

WRC



Online Warranty
Registration Instructions

Navigate to the Warranty Record Center Dealer Login page; enter your email address, password and select Submit.

WRC
WARRANTY RECORD CENTER Inc.

FIRST TIME USERS:
Please send us your Dealer name and email address. The Warranty Center will send you back a password to access the site.

[Click Here To Email Us](#)

DEALER LOGIN

Email Address

Password


[Forgot Password](#)

[Warranty Record Center](#)

(<http://www.warrantyrecordcenter.com/dealerlogin.php>)

An authorized representative of the Dealership should complete the Application Form (found at the end of these instructions) to have individual accounts established to allow online registration. The completed Application Form should be forwarded to your account representative.

Select the WRC Online Registration option



The image shows the top section of a website. On the left, the letters "WRC" are displayed in a large, bold, black font with a white outline and a slight shadow. To the right of "WRC" is the Tricare logo, which consists of the word "Tricare" in a stylized, italicized, yellow font with a black outline, set against a red circular background. The words "CUSTOMER" and "CARE" are written in white on the top and bottom of the red circle, respectively.



Dealers Menu

Online Claims			
Vehicle Claim			
Tire Claim			

Online Registration			
Online Registration			
Warranties Submitted			
Registration Instructions			

User Settings			
Change Your Password	Change Security Question/Answer	Email the Warranty Record Center	Log Out 

Complete the WRC Online Warranty Registration form and select submit.



Warranty Information

Selling Dealer:

Warranty Form	Contract	Treatment	Inspection
<input type="text" value="SELECT FORM"/>	<input type="text" value="11/11/2011"/>	<input type="text" value="11/11/2011"/>	<input type="text" value="0"/>

VEHICLE INFORMATION

Year / VIN: *

Make / Model: *

PRODUCTS PURCHASED

Selection

CLIENT INFORMATION

Email Address:

Last / First / Middle: * *

Mailing Address: *

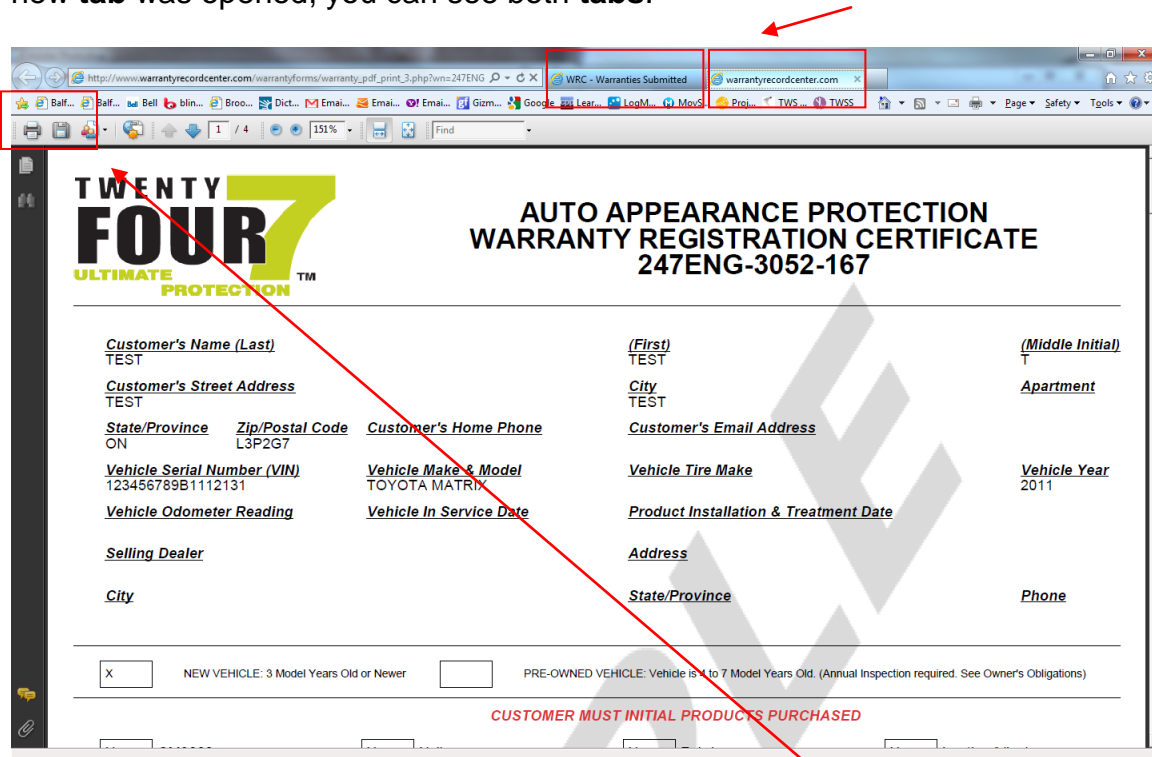
City / Province / Postal: * *

Phone Numbers:

*=Required Information

A Pop-up browser **window** or browser **tab** with a PDF version of the Warranty Certificate will open automatically on your computer. After you print and/or save this document, you should close this newly opened browser **window** or **tab**.

Each browser is configured differently to open Pop-ups in a new **window** or **tab**. In this example a new **tab** was opened, you can see both **tabs**.



Each browser is different but all should have an option to print readily available, if you have problems locating an option to print, contact your technical support staff. The browser used in the above sample is version 9 of Microsoft Internet Explorer.

****** IMPORTANT – PLEASE READ ******

You must allow Pop-ups from the Warranty Record Center web site within your browser program in order to print Warranty Certificates. Each browser program is different but all should allow you specify which web sites you allow Pop-ups from even if you have your Pop-up Blocker turned on. There are instructions to Enable Pop-ups within Microsoft Internet Explorer later on in these instructions.

You should contact your own IT Support Staff if you're unable to or have and difficulties making modifications to your browser program to allow Pop-ups from the Warranty Record Center web site.

In your original browser **window** or **tab** the following will be displayed:

Warranty Certificate Number



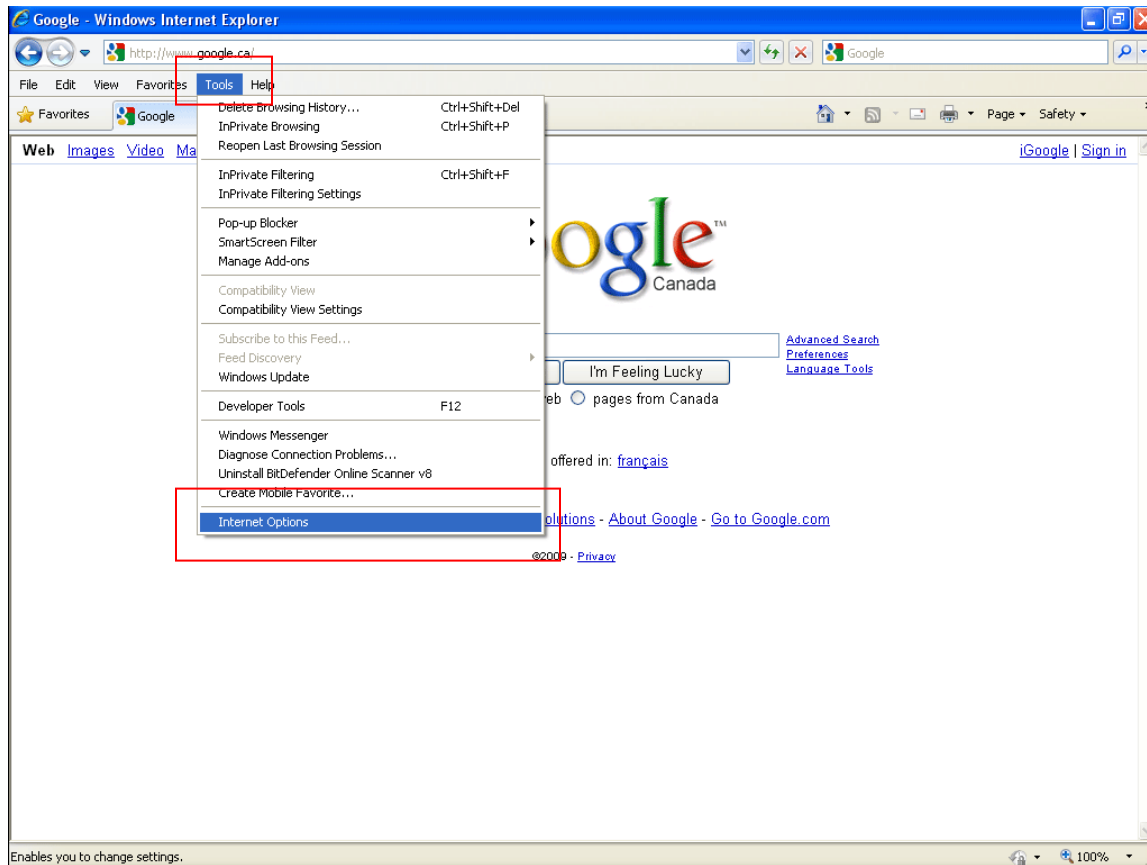
The screenshot displays the Warranty Record Center (WRC) logo at the top, with the text "WARRANTY RECORD CENTER, Inc." below it. A red arrow points from the "Warranty Certificate Number" text above to the number "247MOE-3052-4" in the confirmation message. Below the logo, a horizontal line separates the header from the main content. The main content area contains the following text: "Online Warranty Registration has been submitted, Warranty Certificate 247MOE-3052-4 issued". Below this, a red-bordered box highlights the number "247MOE-3052-4". Underneath, the text reads: "**Three copies of the Warranty Certificate will be printed:**". This is followed by a list of three items: "1) WARRANTY RECORD CENTER COPY - Must be signed by vehicle owner and remitted to the Warranty Record Center.", "2) DEALER COPY - Dealer records.", and "3) OWNER COPY - To be provided to vehicle owner." At the bottom of the screenshot, three buttons are displayed in a row, each with a red border: "Return to Menu", "Register another Warranty for the same customer", and "Print Warranty Certificate". A red arrow points from the bottom of the screenshot to the text below.

You may return to the Dealer Menu, Register another Warranty for the same Customer or Reprint this same Warranty Certificate.

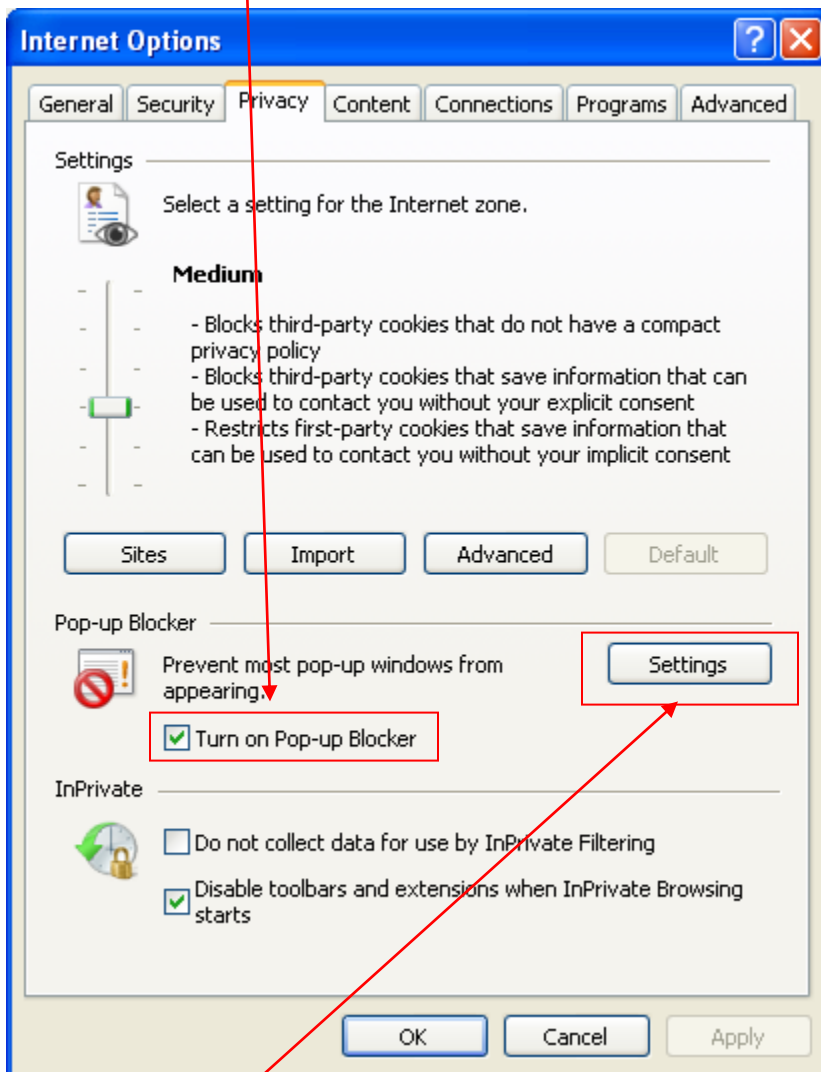
Enable Pop-ups within Microsoft Internet Explorer

Below are sample screen images for Microsoft Internet Explorer 8, screen images will vary based on your browser program, version and individual settings.

While in Microsoft Internet Explorer, select “Internet Options” from the “Tools” menu item.

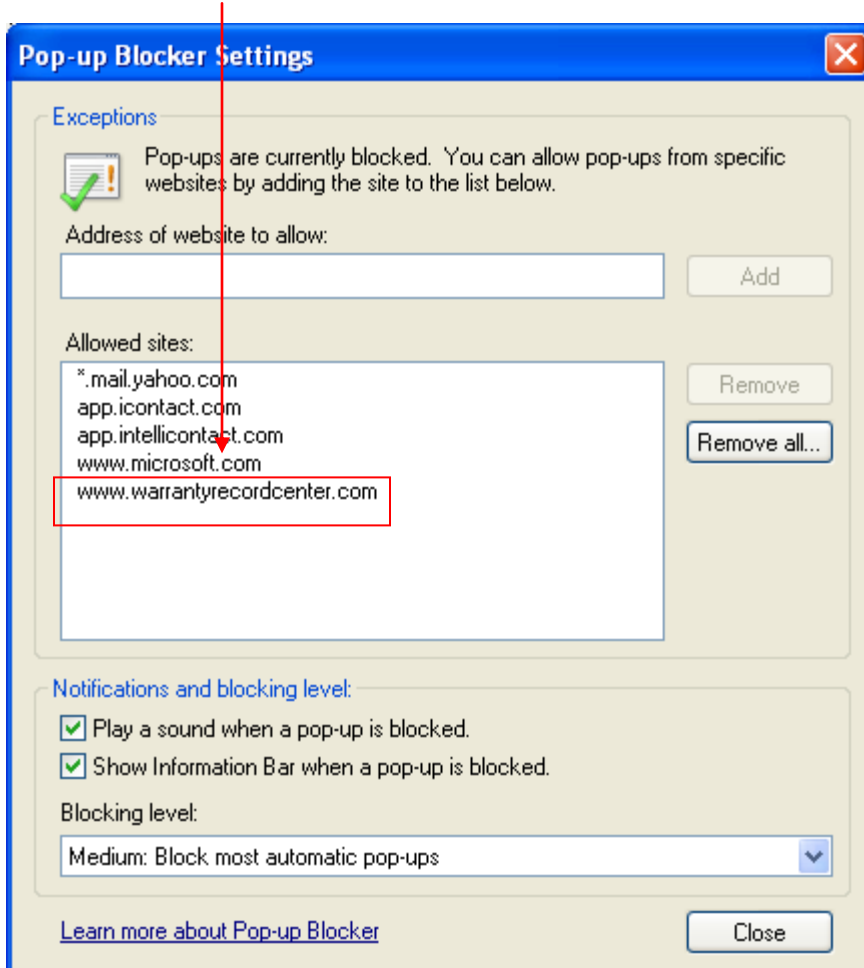


Because Pop-up Blocker is turned on you will have to allow Pop-ups from the Warranty Record Center web site.



Select "Settings" in the Pop-up Blocker section.

Add www.warrantyrecordcenter.com to the list of allowed sites.



If you need to reprint or void an Online Warranty Certificate, select the 'Warranties Submitted' option from the Dealer Menu.



WRC **Tricare**
CUSTOMER CARE

Dealers Menu

- Online Claims**
 - Vehicle Claim
 - Tire Claim
- Online Registration**
 - Online Registration
 - Warranties Submitted
 - Registration Instructions
- User Settings**
 - Change Your Password
 - Change Security Question/Answer
 - Email the Warranty Record Center
 - Log Out 

All Online Warranty Certificates are available to reprint at any time.

WRC
WARRANTY RECORD CENTER Inc.

Select Location: *ALL

	Warranty Number	Submitted Date	VIN	Last Name	
PRINT	247MOE-3052-4	Nov 3rd 2011	123456789B123654D	S	Click Here to VOID
PRINT	247ENG-3052-167	Nov 2nd 2011	123456789B1112131	TEST	Click Here to VOID
PRINT	USANIW-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	NY247-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	Classic-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	247ENG-3052-0000	Jan 1st 2009			Click Here to UNVOID
PRINT	NIW-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	MO-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	TRHC1-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	TRHC2-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	TRHC2-3052-0000	Jan 1st 2009			Click Here to VOID
PRINT	TRHC3-3052-0000	Jan 1st 2009			Click Here to VOID

Until a Warranty is processed by the Warranty Center, it can be voided here.

It is important that the Warranty Record Center be sent a printed copy of the Warranty Certificate with the word **VOID** written or printed across the certificate in order to complete the Void process.

A Warranty Remittance Invoice will be automatically emailed to a designated individual(s) on or about the first of each month.

Warranties will be registered with the underwriter only after remittances and signed contract copies are received at the Warranty Record Center's office.

WRC		Warranty Record Centre PO Box 186 Concord, ON L4K 1B4			Net 10 Days				
Dealer:	ABC MOTORS	WARRANTY REMITTANCE INVOICE						Date:	25-Nov-08
Warranty Form	Warranty#	Submitted	Contract Date	Last Name	VIN	Make	Model	Year	Cost
ABCD	ABCD-12345	11/14/2008	11/14/2008	FRANKLIN	012345678901234567	CHEVROLET	MALIBU	2008	0.00
ABCD	ABCD-54321	11/17/2008	11/17/2008	LINCOLN	012345678901234567	CHEVROLET	CAMARO	2008	0.00
ABCD	ABCD-12345	11/14/2008	11/14/2008	WASHINGTON	012345678901234567	CHEVROLET	MALIBU	2008	0.00
ABCD	ABCD-54321	11/17/2008	11/17/2008	JEFFERSON	012345678901234567	CHEVROLET	CAMARO	2008	0.00
ABCD	ABCD-12345	11/14/2008	11/14/2008	ADAMS	012345678901234567	CHEVROLET	MALIBU	2008	0.00
Count	5								
SubTotal	0.00								
Tax	0.00								
Total	0.00								

The Warranty Remittance Invoice shown above is only a sample.



Warranty Online Registration Application Form

Date _____

Dealership Information

Name _____

Address _____

City _____ Province _____

Postal Code _____ Country _____

Completed By _____ Title _____

Individuals Authorized to Register Warranties Online – Email Address is Required for each Individual

Email Address _____ Name _____

Email Address _____ Name _____

Email Address _____ Name _____

Email Address _____ Name _____

Monthly Recap Report – Mandatory

Email Address _____

Recap Report and signed contract copies must be submitted to the Warranty Record Center monthly.

Warranty Program – Select All that Apply

Tricare - Classic

Tricare - Xzilon

Road Hazard

Authorized Signature

Printed Name _____

Signature _____