Warranty Claim System Manual

You can log in into the warranty system through the dealer resource page. If you have questions about logging in please reach out to the NPPI service department or your Dealer Channel Manager.

For all warranty claims:

- You must add new customers to the warranty system before filing a claim
- You must fill out the claim form completely
- You must attach supporting documents including work orders, receipts, etc.
- You must submit within 30 days of the repair being completed
- Parts must be held for 90 Days from the date of claim approval

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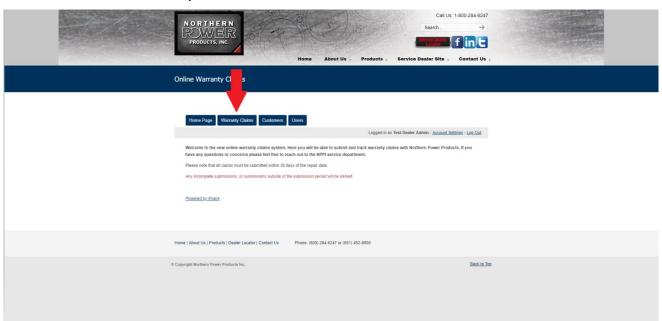
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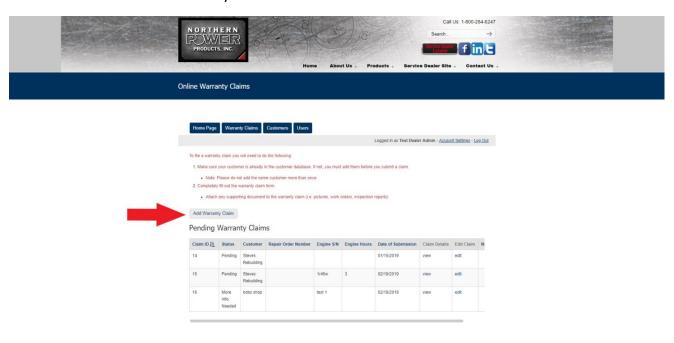
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Adding a New Warranty Claim

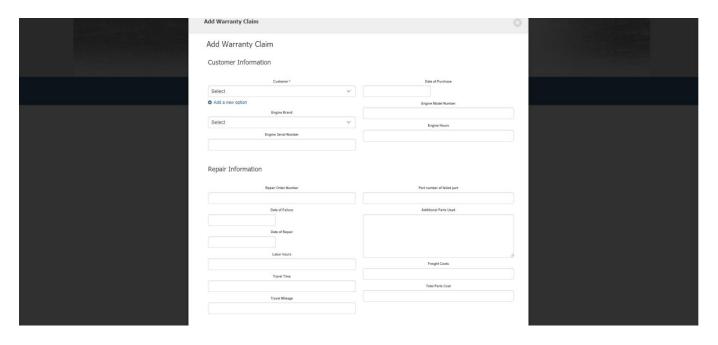
1. Click the "Warranty Claims" tab



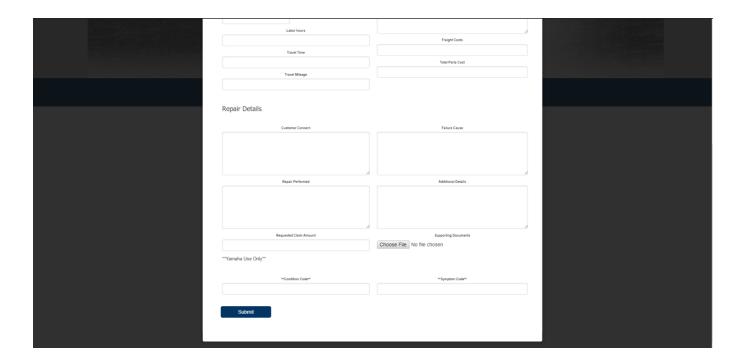
2. Click the "Add Warranty Claim" Button



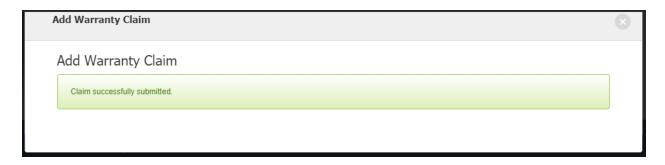
3. Fill out the Customer information. If you have already added the customer then you can select them from the drop down, Otherwise you can click the "+ Add a new option" to add a customer



4. Fill out the repair details and attach any supporting documentation. You do not need to fill out the "Condition Code" or the "Symptom Code" unless you are a Yamaha dealer.

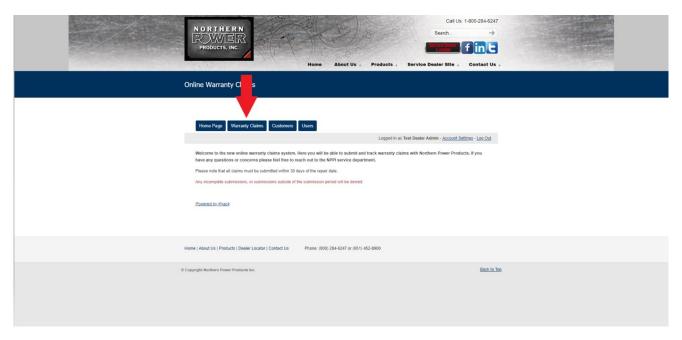


5. When you hit submit you should get a confirmation that the claim was sent.

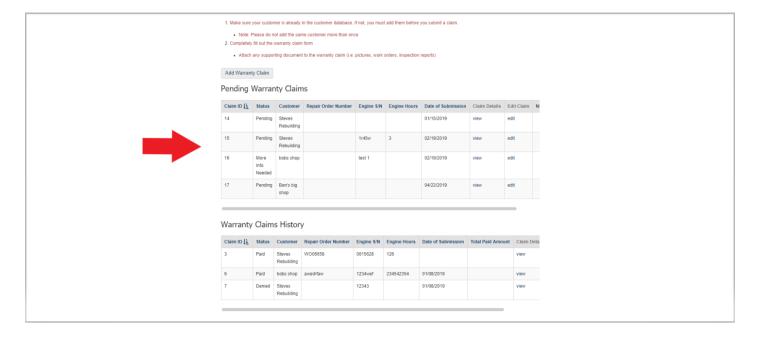


Lookup a Warranty Claim

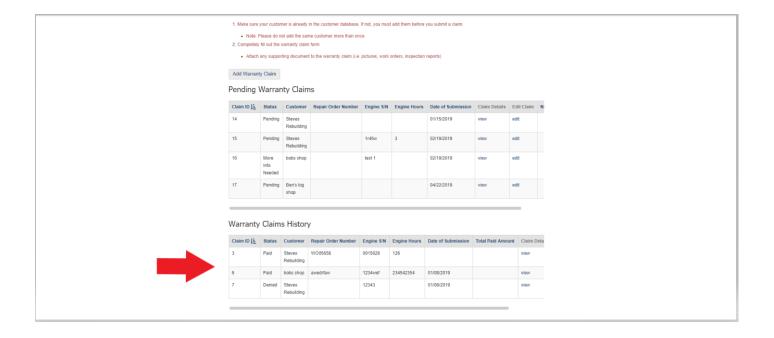
1. Click the "Warranty Claims" tab



2. Scroll down the page and you will find 2 tables. The first is "Pending Warranty Claims". This is where you will find all of you current (recently submitted) claims

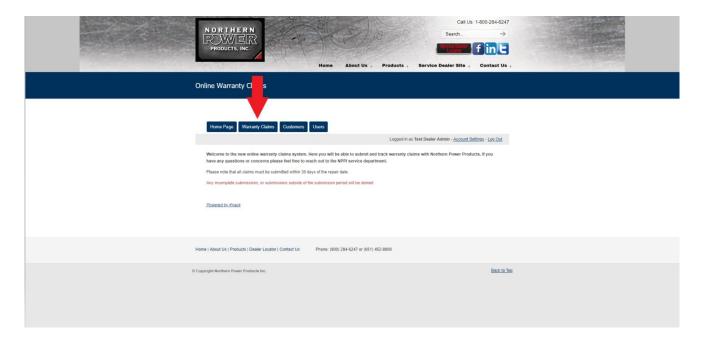


3. The second is the "Warranty Claims History". This is where you will find past warranty claims that have been Paid (Approved) or Denied.



Edit a Warranty Claim

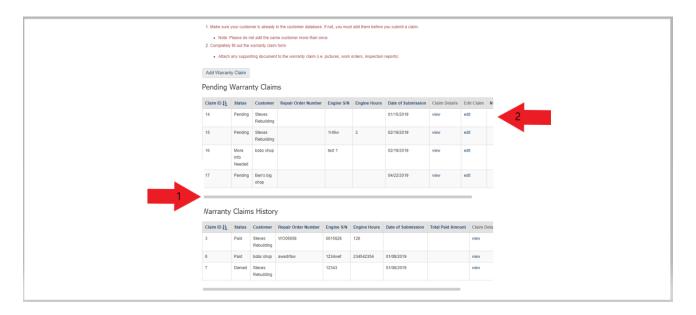
1. Click the "Warranty Claims" tab

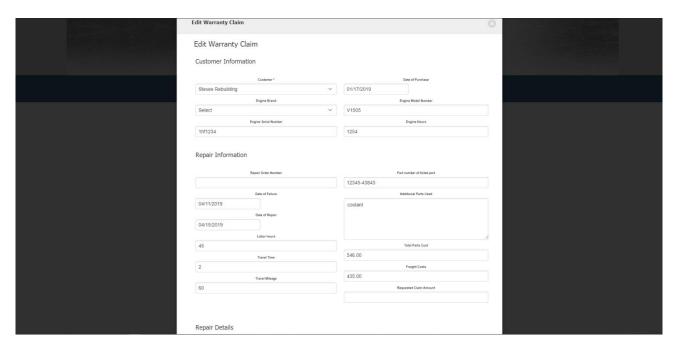


4. Scroll down the page to "Pending Warranty Claims".

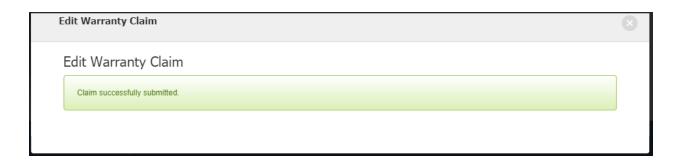


5. At the bottom of the "Pending Warranty Claims" table (1), you can scroll the table to view more fields. There you will find the "Edit" claim button (2). Click "Edit" to modify/update your claim.



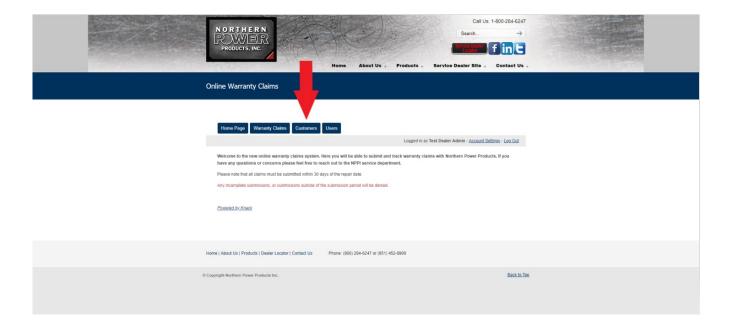


6. After you have made your changes, scroll to the bottom and click "Submit Claim". You will get a confirmation that you claim has been updated.

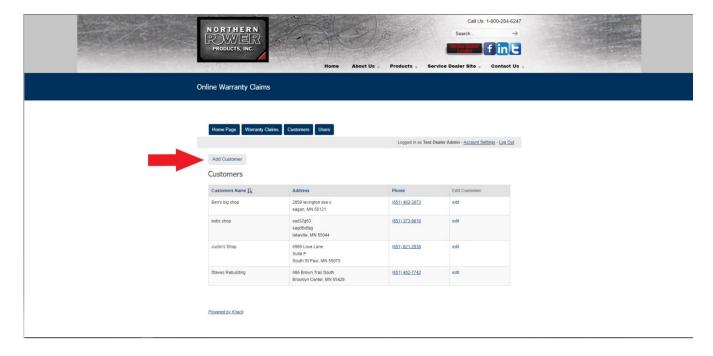


Create a New Customer

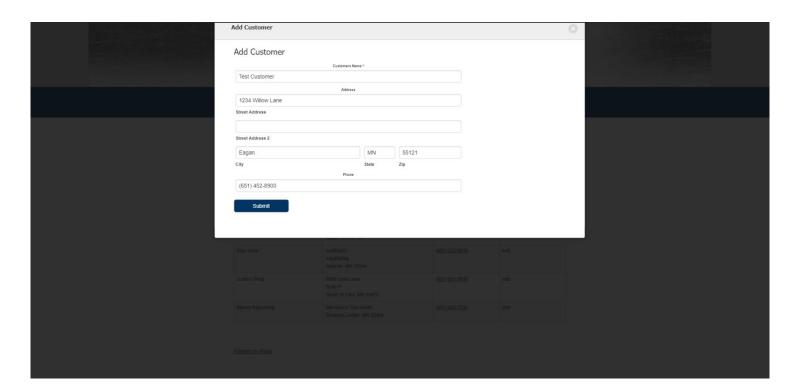
1. Click on the "Customers" tab



2. Click "Add Customer"



3. Fill out the customer information form and hit submit

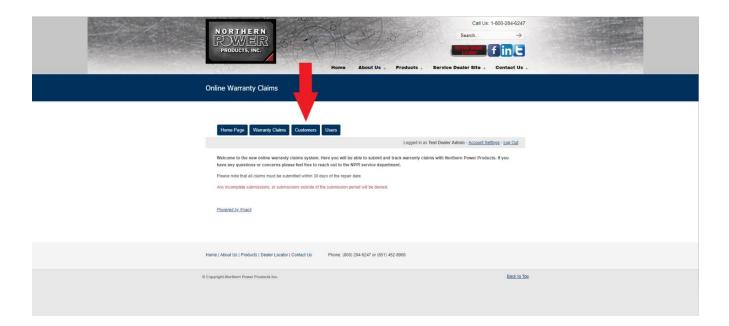


4. You will get a confirmation that the new customer has been loaded

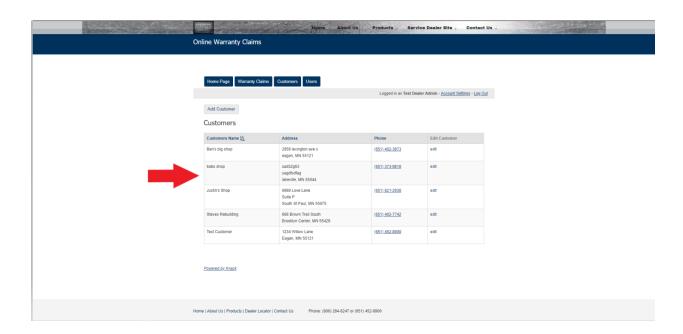


Lookup a Customer

1. Click on the "Customers" tab

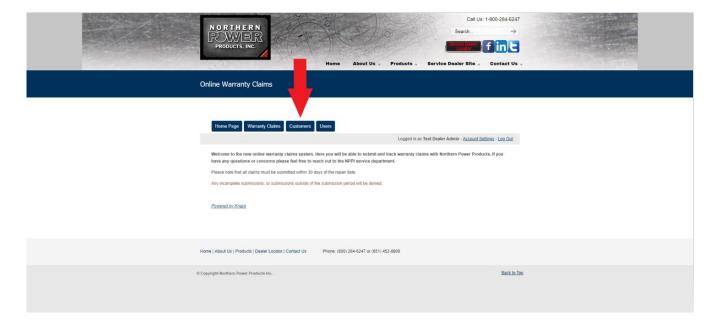


2. Scroll down to see the list of customers

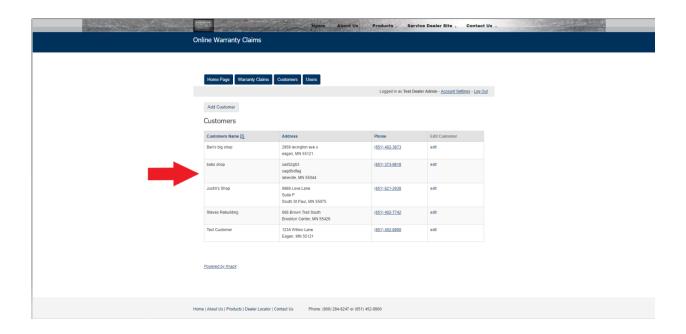


Edit a Customer

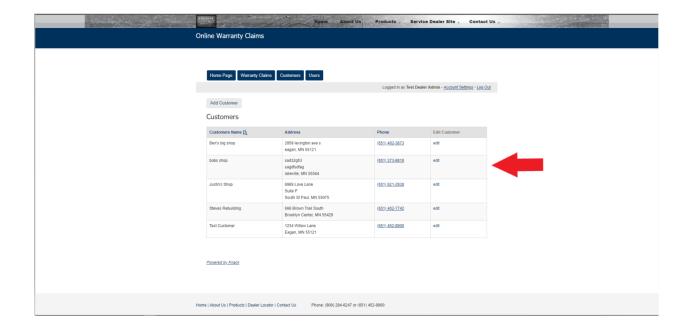
1. Click on the "Customers" tab



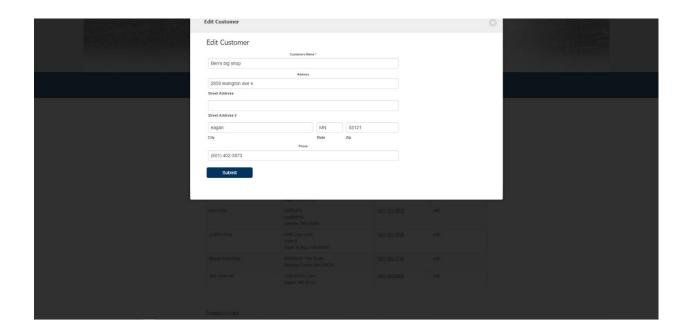
2. Scroll down to see the list of customers



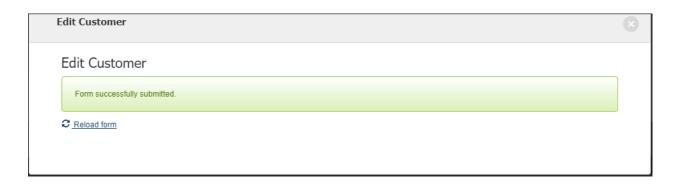
3. Click the "Edit" on the customer you want to edit



4. Update/Modify the customer information and hit submit

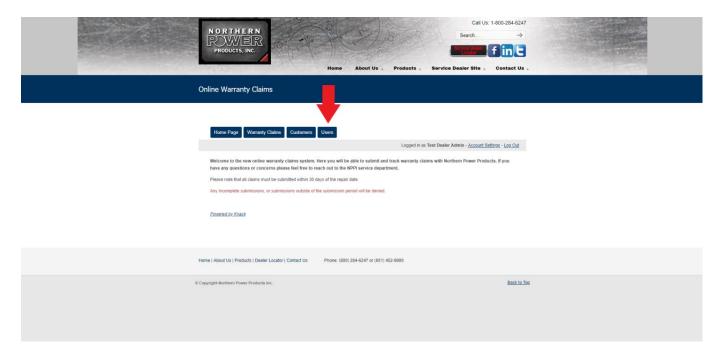


5. You will receive a confirmation if changes have been updated

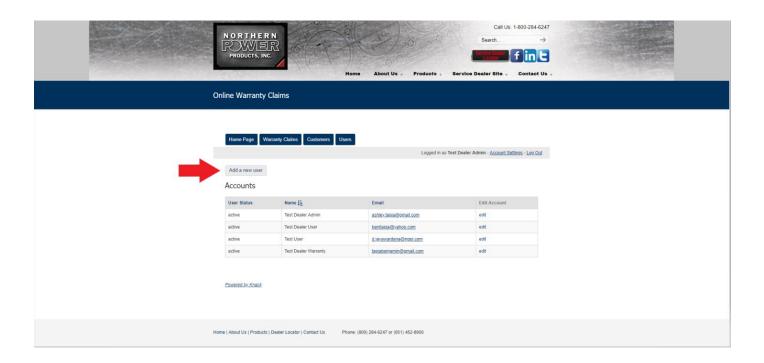


Add a New User

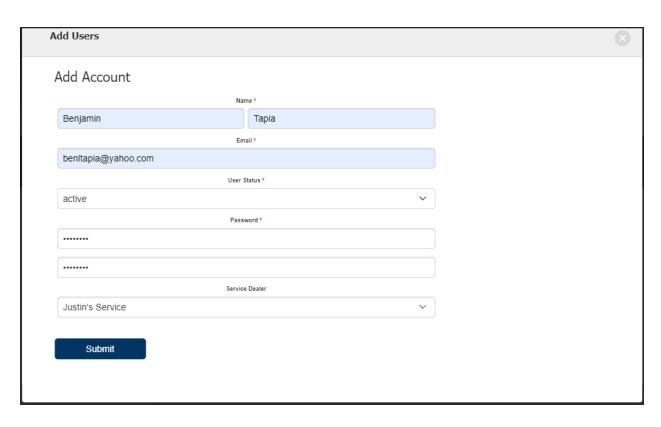
1) Click the "Users" Tab



2) Click "Add a new user"



3) Fill out the form for your new user. Make sure you select your dealership from the dropdown list.

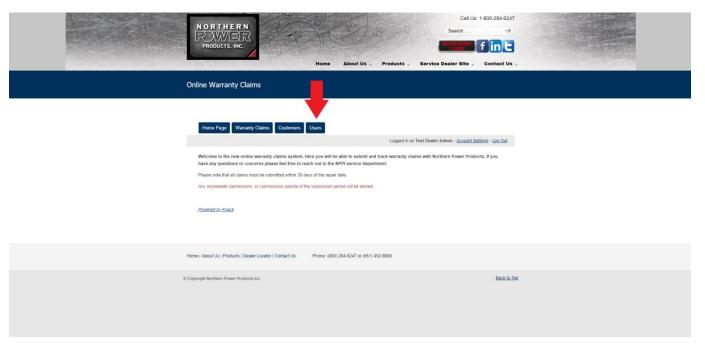


4) You will receive a confirmation if the user has been requested. It may take up to 24 hours before the user is fully active in the system.

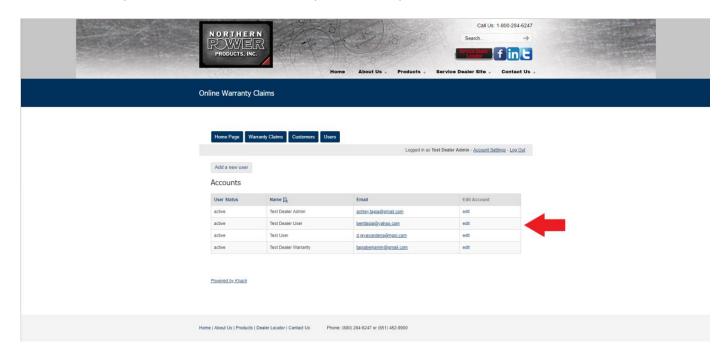


Lookup a User

1) Click the "Users" Tab

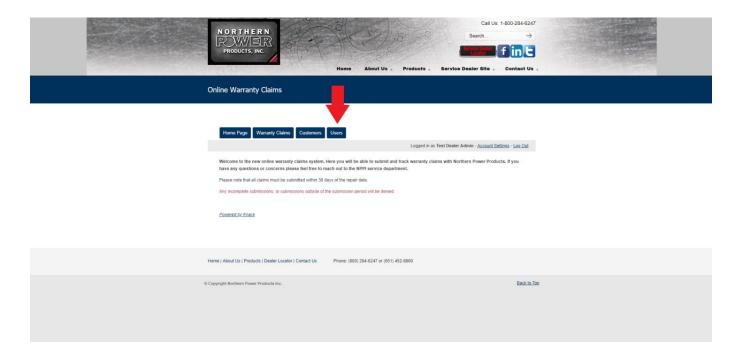


2) Here you will find the list of users for your dealership

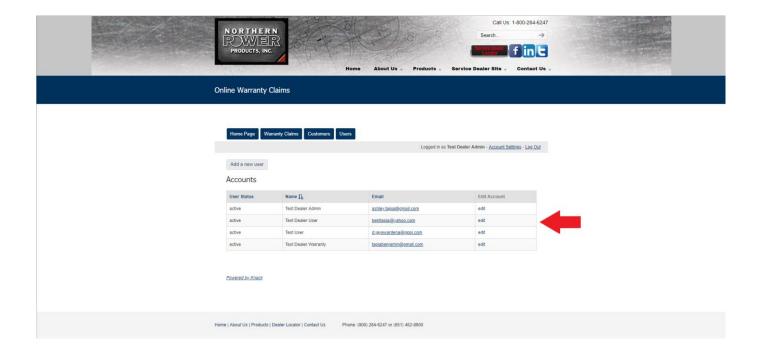


Edit a User

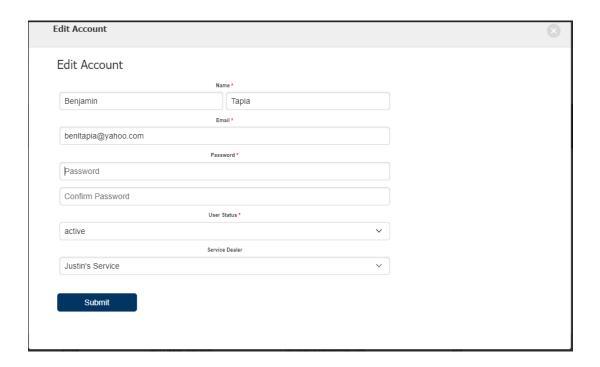
3) Click the "Users" Tab



4) Click "Edit" on the user you would like to Update/Modify



5) Update/Modify the user information and click "Submit"

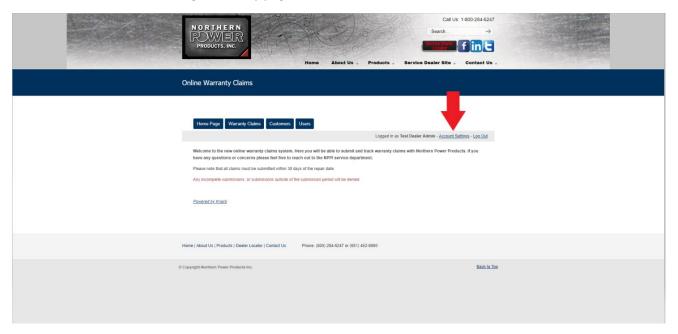


6) If changes have been made you will receive a confirmation

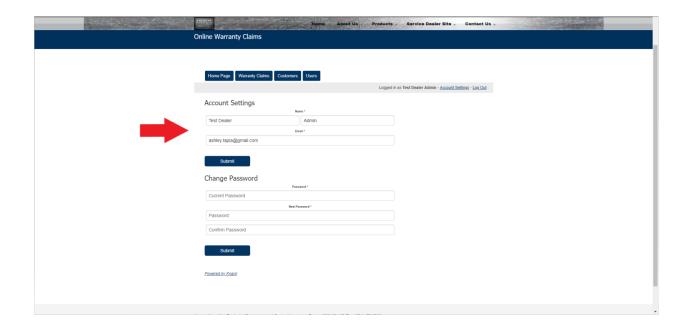


Update Name and Email

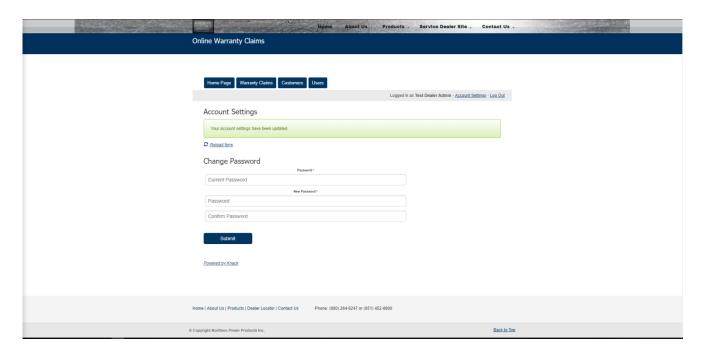
1) Click account settings from any page



2) Update or Modify your name and email then hit submit.



3) You will receive a confirmation if changes have been made correctly.

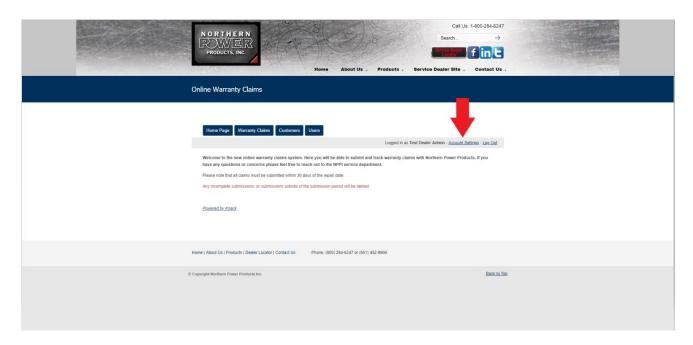


Change Your Password

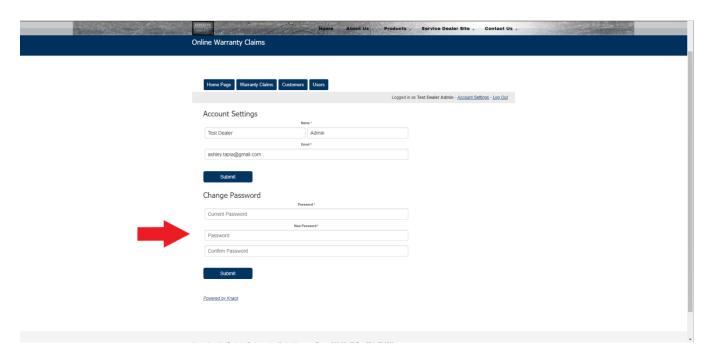
Password Requirements

- Minimum of 8 Characters
- At least 1 number
- Cannot use last 3 passwords
- Password does expire every 60 days.

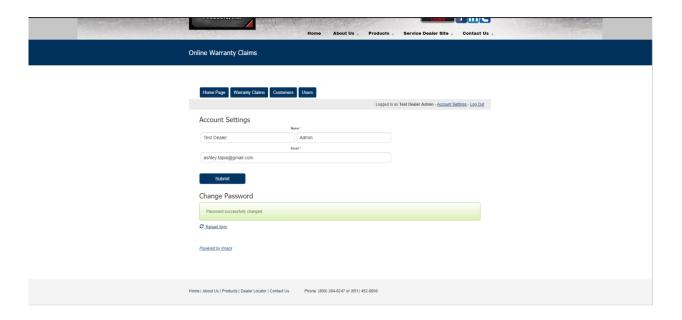
1) Click account settings from any page



2) Confirm your old password, then type your old password



3) You will receive a confirmation if your new password has been accepted.



User Roles and Abilities

	Claims	Customers	Users	Change User PW	Change User Status
Dealer User	View Only	View Only	View Only	NO	NO
Dealer Warranty Admin	Add and Edit	Add and Edit	View Only	NO	NO
Dealer Admin	Add and Edit	Add and Edit	Add and Edit	YES	Yes