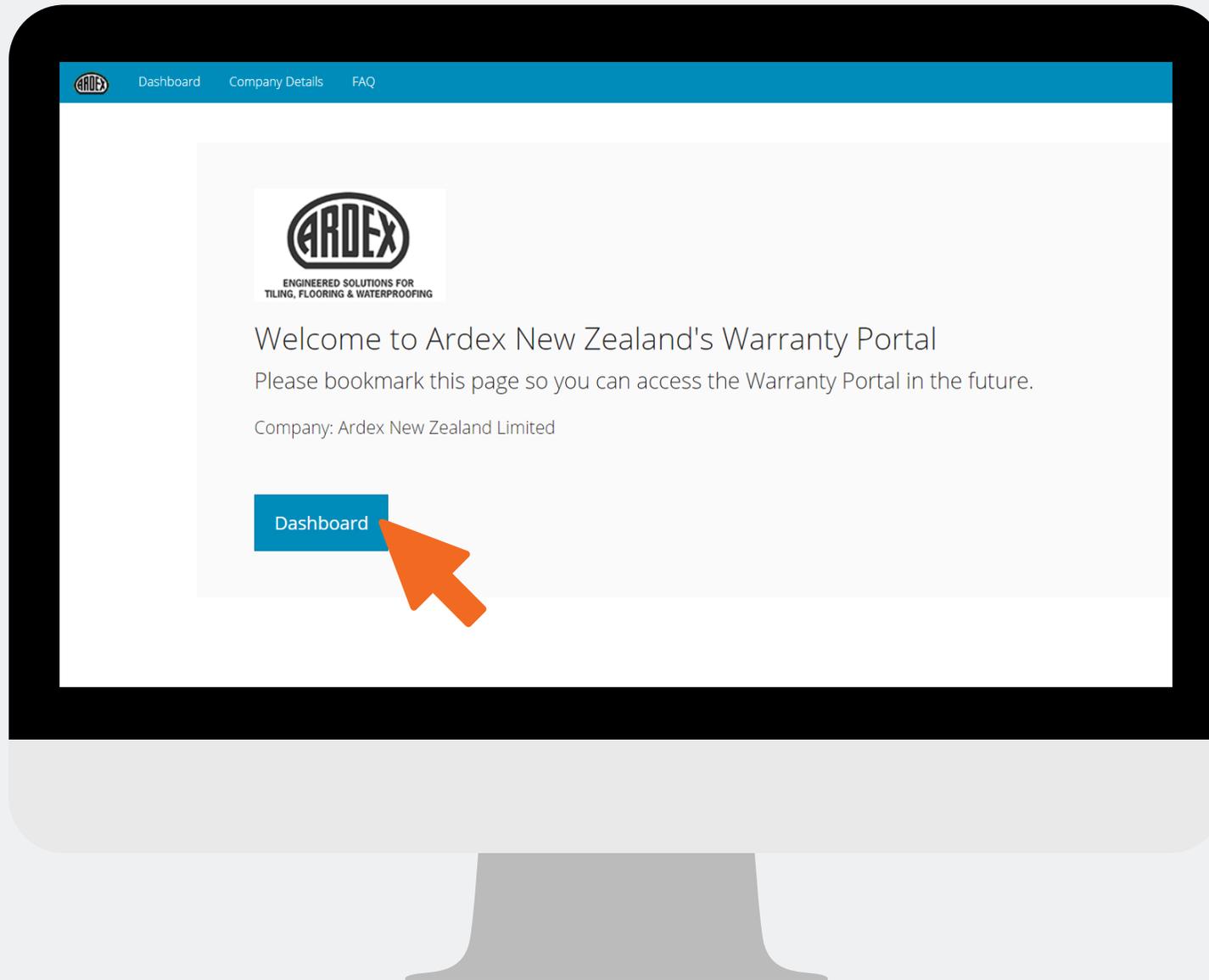




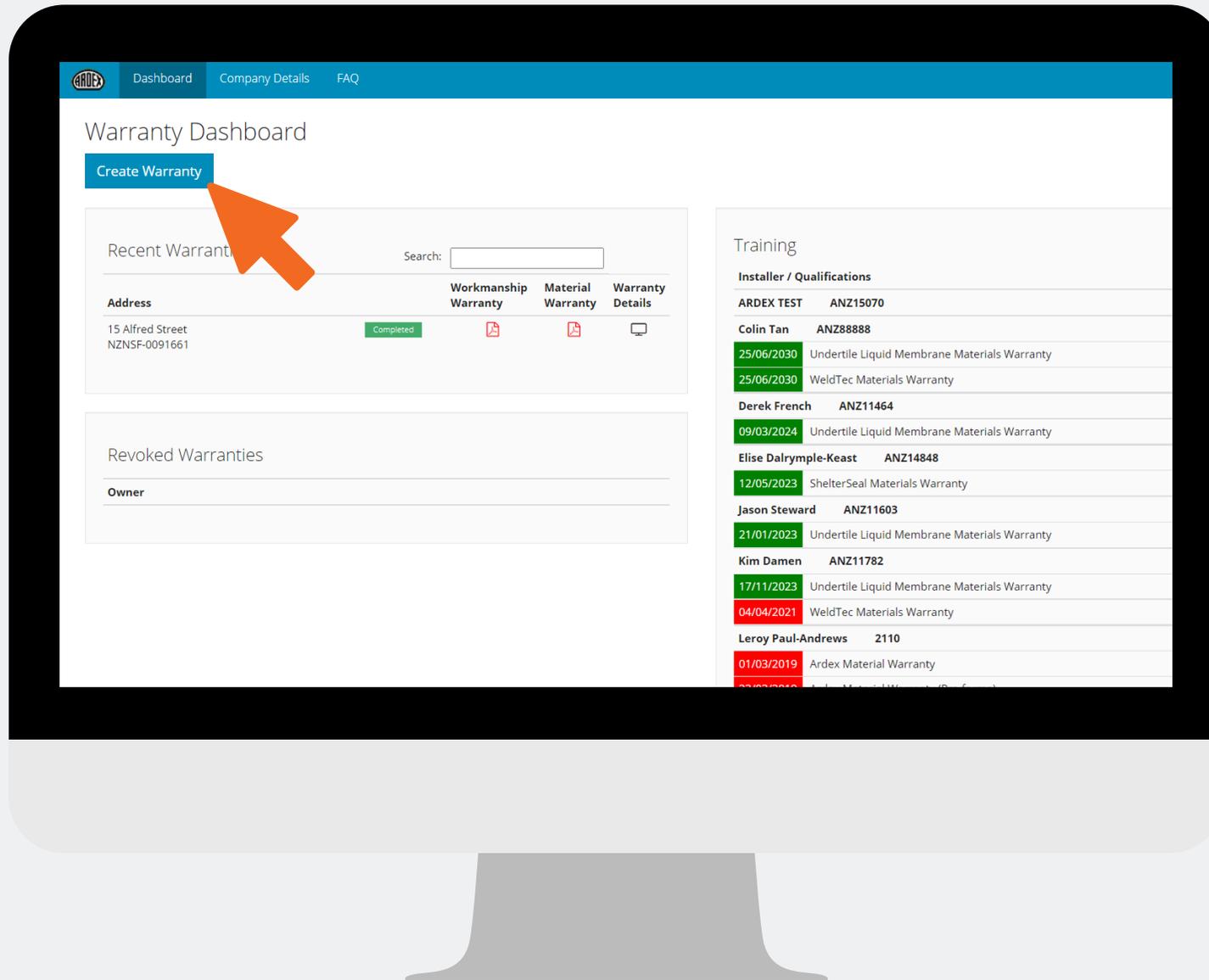
WARRANTY SYSTEM

HOW TO GUIDE



STEP 1:

Access your dashboard by clicking on your company's unique **Warranty Portal Link** (emailed to you).
Please check your SPAM box if you cannot find it.



STEP 2:

Click **Create Warranty**.



Warranty

Dashboard Company Details FAQ

Created

Warranty Type

Ardex Material Warranty

Select Warranty Type...

Ardex Material Warranty

Ardex Material Warranty (Pro forma)

Butynol Materials Warranty

Shelterbit Materials Warranty

ShelterSeal Materials Warranty

Undertile Liquid Membrane Materials Warranty

TPO Materials Warranty

WeldTec Materials Warranty

Builder

Builder Name

Product 1

Select Product Type...

Required

Area Laid

Required

Product 2

Select Product Type...

Area Laid

Batch Number

Batch Number

Use

Select Product Use...

Required

Square or Linear

Square Metre(s)

Use

Select Product Use...

Square or Linear

Square Metre(s)

Workmanship Warranty Length (years)

Select Warranty Period...

Required

Owner

Owner Name

Required

Owner Address

Required

Owner Suburb

Select City...

Owner Postcode

Required

Warranty Reference

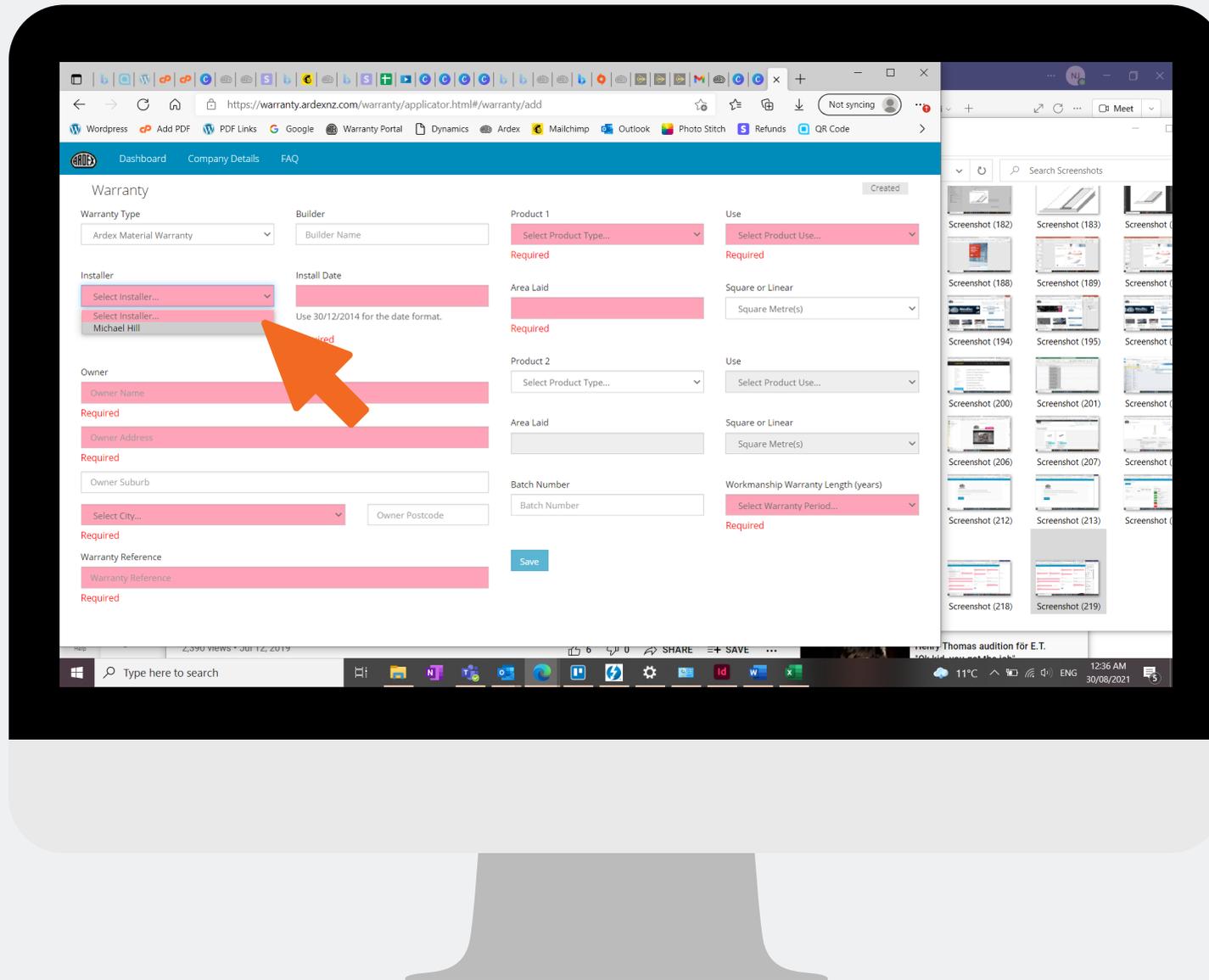
Warranty Reference

Required

Save

STEP 3:

Select the **Warranty Type** that applies to you.



STEP 4:

Select the **Installer**.

** If the installer is not listed, they have not had the training to apply product pertaining to the Warranty Type or it has expired.



STEP 5:

Fill in the required fields marked in the dotted orange lines, including **Builder**, **Install Date**, **Owner** and **Address**.



Warranty

Warranty Type: Ardex Material Warranty

Builder: John Doe

Installer: Michael Hill

Install Date: 16/05/2021
Use 30/12/2014 for the date format.

Owner: Jane Doe
123 Anonymous Street
Happyville

Auckland: [dropdown] 1234

Warranty Reference: [pink box]
Required

Product 1: ARDEX WPM 163

Use: Bathroom

Area Laid: 50

Square or Linear: Square Metre(s)

Product 2: Select Product Type...

Use: Select Product Use...

Area Laid: [grey box]

Square or Linear: Square Metre(s)

Batch Number: Batch Number

Workmanship Warranty Length (years): Select Warranty Period...
Required

Created

Save

STEP 6:

Fill in the next required fields marked in the dotted orange lines by selecting the **Products** used in your installation.



The screenshot shows a web application interface for creating a warranty. The form is titled 'Warranty' and includes a 'Created' button in the top right corner. The form is organized into several sections:

- Warranty Type:** A dropdown menu with 'Ardex Material Warranty' selected.
- Builder:** A text input field containing 'John Doe'.
- Product 1:** A dropdown menu with 'ARDEX WPM 163' selected.
- Use:** A dropdown menu with 'Bathroom' selected.
- Installer:** A dropdown menu with 'Michael Hill' selected.
- Install Date:** A text input field containing '16/05/2021'. Below it, a note reads 'Use 30/12/2014 for the date format.'
- Area Laid:** A text input field containing '50'.
- Square or Linear:** A dropdown menu with 'Square Metre(s)' selected.
- Owner:** A text input field containing 'Jane Doe'.
- Address:** Text input fields for '123 Anonymous Street', 'Happyville', and 'Auckland' (with a dropdown arrow).
- Postcode:** A text input field containing '1234'.
- Product 2:** A dropdown menu with 'Select Product Type...' selected.
- Use:** A dropdown menu with 'Select Product Use...' selected.
- Area Laid:** A text input field that is currently empty.
- Square or Linear:** A dropdown menu with 'Square Metre(s)' selected.
- Batch Number:** A text input field containing 'Batch Number'.
- Workmanship Warranty Length (years):** A dropdown menu with 'Select Warranty Period...' selected. Below it, the word 'Required' is written in red.
- Warranty Reference:** A text input field containing 'JD 16/05/2021'. An orange arrow points to this field.

A 'Save' button is located at the bottom right of the form.

STEP 7:

Fill in your **Warranty Reference**. We recommend using the initials of your installer and the date. *Eg: JD 16/05/2021*



Warranty

Created

Warranty Type: Ardex Material Warranty

Builder: John Doe

Product 1: ARDEX WPM 163

Use: Bathroom

Installer: Michael Hill

Install Date: 16/05/2021
Use 30/12/2014 for the date format.

Area Laid: 50

Square or Linear: Square Metre(s)

Product 2: Select Product Type...

Use: Select Product Use...

Owner: Jane Doe

123 Anonymous Street

Happyville

Auckland

1234

Batch Number: Batch Number

Workmanship Warranty Length (years): Select Warranty Period...
Required

Warranty Reference: JD 16/05/2021

Save

STEP 8:

Fill in the **Batch Number**, this information can be found on your product bags. *This is NOT a mandatory field.*



Warranty Created

Warranty Type: Ardex Material Warranty

Builder: John Doe

Product 1: ARDEX WPM 163

Use: Bathroom

Installer: Michael Hill

Install Date: 16/05/2021
Use 30/12/2014 for the date format.

Area Laid: 50

Square or Linear: Square Metre(s)

Product 2: Select Product Type...

Use: Select Product Use...

Owner: Jane Doe

123 Anonymous Street

Happyville

Auckland

1234

Area Laid:

Square or Linear: Square Metre(s)

Batch Number: Batch Number

Workmanship Warranty Length (years): Select Warranty Period...

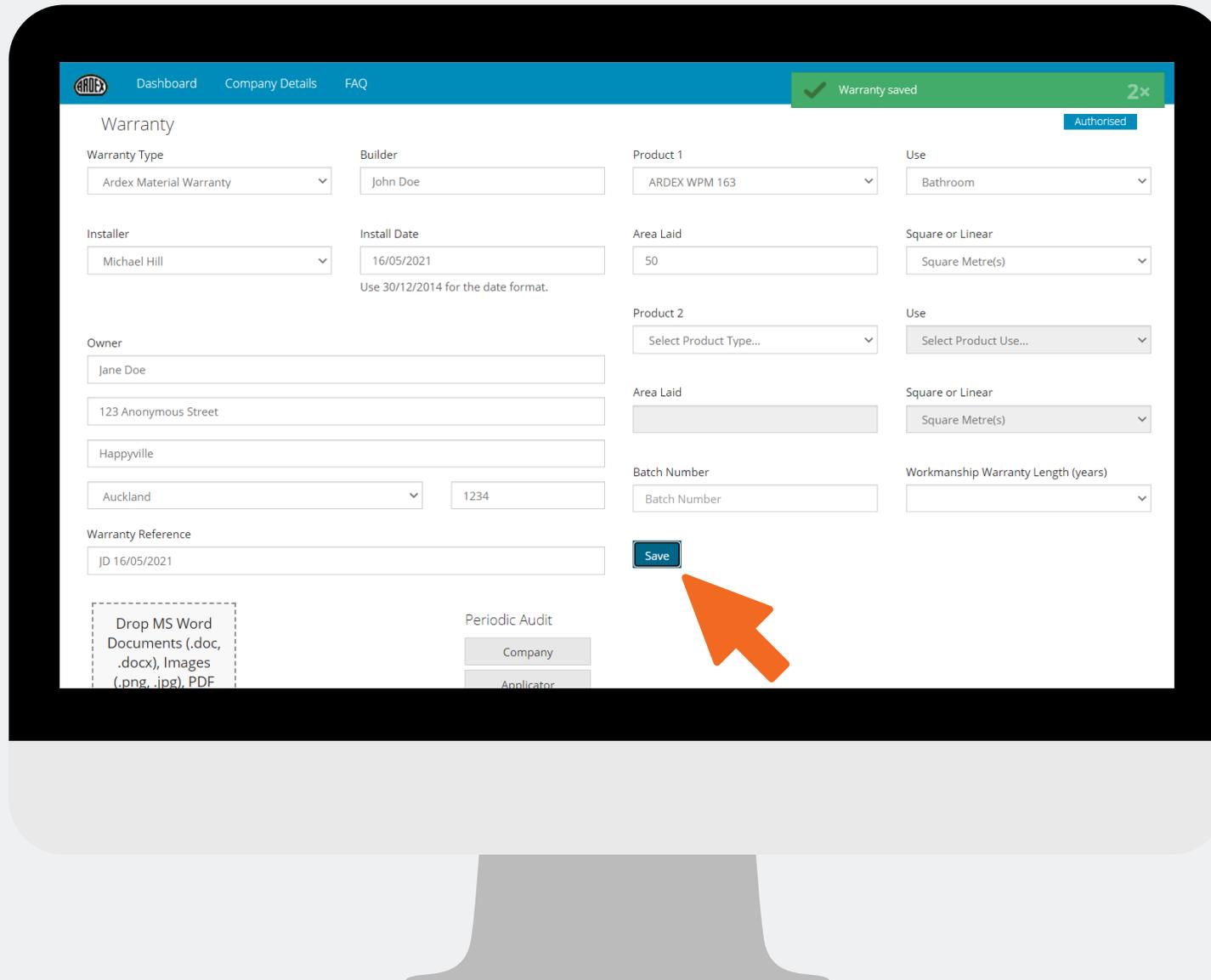
Warranty Reference: JD 16/05/2021

Save

- Select Warranty Period...
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 10 Years
- 15 Years
- 20 Years

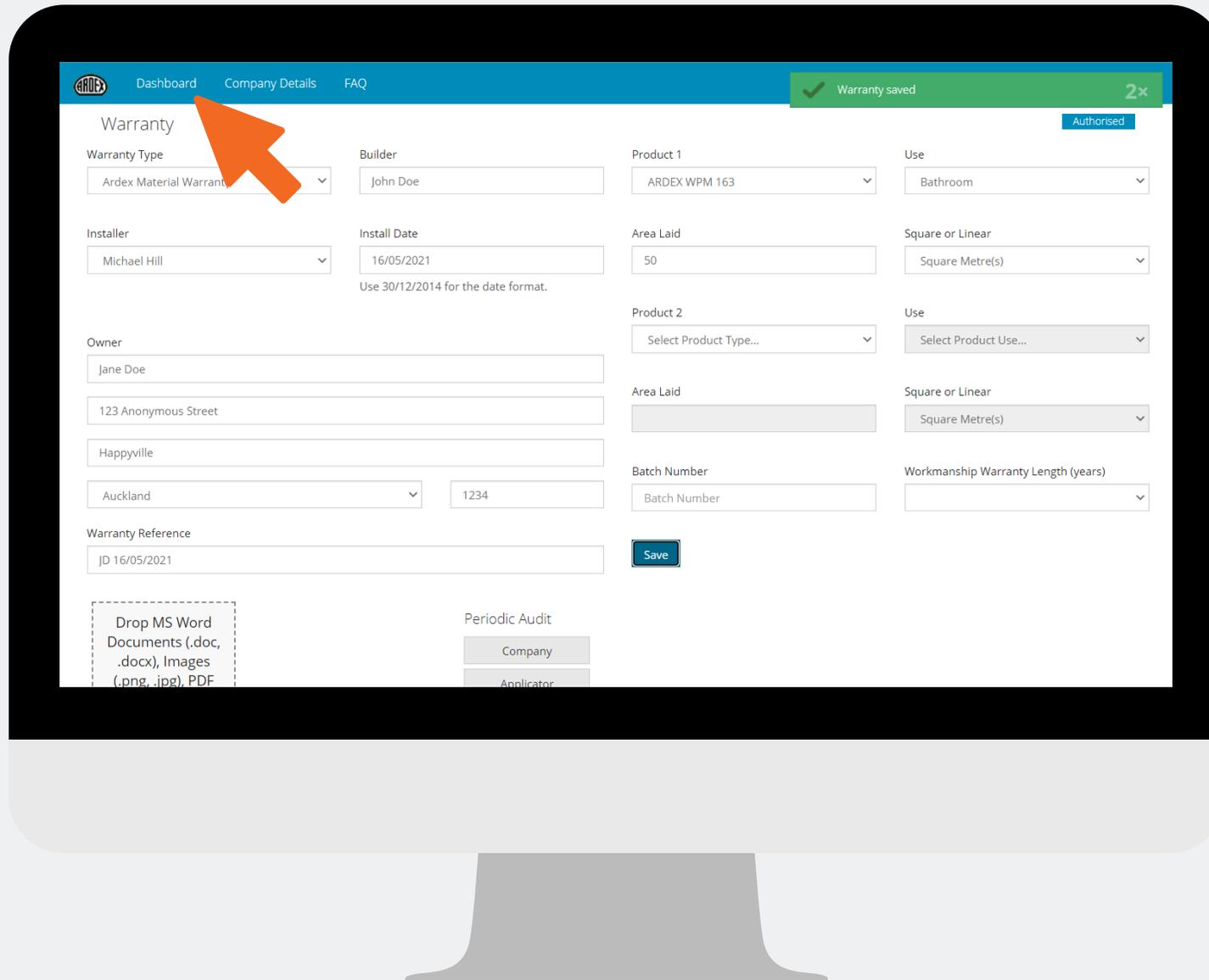
STEP 9:

Select your **Workmanship Warranty Length.**



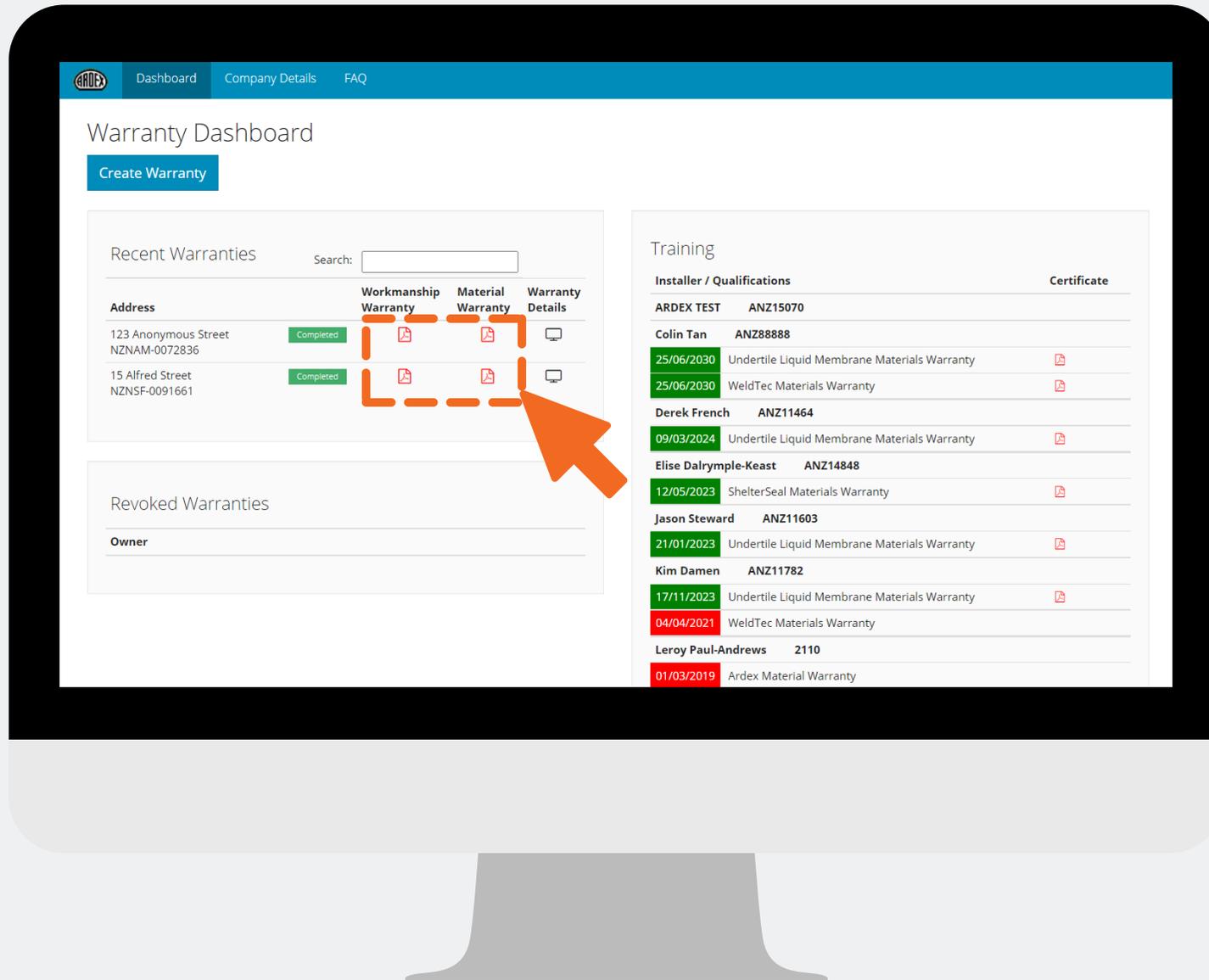
STEP 10:

Click **Save**. You should receive a green pop up in the top right corner with "**Warranty Saved**".



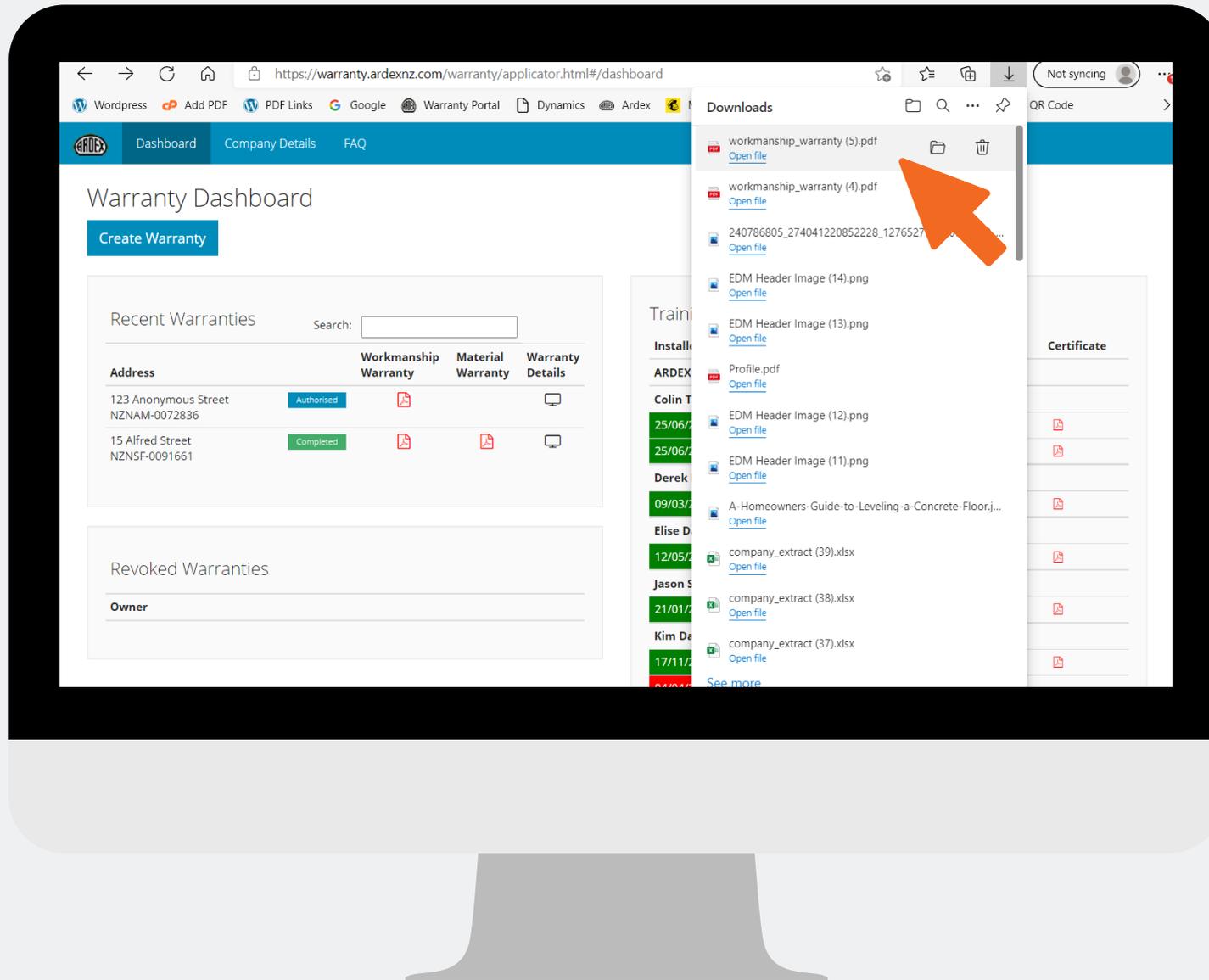
STEP 11:

Click **Dashboard** on top left corner.



STEP 12:

Click the red PDF link to download your **Workmanship Warranty** and **Material Warranty**. The Workmanship Warranty will appear straight away but the Material Warranty may take a few minutes to process.



STEP 13:

Click the Downloads drop down tab or open your Downloads folder to find a PDF of your Warranty.



WARRANTY CREATION COMPLETED!

To re-download your Warranty, simply head back to your dashboard at any time.