

How to activate Warranty and MOT Cover

Activating Warranty and MOT Cover is simple and should only take you around one minute.

Standalone MOT Cover is only applicable to Audi, Volkswagen, and Volkswagen Commercial Vehicles.

Before you begin you'll need to have the following information ready:

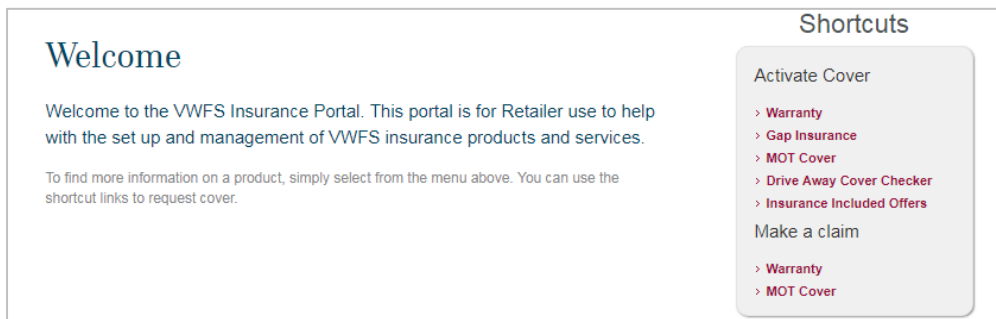
- The customer's vehicle registration number
- The vehicle's mileage
- The date the customer will be collecting their vehicle
- The customer's details, including their email address

It's particularly important to have an email address for the customer, so we can send them their Confirmation of Cover.

If your customer's vehicle has less than 12 months' cover remaining on their manufacturer warranty, they will be eligible for a top-up of Approved Used Warranty. This will ensure they can get the full 12 months' warranty cover for their Approved Used vehicle. To activate the top-up of Approved Used Warranty, just follow the steps below and the appropriate product and term will be shown.

STEP 1:

To begin, go to www.vwfsinsuranceportal.co.uk and select 'Warranty' from the Activate cover shortcut menu.



STEP 2:

Enter the vehicle registration number that you want to cover and select **Find vehicle**. The vehicle's details will then be retrieved.

Search by registration number Enter the vehicle details manually

Data Protection Information

By entering the vehicle registration below you confirm that either:

- the vehicle is a stock vehicle and is not currently registered to a private individual; or
- the vehicle has been sold to and/or is registered to a private individual and you have provided them with the data privacy statement, following which they authorised you to process this data.

[i](#)

Find vehicle

STEP 3:

You'll then need to enter the date that the customer will be collecting the vehicle and the vehicle's current mileage. Select **Next** to progress to the next section.

Search by registration number Enter the vehicle details manually

Not the right vehicle? [Click here to enter the vehicle details manually.](#)

Brand VOLKSWAGEN	Model POLO	Version MATCH EDITION	Engine type PETROL	Category CARS (exc. Off-Road)	Engine capacity (CC) 1390
Power (KW) 63	1st registration date 02/01/2014	Registration Number LC63TXS	VIN WVWZZZ6RZEU022873	Gross Weight (kg) 1550	

Vehicle use: PRIVATE BUSINESS

[Reset](#) **Next**

STEP 4:

You will then need to click **Select** to choose the product you want to activate for the customer.

<p>12 months Das WeltAuto Warranty - Retailer Paid</p> <p><small>VOLKSWAGEN DAS WELTAUTO</small></p>	<p>Price</p> <p>£231.58</p> <p>Select</p>
<p>MOT Cover</p> <p><small>VOLKSWAGEN MOT STANDALONE</small></p>	<p>Price</p> <p>£6.90</p> <p>Select</p>

STEP 5:

You will then be shown the details of the customer's cover, including the start and end date as well as the cost. Scroll down to enter the customer details.

Mode of payment: INVOICE Duration (month): 12

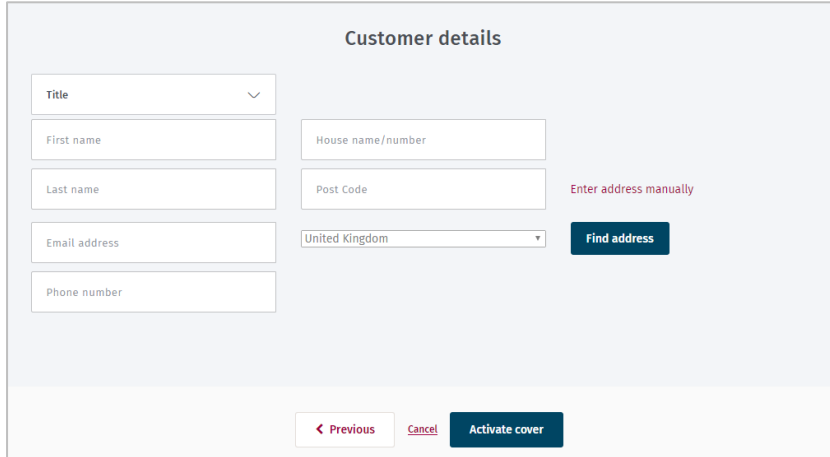
Options: ASSISTANCE MOT

	Start date	End date	Price exc. VAT	Price inc. VAT
VWG >5 years <=100,000m.-12 months	<input type="text" value="23/01/2019"/>	<input type="text" value="22/01/2020"/>	£192.99	£231.58
MOT 12 months	<input type="text" value="23/01/2019"/>	<input type="text" value="22/01/2020"/>	Included	
VWG Roadside Assistance 12 months	<input type="text" value="23/01/2019"/>	<input type="text" value="22/01/2020"/>	Included	

Price exc. VAT **£192.99** Price inc. VAT **£231.58**

STEP 6:

You will now need to enter the customer's personal details. It's important that you enter an email address for the customer, so we can email them their Confirmation of Cover. Once you've completed this section, select **Activate cover**. You will then see the summary screen.

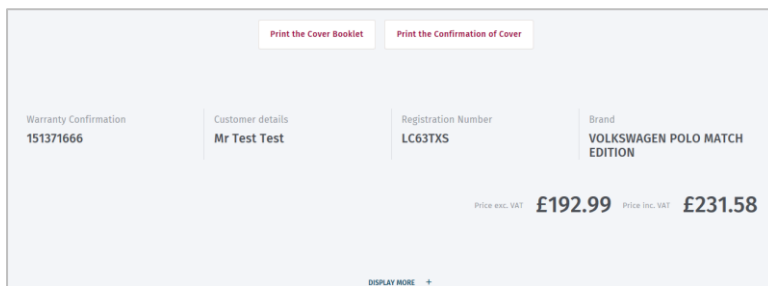


The screenshot shows a form titled "Customer details" with the following fields and options:

- Title (dropdown menu)
- First name (text input)
- Last name (text input)
- House name/number (text input)
- Post Code (text input)
- Email address (text input)
- Phone number (text input)
- Country (dropdown menu, currently set to "United Kingdom")
- "Find address" button (dark blue)
- "Enter address manually" text (red)
- Navigation buttons at the bottom: "< Previous", "Cancel", and "Activate cover" (dark blue).

STEP 7:

Your customer's cover has now been set-up. Click **Print the Confirmation of Cover** to access a PDF of the Confirmation of Cover Certificate. Simply print this out and give it to your customer with their Cover Booklet. We'll ensure they receive a copy via email. You can click **Display more** to review the product and customer details on this page too. Click **Start again** to activate another Warranty or MOT Cover, or close the window to finish.



The screenshot shows a summary screen with the following information:

- Buttons at the top: "Print the Cover Booklet" and "Print the Confirmation of Cover".
- Warranty Confirmation: 151371666
- Customer details: Mr Test Test
- Registration Number: LC63TXS
- Brand: VOLKSWAGEN POLO MATCH EDITION
- Price details: Price exc. VAT £192.99, Price inc. VAT £231.58
- "DISPLAY MORE +" button at the bottom.

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