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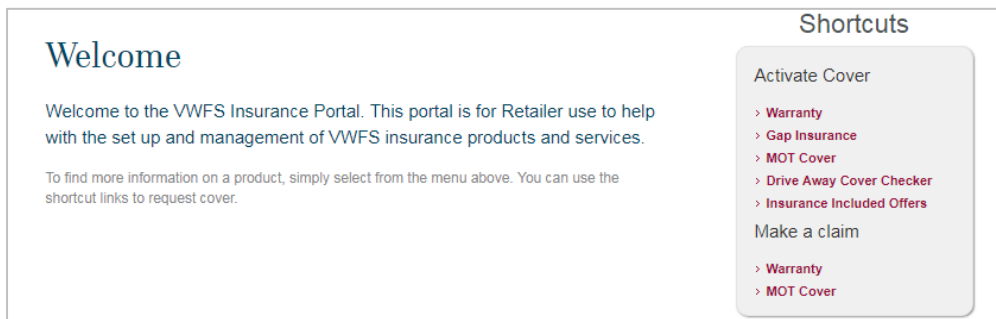
- The customer's vehicle registration number
- The vehicle's mileage
- The date the customer will be collecting their vehicle
- The customer's details, including their email address

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.

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.

STEP 4:

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

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.
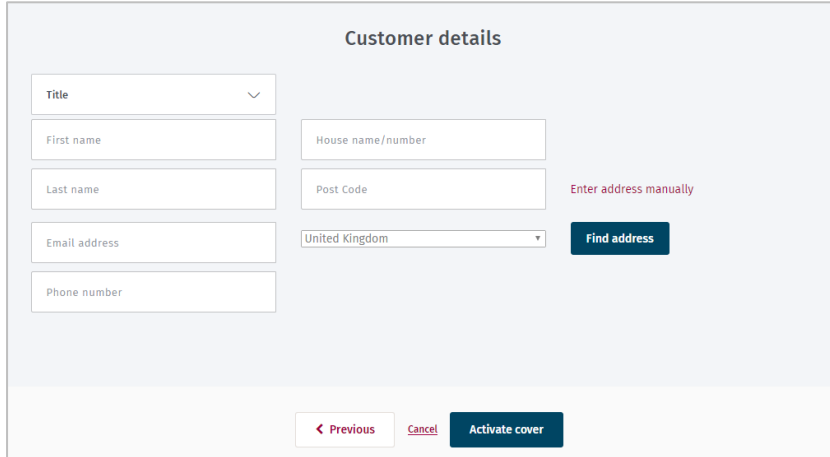
STEP 6:

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.
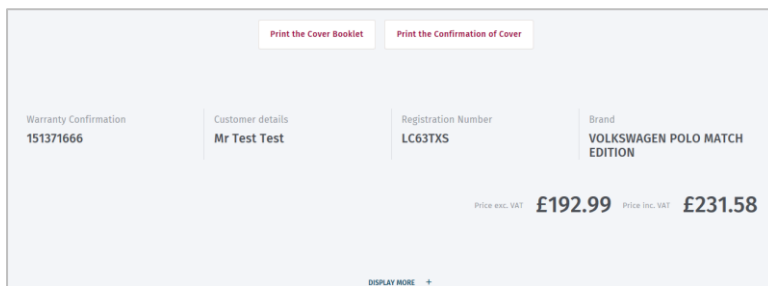

STEP 7:

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.