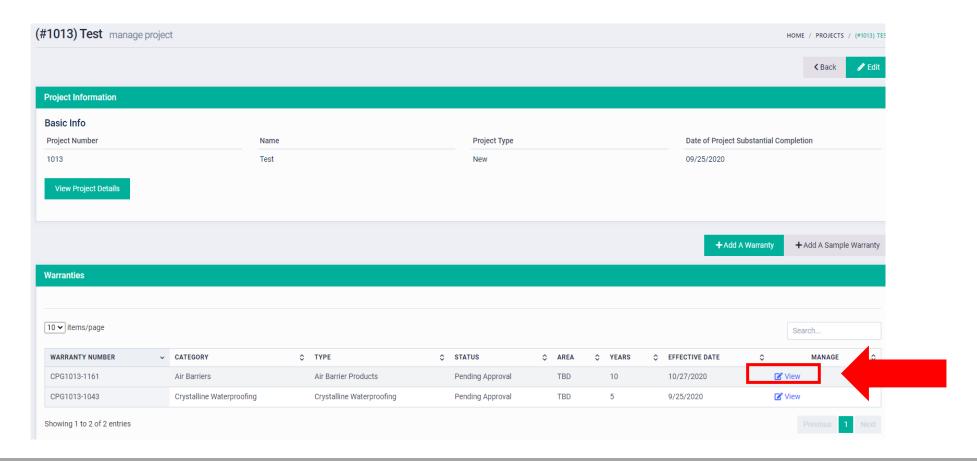
- 6. Click "View Project Details" for specific project information.
- 7. Click "View Project Details" again to close this box.





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

8. Click "View" to see warranty information.





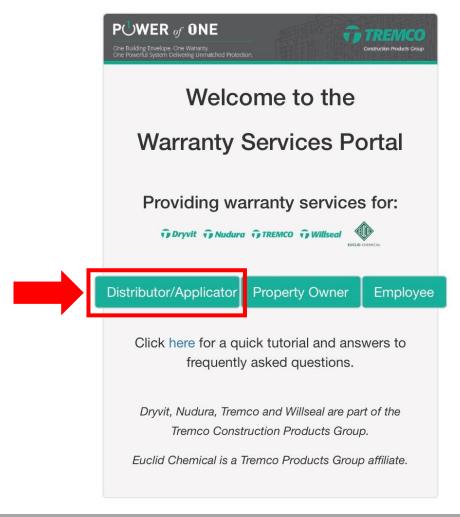
#### **How to respond to a request – Method 1: Email notifications**

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

Product Information
Product Cutsgory
Air Earnians -
Product Sub-Catagory
MAIF Barrier Products -
Required products transporter *
Products *  #Exakt 230
23.423 W/IT
ExoAir 230 Information
-Required fields
Warranty Years*
10
Type of Use
Air Barriar -
Interior/Exterior
Exterior +
Material Purchase Price*
23342.00
Contractor*
#Harold J Backer Oo. Inc
Distributor*
#Baker Egylpment 8. Materials
Additional Warranty Info
Product Installation Completion Date*
10/23/2020
Email To*
amanno@temocinc.com
Enter any small recipients separated by a comma. The issued warranty will automatically be smalled to all recipients.
Special Requests
Consultant (optional)
Consultant (optional)
Consist Bosporte & Instructions (COR CONSISCENTS) BBO IEST WARRANTIES ONLY)



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



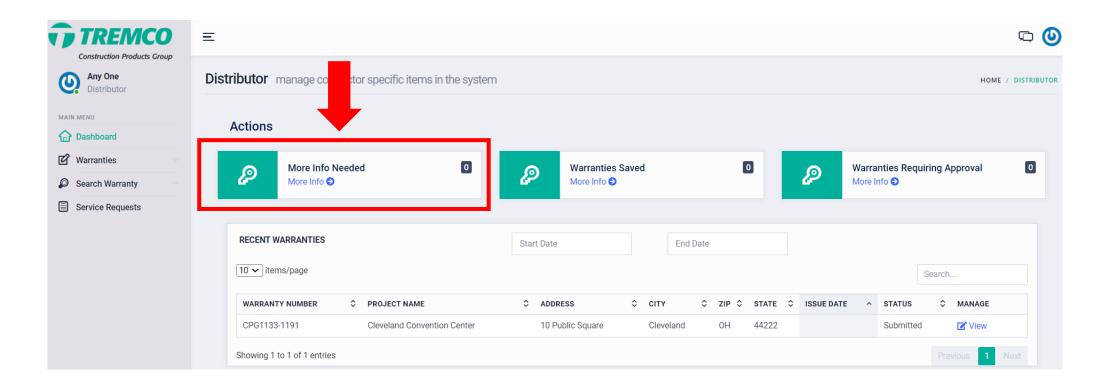
- 1. Log in to the system.
  - Click the **Distributor/Applicator** button.
  - Enter your email and password.





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

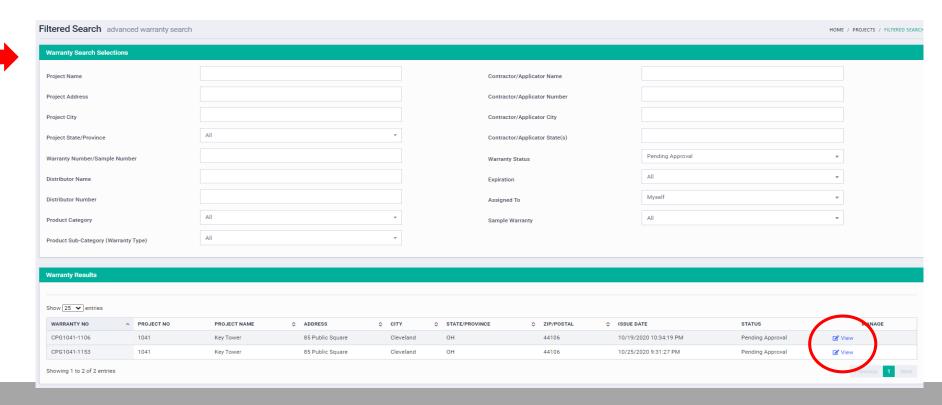
- 2. View number of tasks to be completed.
- 3. Click "More Info Needed".





#### 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.



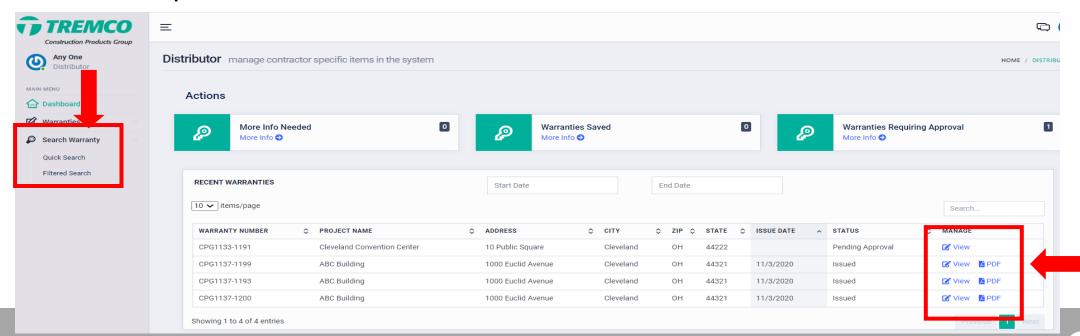


## Sending messages



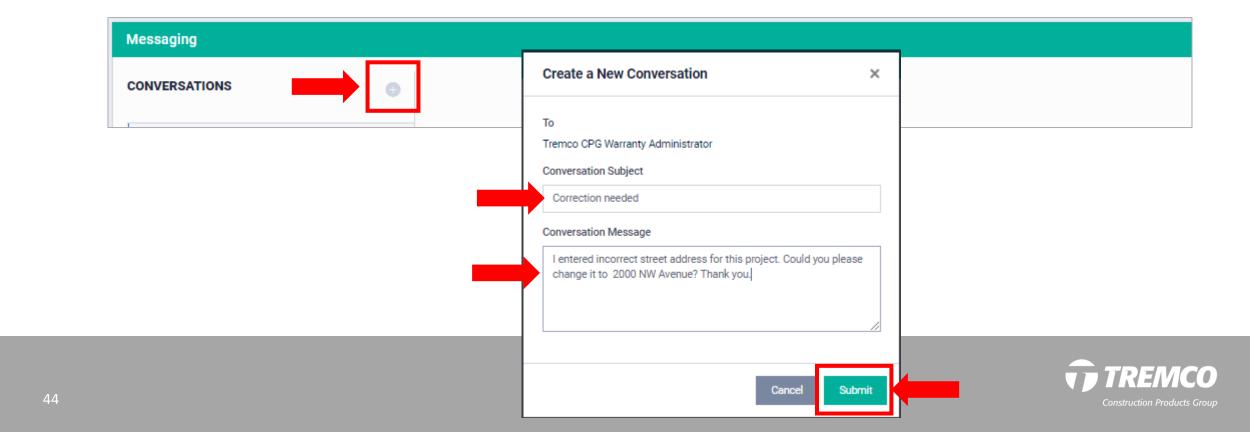
#### Responding to messages from the warranty administrator

- For communication regarding a <u>specific warranty</u>, use system messaging, NOT email to contact the warranty administrator.
- 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. Click "View" to open the record.



#### Starting a new conversation

- Scroll down. Under CONVERSATIONS, click the + icon, enter a subject, type your message to the warranty administrator, and click Submit.
- The warranty administrator will receive you message and respond within one business day.



Companies: search & create contractor & builder records

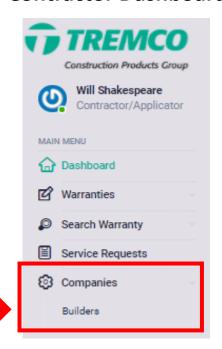


#### **Company records**

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

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

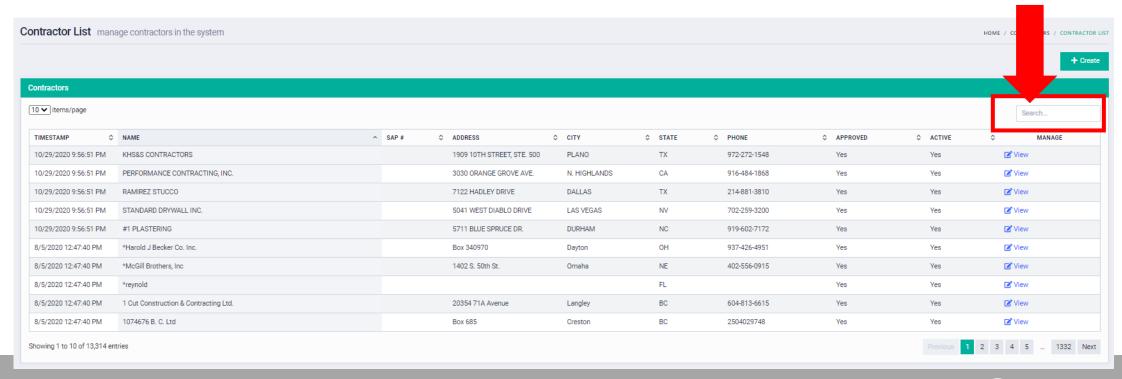
#### **Contractor Dashboard**





#### Searching companies

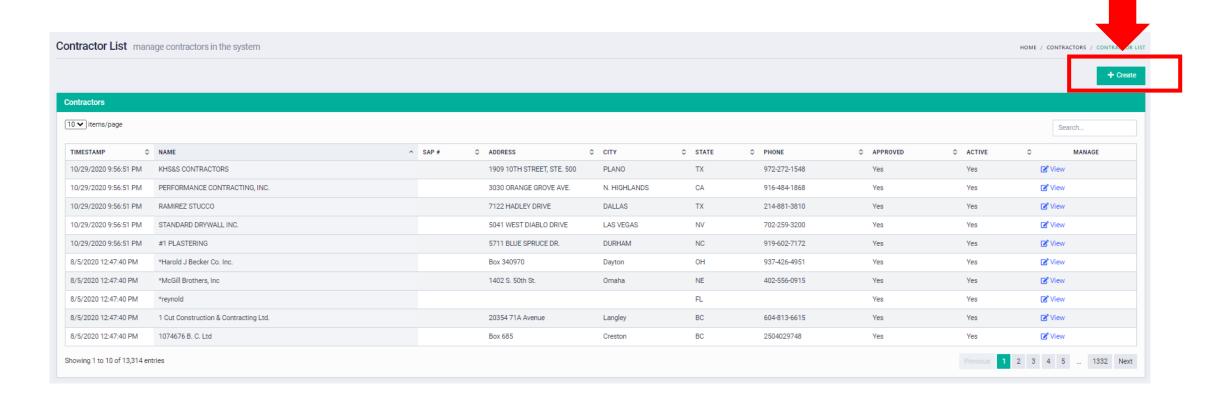
- From the list of contractors or builders, click "View" to see the company record.
- Or enter the company name in the search bar to determine whether it is set up in our system so that you can enter a warranty request.





#### **Creating companies**

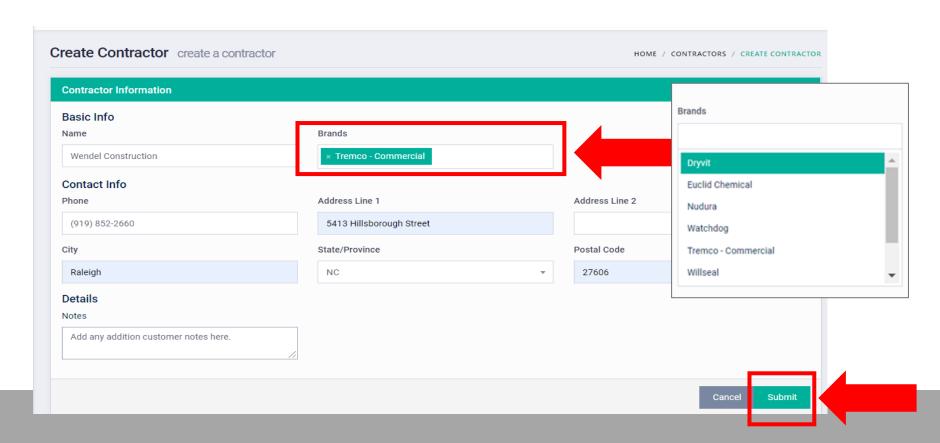
1. Click the "Create" button to add a new company record.





#### **Creating companies**

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

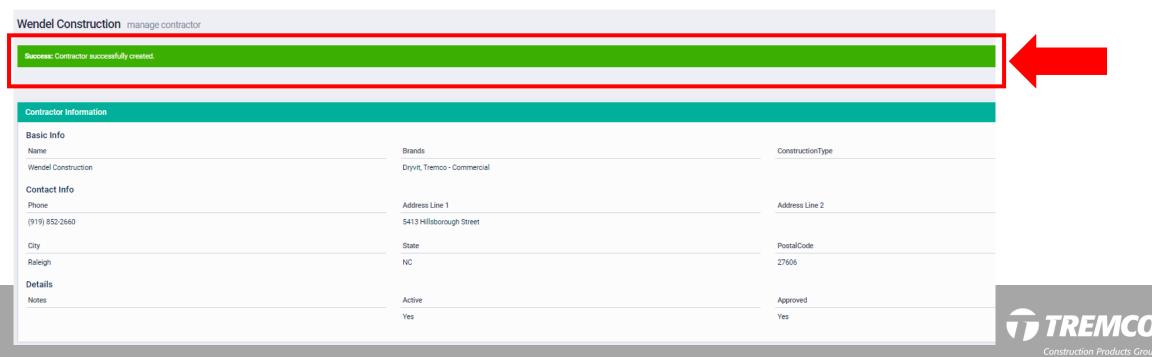




#### **Creating companies**

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.

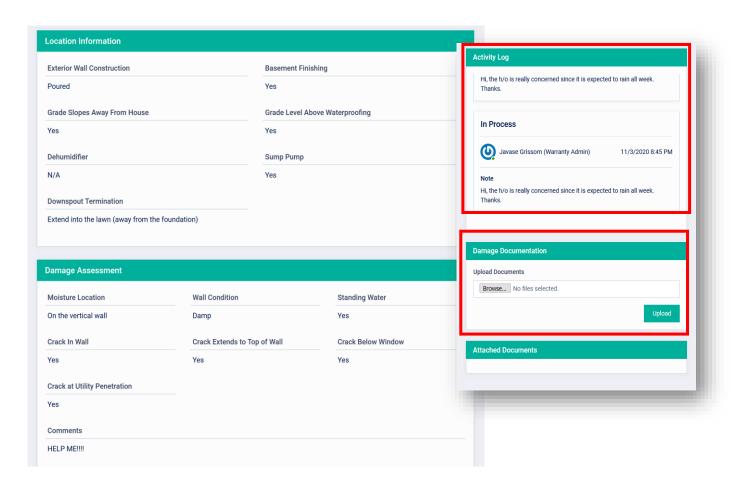
NOTE: All company records created by our customers are reviewed by the warranty administrator. You will be contacted if there are any questions about the newly created company.



# Warranty service requests (contractors only)



#### **RESIDENTIAL CONTRACTORS: How to process a warranty service request**



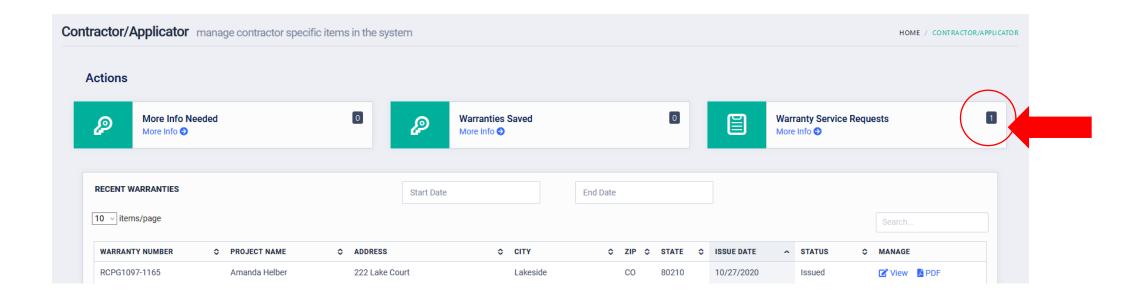
If this is a residential warranty, in the detailed view, you can see:

- 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 review and process a warranty service request

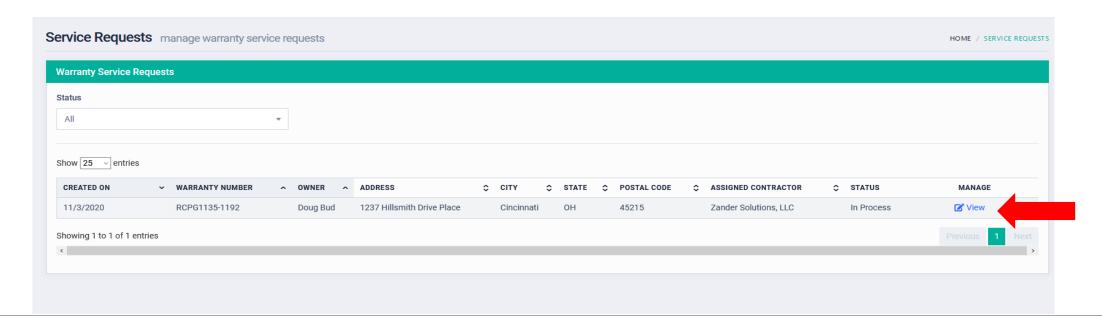
- Service requests assigned to you appear on your dashboard.
- Click in the area to view.





## RESIDENTIAL CONTRACTORS: How to review and process a warranty service request

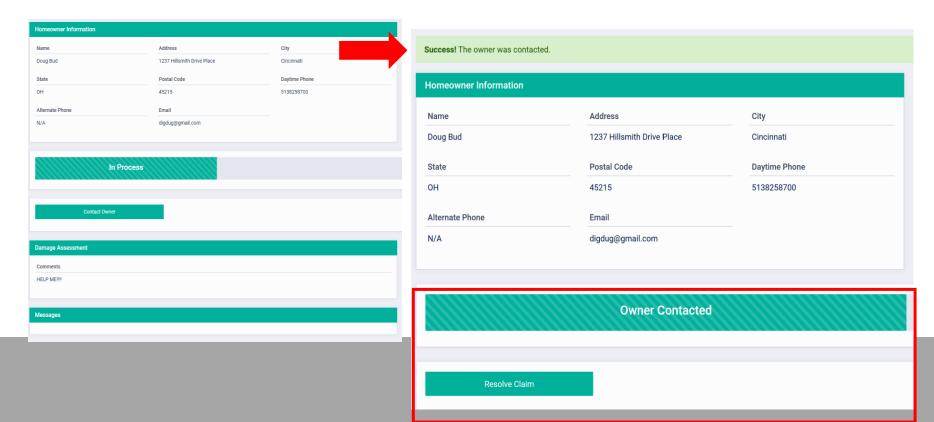
- On the Service Requests Page, you will see a list of all your service requests along with some identifying information.
- Click "View" to see the detailed information from the homeowner for the warranty.





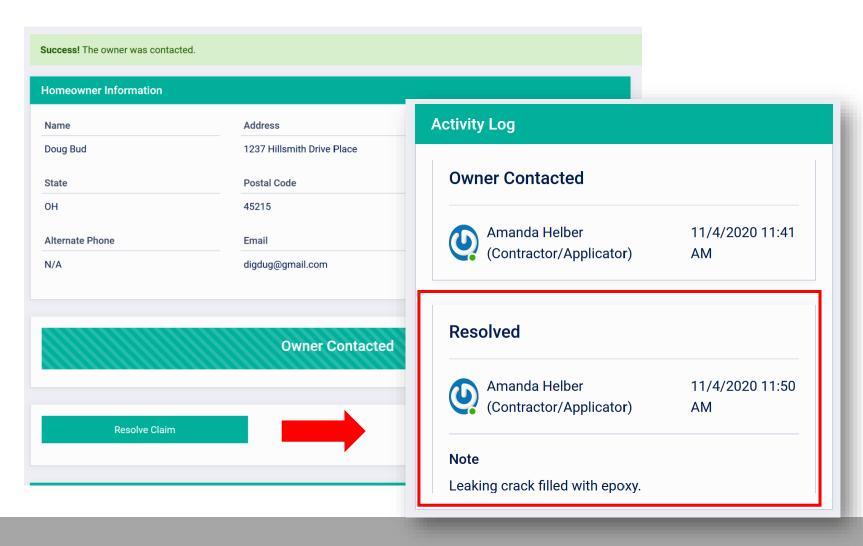
#### **RESIDENTIAL CONTRACTORS:** How to process a warranty service request

 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**



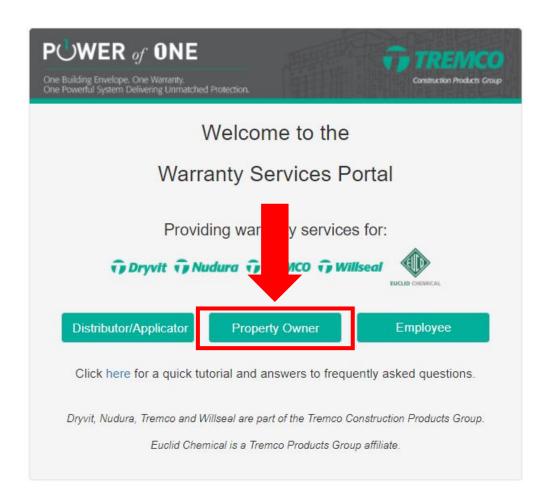
 To close out a service request, click "Resolve Claim" and input your diagnosis and resolution.



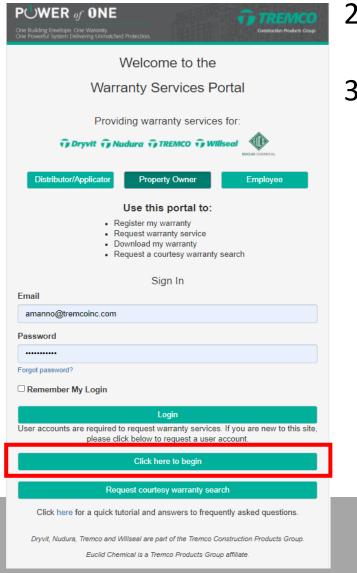
For Owners:
Registering a warranty,
submitting service,
transfer and courtesy
search requests



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





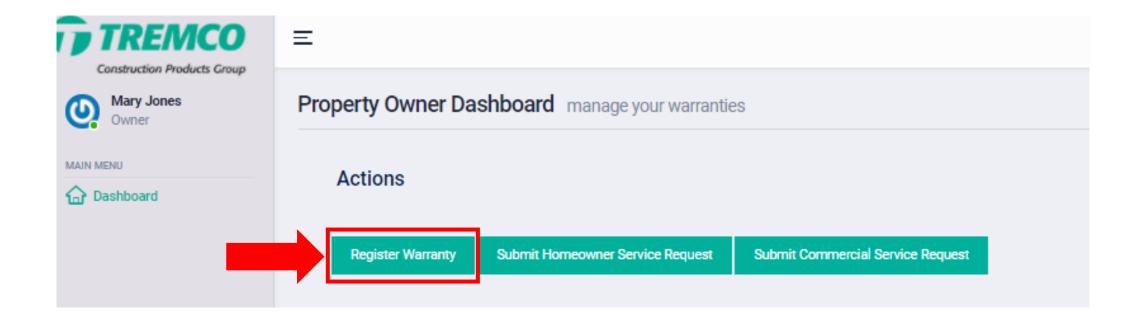


- 2. Scroll down and click the green "Click here to begin" button.
- 3. Enter your name, email address and password (must be 10 characters) and click "Submit."

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		

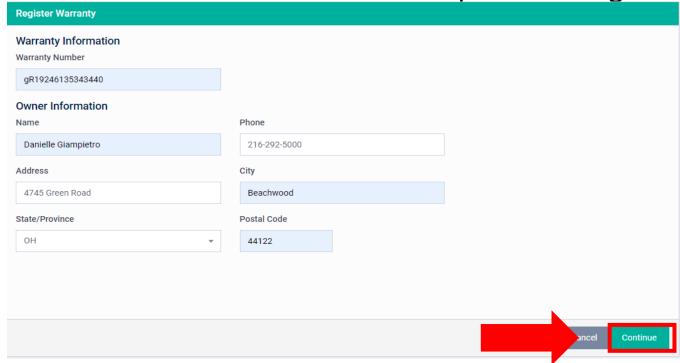


4. On the Property Owner Dashboard, click "Register Warranty."





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





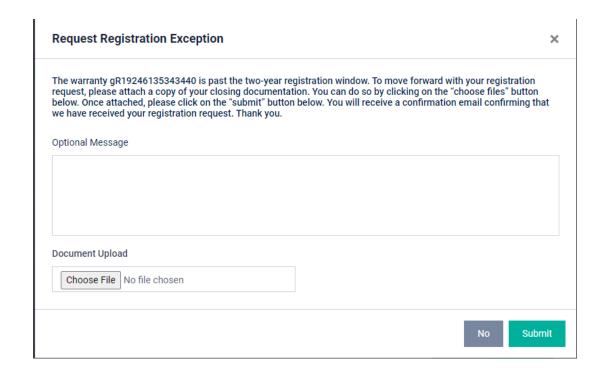
7. The green message bar indicates your warranty was successfully registered. At any time, you can log in to the system to download a PDF of the warranty, request service or a warranty transfer if you ever sell your property.





#### How to register your Residential warranty past 2 years

- Registering a warranty that is past the two-year registration window
  - The customer will receive a popup box with information required to process their request for registration (i.e., deeds, original warranty, etc.)
  - Once documents are uploaded and message input hit submit to send message to the Warranty Admin to process request.



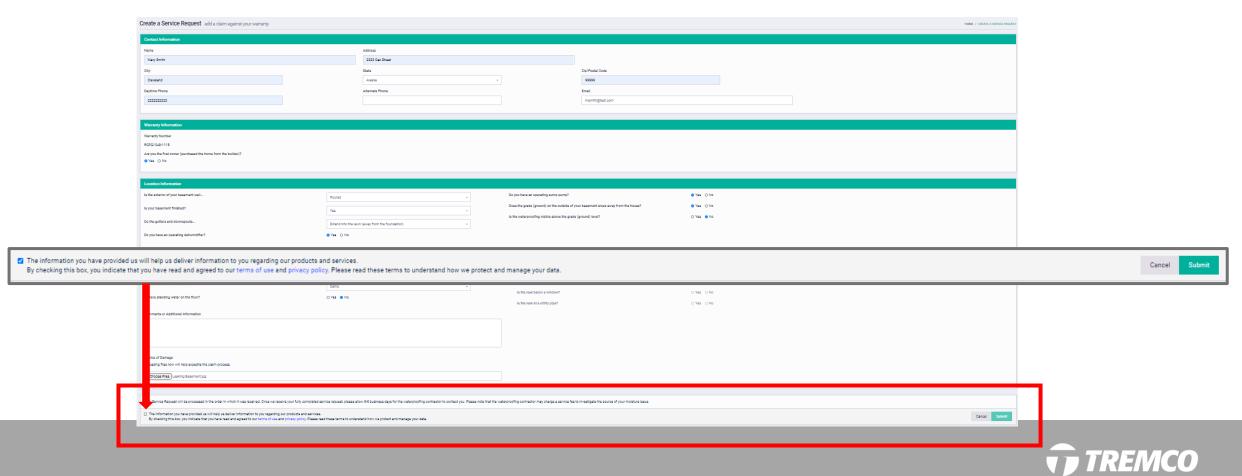


- 1. If you require service related to an issue covered by your warranty, log into the warranty services portal.
- 2. From the owner dashboard:
  - a) If your warranty was registered, click "Request Service" under MY WARRANTIES.
  - b) If your warranty is NOT registered, click the "Submit Homeowner Service Request" button.

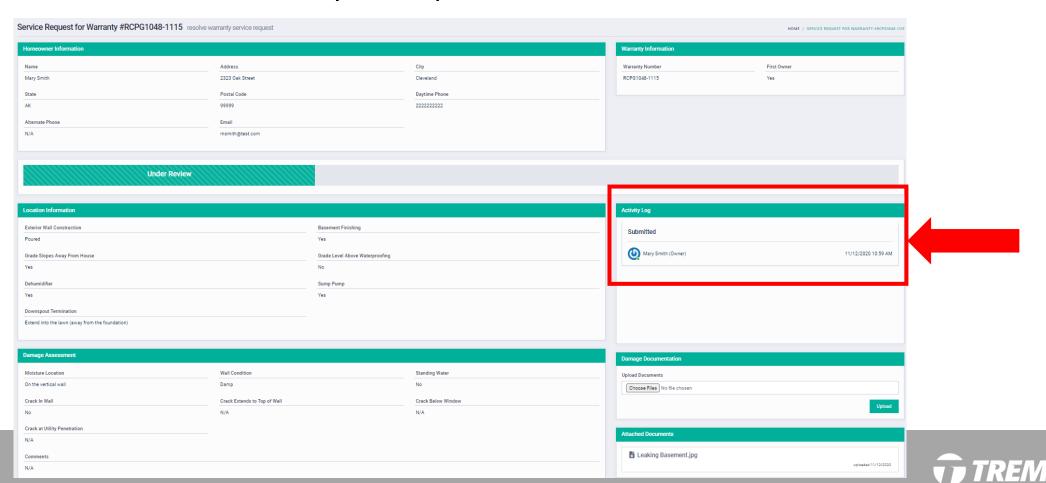




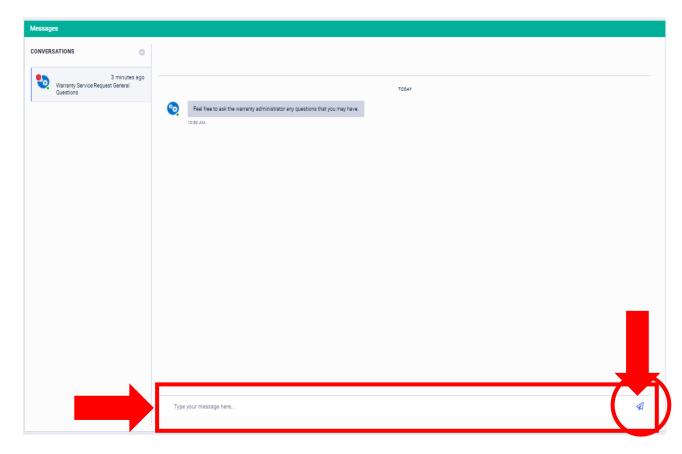
3. Complete the required fields and click "Submit." Be sure to check the box to indicate you have read and accept our terms of use and privacy policy.



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



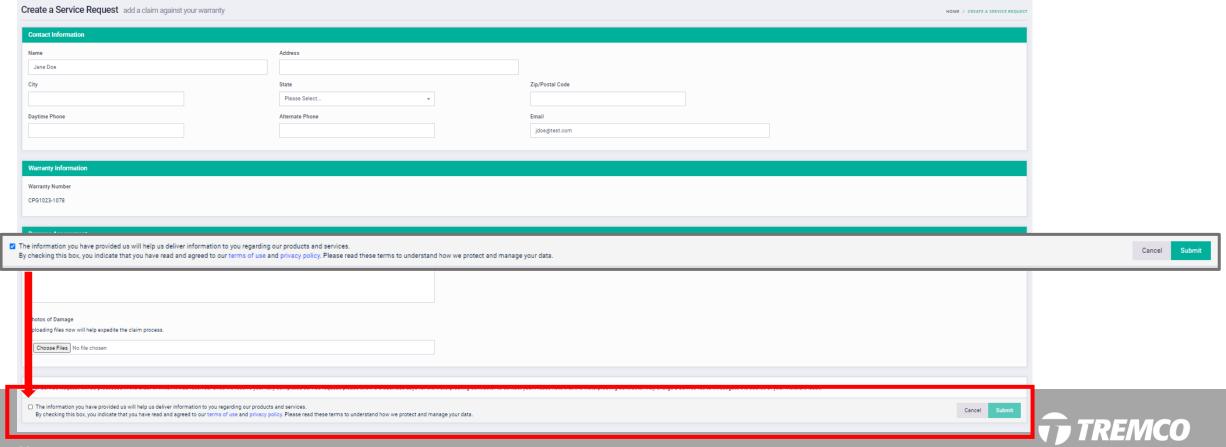
- 5. If you have a question regarding your service request, log into the portal and send a message to the warranty administrator.
- 6. From your dashboard, click "View" to view the request. Scroll down to the Messages area.
- 7. Enter your message and click the send icon to send. The warranty administrator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





#### How to submit a service request – Commercial property owners

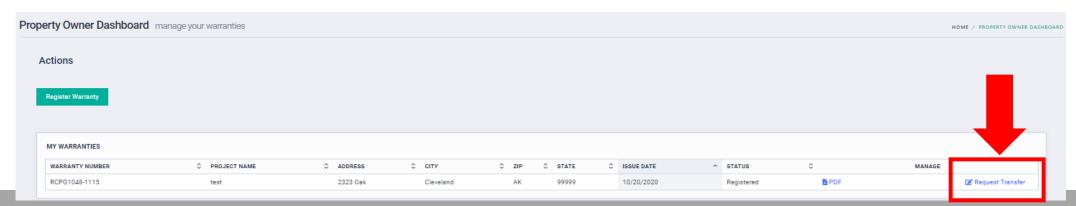
3. Complete all required fields and click "Submit." Be sure to check the box to indicate you have read and accept our terms of use and privacy policy.



#### How to submit a transfer request

- <u>For residential warranties issued prior to Nov. 17, 2020</u>: Click this button to submit your transfer request:

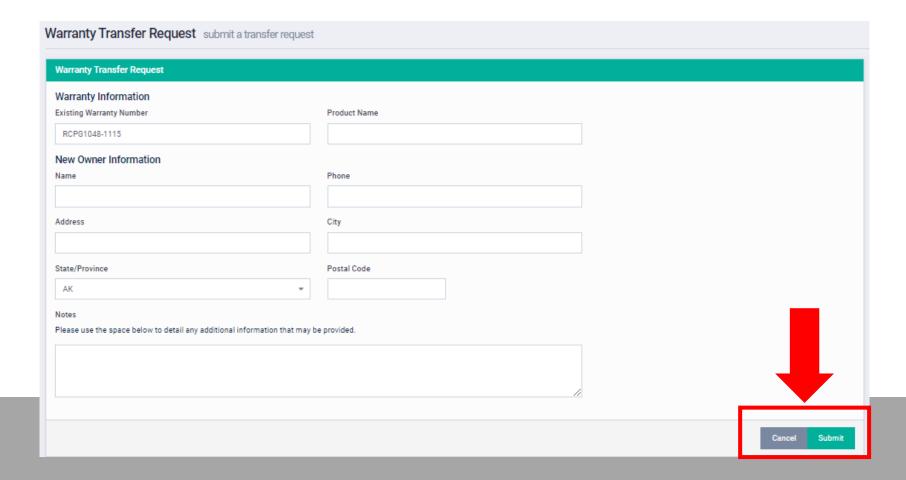
  RESIDENTIAL WARRANTY TRANSFER
- For warranties issued on Nov. 17, 2020 or later: On the property owner dashboard, click "Request Transfer." (Note: Your warranty must be registered before you can submit a transfer request.)





#### How to submit a transfer request

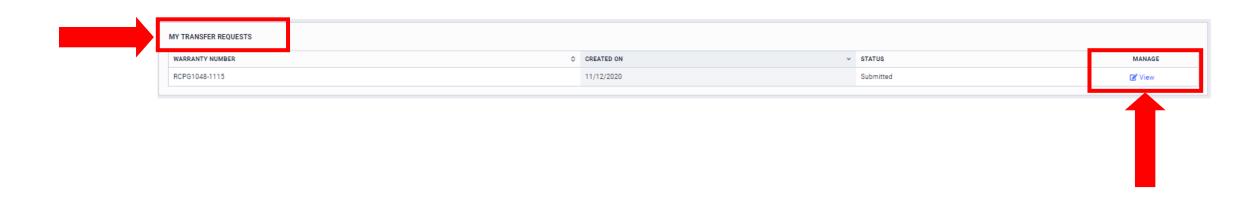
2. Your warranty number will auto-fill. Enter the new owner information and click "Submit."





#### How to submit a transfer request

- 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.

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

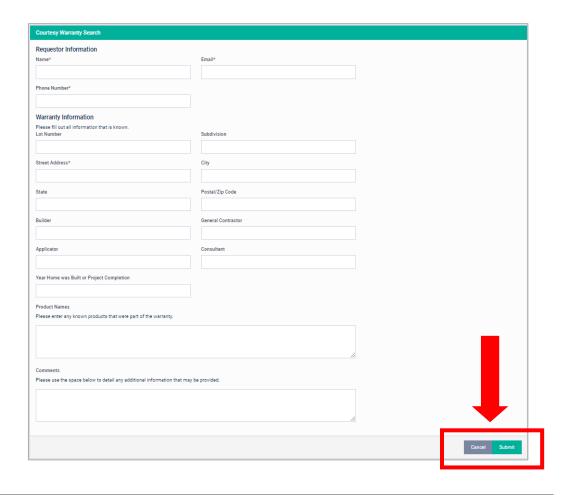


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## How to submit a courtesy warranty search request

- 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

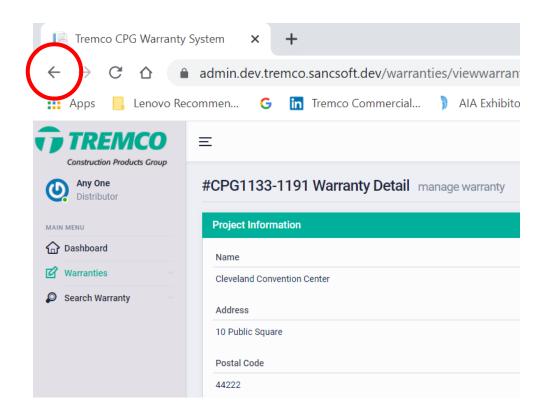


Miscellaneous: Keyboard tips, Internet browsers and mobile devices



#### **Keyboard and searches**

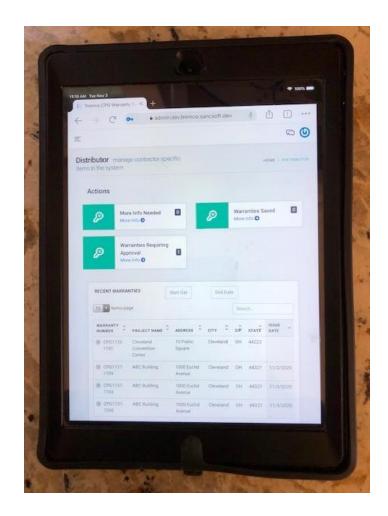
- Use your browser's back arrow key to go to a previous screen.
- Use the TAB key on your keyboard to advance to the next field.
- On searches, use the ENTER key on your keyboard to execute the search.
- When searching a warranty number, DON'T include the letter prefix. Search just by project number,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



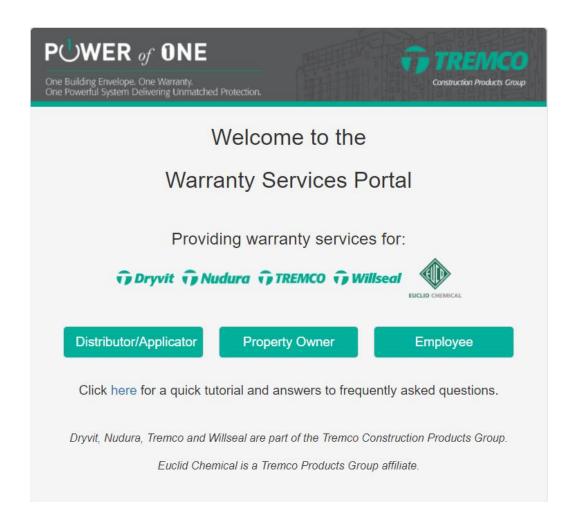












#### **QUESTIONS?**

**Contact Us:** 

warrantyadmin@tremcoinc.com

