



# ONLINE APPLICATION

*Instructions, Hints and Tips*



# "FAST START" INSTRUCTIONS

*Thank you for choosing RWC for your warranty needs!  
It's easy to join but we put together  
a handy list of steps to guide you along.*

1. Start the process at [www.rwcwarranty.com](http://www.rwcwarranty.com) and look for the **Join Now** button under the Builder's tab.
2. Create an account in Warranty Express and watch your email to validate the account.
3. Complete the application online.
  - Make sure the company name you list is the exact legal name of your company. It will show up later on your membership agreement.
  - Be sure to click the acknowledgement button at the end, right above the signature line.
4. Pay your membership fee online.
5. Sign your membership agreement.
  - You'll see directions on where to get to the agreement as you move along.
  - You may need to view it in "full screen" mode so that you can scroll to the signature and date lines.
6. Upload any needed documents. Your Account Executive will be in touch to let you know what it is needed.

If you want to see screen shots of each of the steps above, read on.

If you have questions at any time, don't hesitate to reach out to us.

- Contact your Account Executive
- Call us toll free at 800-247-1812
- Send us an email at [sales@rwcwarranty.com](mailto:sales@rwcwarranty.com)

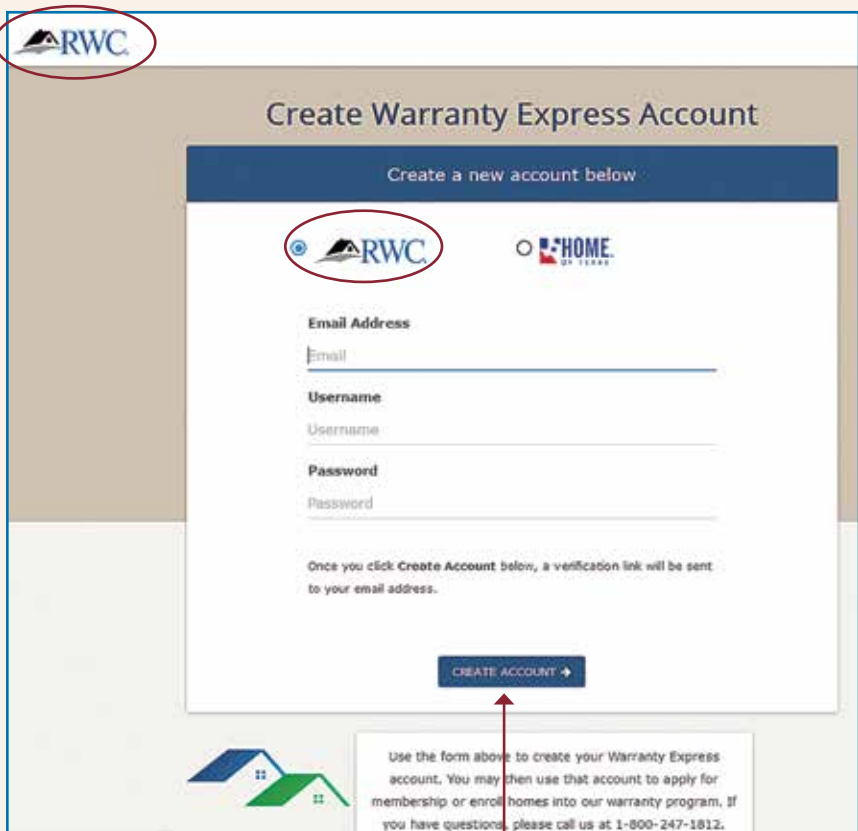
***That's it! Then we'll take it from there  
and get back to you if we have questions or with your approval!***

# New Online Application

It's easy to join Residential Warranty Company, LLC (RWC) using our online application.



Go to **www.rwcwarranty.com**.

Hover over the Builder tab at the top of any page and click on the red JOIN NOW button to create your Warranty Express Account.



**Create Warranty Express Account**

Create a new account below


**Email Address**  
Email

**Username**  
Username

**Password**  
Password

Once you click **Create Account** below, a verification link will be sent to your email address.

**CREATE ACCOUNT** →

 Use the form above to create your Warranty Express account. You may then use that account to apply for membership or enroll homes into our warranty program. If you have questions, please call us at 1-800-247-1812.

Click "CREATE ACCOUNT" and a validation email is sent to you.

# ACCOUNT VERIFICATION

Keep an eye out for an email.

## Verify Account

Please check your email for your password

Thank you for creating a Warranty Express account! We've sent you an email containing a verification link that you can use to continue the membership process.

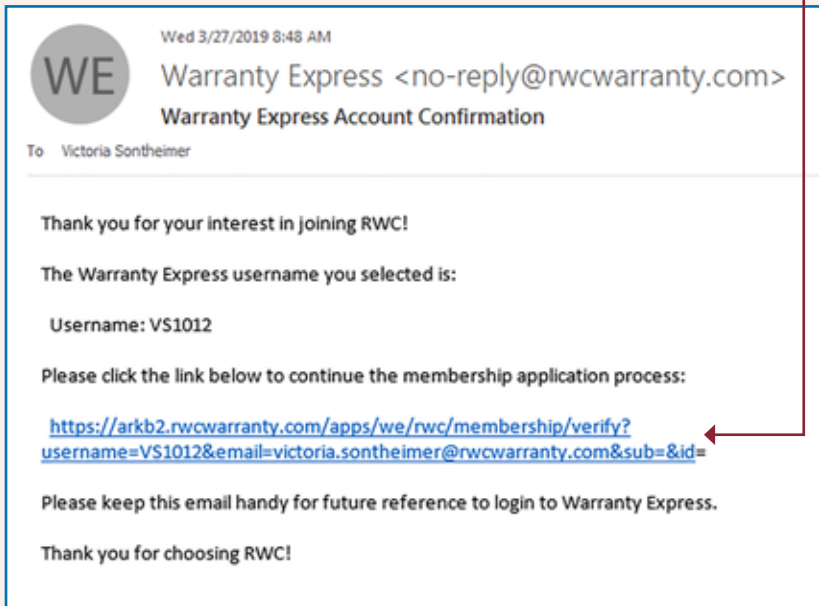
To continue, open the email, and click the link included in the email.

If you don't see the email within a few minutes, be sure to check your spam folder.

# WATCH YOUR EMAIL

## *Watch Your Email for the Validation Email*

To continue to your application, you must click this link in your validation email.



# ...READ THE INSTRUCTIONS

Read the instructions and then click "CONTINUE TO THE MEMBERSHIP APPLICATION" to begin.

The screenshot shows a web page titled "Welcome to RWC's online membership application!". Below the title is a blue header with the text "Online Membership Application". The main content area has a white background and contains the following text:

Thanks for your interest in becoming a member of RWC!

The steps you are about to take will begin the process for you to become a Member with RWC. If you were only looking for a rate quote or more information, we can better answer that question here: [Get A Rate Quote from RWC](#). If you're ready to join, we're ready to help!

1. We're first going to have you fill out the application and pay the membership registration fee.
2. Then we will direct you to a link to sign the membership agreement.
3. Lastly, we will have you upload some documents to round out your membership application.

You can save the progress on your application and continue later when you have time to finish it.

Click below to continue onto the membership application.

At the bottom of the page is a blue button with the text "CONTINUE TO THE MEMBERSHIP APPLICATION" and a right-pointing arrow. A red arrow points from the text above to this button. Another red arrow points from the text above to the link "Get A Rate Quote from RWC" in the paragraph above the list.

If you were actually only looking for a rate quote, stop. Click on "[Get a Rate Quote from RWC](#)" instead and we will be in touch shortly.

# FILL OUT THE APPLICATION

Fill out the application with your company's information.

**IMPORTANT NOTE:** Make sure you use the **correct and full name for the company** as this will appear on the Membership Agreement later on. If the names do not match, it will delay your approval.

## Membership Application

**Please Enter Your Application Information Below**

**Full Legal Company Name (Please include; Inc, LLC or Corp, etc. )**  
Applicant Firm \_\_\_\_\_

**CEO / Owner**  
CEO \_\_\_\_\_

**Address**  
Address \_\_\_\_\_

**Address 2 (optional)**  
Address 2 \_\_\_\_\_

City	State	Zip
City _____	State _____	Zip _____

**Check here if you have a mailing address different than the above.**

**Phone Number**  
Phone Number \_\_\_\_\_

**Fax Number (optional)**  
Fax Number \_\_\_\_\_

**Entity Type**

# CLICK TO ACKNOWLEDGE AND SUBMIT

Be sure to click the box to acknowledge your agreement to the terms listed.

0 Standard 10 Year DSE Warranty  
0 Customized State Warranty  
0 Day One MSD Warranty  
0 Day One DSE Warranty

Show All Warranties

In what states does Applicant build?  
NONE SELECTED

Additional Comments  
Additional Comments

Please Review Terms  
INVESTIGATION: The Applicant firm hereby authorizes the Warranty Company selected to conduct such investigation of the Applicant's activities and make such inquires and obtain credit reports as may be necessary for its determination of Applicant's financial and technical ability to meet its obligations to purchasers. Applicant hereby directs all credit reporting agencies to make available to the Warranty Company any information in the possession of such agencies.

Check here if you agree to the above terms.

This application has been executed by or on behalf of the Applicant.

If you need to quit in the middle, hit SAVE & RETURN LATER.

Once done, hit SUBMIT APPLICATION.

Preparer Name  
Preparer Name

SAVE & RETURN LATER SUBMIT APPLICATION

The form contents will be emailed to you when the application process is completed. If you have questions, please call us at 1-800-247-1812.



# PAYMENT, AND...

## *Payment Comes Next*

You may pay by credit card or by transferring funds from a checking account.

The Miscellaneous field is for company use and can be skipped.

### Payment Information

Please Enter Your Payment Information Below

Your total payment due is **\$295**. How would you like to pay for that?

Credit Card

Transfer funds from your Checking Account

**Note:** Payment must be received in order to start processing your membership application. For cancellations and/or refunds, please contact Residential Warranty Company, LLC at 1-800-247-1812.

Miscellaneous

# YOUR APPLICATION IS SUBMITTED!

Application is done, paid for and in process with our Membership department!

**NEXT STEP:** Now click "PROCEED TO MAIN MENU" so you can electronically sign your membership agreement, upload your financials and any other needed documents.

The screenshot shows a confirmation page titled "Completed Membership Application". At the top, it says "Application Submitted". Below that, a blue banner reads "Your application has been submitted!". The main text says: "You have successfully submitted the membership application form, thank you!". A red box highlights the next instruction: "Next, proceed to the main menu, where you will be prompted to sign the membership agreement, and upload some documents." Below this, it says: "We appreciate your confidence in us and look forward to fulfilling your warranty needs! If you have any questions, please call us at 1-800-247-1812." The page is signed "Cordially, Residential Warranty Company, LLC". At the bottom, there is a blue button labeled "PROCEED TO MAIN MENU" with a right-pointing arrow. Red arrows from the text above point to the blue banner, the highlighted instruction box, and the "PROCEED TO MAIN MENU" button.

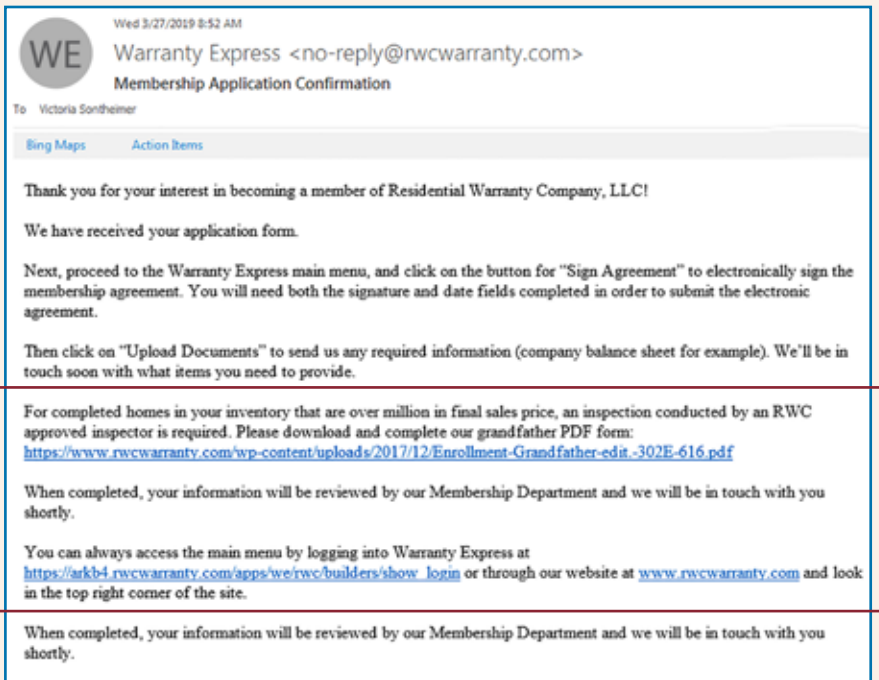
**NOTE:** You can also login to Warranty Express anytime from our main website ([www.rwcwarranty.com](http://www.rwcwarranty.com)). Link is in the top right corner ("Warranty Express Login")

**TIP: DO NOT** use the *Join Now* button again or you will start a brand new application.


# WATCH YOUR EMAIL AGAIN

## *You Will Receive An Email Confirming the App Was Submitted*

These links take you back to Warranty Express and also to the grandfather form PDF. If you have any homes over \$1 million in final sales price, the grandfather form will be needed.



Wed 3/27/2019 8:52 AM

 Warranty Express <no-reply@rwcwarranty.com>  
Membership Application Confirmation

To: Victoria Sontheimer

[Bing Maps](#) [Action Items](#)

Thank you for your interest in becoming a member of Residential Warranty Company, LLC!

We have received your application form.

Next, proceed to the Warranty Express main menu, and click on the button for "Sign Agreement" to electronically sign the membership agreement. You will need both the signature and date fields completed in order to submit the electronic agreement.

Then click on "Upload Documents" to send us any required information (company balance sheet for example). We'll be in touch soon with what items you need to provide.

For completed homes in your inventory that are over million in final sales price, an inspection conducted by an RWC approved inspector is required. Please download and complete our grandfather PDF form:  
[https://www.rwcwarranty.com/wp-content/uploads/2017/12/Enrollment-Grandfather-edit\\_-302E-616.pdf](https://www.rwcwarranty.com/wp-content/uploads/2017/12/Enrollment-Grandfather-edit_-302E-616.pdf)

When completed, your information will be reviewed by our Membership Department and we will be in touch with you shortly.

You can always access the main menu by logging into Warranty Express at [https://arkb4.rwcwarranty.com/apps/we/rwc/builders/show\\_login](https://arkb4.rwcwarranty.com/apps/we/rwc/builders/show_login) or through our website at [www.rwcwarranty.com](http://www.rwcwarranty.com) and look in the top right corner of the site.

When completed, your information will be reviewed by our Membership Department and we will be in touch with you shortly.

# SIGN AND UPLOAD

## *Sign Your Membership Agreement and Upload Any Needed Documents (Company Balance Sheet, Work History, etc.)*

Once back on the Warranty Express page,  
click SIGN AGREEMENT to sign the membership agreement.

Click UPLOAD DOCUMENTS to securely upload  
financials, work history, grandfather form, etc.

The screenshot displays the Warranty Express user interface. At the top left is the RWC logo, and at the top center is the 'Warranty Express' logo with a right-pointing arrow. On the top right, there are three buttons: 'Log Out', 'Main Menu', and 'Help'. Below the logo is a white box containing the text 'Welcome, New Builder!'. The main content area is divided into three sections. The first section, 'Order History', has a blue header and contains the text 'There are no orders in your order history.' The second section, 'Statistics', also has a blue header and contains the text 'Last login:' and 'Total homes enrolled:'. The third section, 'New Members: Next Steps', has a blue header and contains a red message: 'Your Membership Application is almost ready to be reviewed! To finalize the process, please complete the steps below.' Underneath this message is a 'Next Steps' box with two buttons: 'Sign Agreement' and 'Upload Documents'. Red arrows point from the text above to these two buttons. Below the 'New Members' section is the 'MAIN MENU' section, which has a blue header and contains two sub-sections: 'Account Settings' with buttons for 'Account Settings' and 'Upload Files', and 'New Members' with a button for 'Application'. The 'Account Settings' sub-section includes the text: 'This will allow you to alter various settings, including your email address and password. Upload documents to RWC (the new and improved screen).' The 'New Members' sub-section includes the text: 'Your application has been received, and is being reviewed. We'll contact you when your membership status changes. View your previously submitted application.'

# THE MEMBERSHIP AGREEMENT...SIGN IT...

## Sign Your Membership Agreement (Make Sure You Can See the Entire Screen.)

The scroll bar nearest the words affects scrolling **through the document itself**.

The scroll bar to the far right affects **the outside area around the agreement... very important to see all of that area!**

- Use your mouse to sign by the "x".
- Then click the red scroll button to enter today's date.
- If you can't see these sections, you may need to view this in a full screen (large) mode.

**Sign Document** PROVIDED BY: **RightSignature** YOUR PROGRESS: [Progress Bar]

WHAT TO DO NEXT: **Read then scroll to Page 6** NEED HELP?

Before signing, please review the [Terms of Use](#) and [Consumer Disclosure](#).

**RWC** **RWC LIMITED WARRANTY PROGRAM — MEMBERSHIP AGREEMENT**  
Insured through Western Pacific Mutual Insurance Company, A Risk Retention Group

**NOTICE:** This policy is issued by your risk retention group. Your risk retention group may not be subject to all of the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

Residential Warranty Company, LLC (RWC), Western Pacific Mutual Insurance Company, A Risk Retention Group (WPMIC) and the Member, intending to be legally bound, in consideration of the mutual promises contained herein, covenant and agree as follows:

**A. Membership, Registration and Terms**

1. Member has applied for membership in WPMIC and registration as a member of the RWC Limited Warranty Program and represents that all information supplied in connection with its application is true and correct.
2. Member certifies that it is properly licensed and approved to do business in accordance with all governmental requirements of the areas in which it conducts business and will remain so licensed and approved for the entire term of this Agreement.
3. RWC and WPMIC have accepted Member as a registered member of the RWC Limited Warranty Program and as a member insured of WPMIC.
4. Member has paid its initial membership fee. All membership (registration) fees (initial and annual) are set by RWC, at its discretion, and are non-refundable.
5. Member agrees to abide by all of the rules and regulations applicable to the Program as issued by RWC or WPMIC from time to time.
6. The term of this Agreement shall be for twelve (12) months dating from the date of execution by RWC. This Agreement shall be automatically renewed at each one (1) year anniversary for an additional one (1) year term unless it is terminated by either party by giving written notice to the other of its intention not to renew at least ninety (90) days prior to the expiration of the initial or any renewal term or it is terminated pursuant to Section G of this Agreement.
7. Member hereby authorizes RWC and WPMIC to conduct such investigation of Member's activities and make such inquiries and obtain such credit reports as may be necessary for its determination of Member's financial and technical ability to meet its obligations. Member hereby directs all credit reporting agencies to make available to RWC and WPMIC any information in the possession of such agencies.
8. Members of WPMIC are entitled to voting privileges as set forth in its Articles of Incorporation and By-Laws. The Member agrees, in accordance with WPMIC's By-Laws, that by executing this Agreement it grants to the Board of Directors of WPMIC its proxy to cast the Member's vote on any business at a meeting of WPMIC's members. This proxy shall continue for the term of Member's membership in WPMIC. Member may withdraw this proxy by voting personally at any meeting of WPMIC's members.
9. Member shall have no liability for capital contributions to WPMIC. RWC covenants that all capital contributions and WPMIC premium payments shall be made by it from the warranty fees it collects. Member shall have no liability for the corporate obligations of WPMIC and shall not be subject to assessments by WPMIC.

**B. Warranties**

1. When warranting homes or commercial buildings other than detached single family dwellings or detached single unit commercial buildings, Member shall warrant all individual units of any multi-unit dwelling such as, but not limited to, duplexes, townhouses and condominiums. If Member is purchasing commercial insurance through an RWC affiliated company, Member must warrant all homes and commercial buildings and all remodeling projects that affect the structural integrity of the building to be remodeled or that cost the building owner \$25,000 or more.

**SIGNATURE** [Red Arrow Points to 'X']

I agree to the Terms of Use, Consumer Disclosure, and all pages above.

**SUBMIT SIGNATURE**

# ...AND DATE IT...THEN SUBMIT

- Enter today's date.
- The submit signature box will be activated when both the signature and date fields have been completed.
- The company name you entered on your application and the address will be on the executed agreement. If you need to make a change at this stage, contact member services at 800-247-1812.

**Sign Document** provided by: High Signature **YOUR PROGRESS** 100%

WHAT TO DO NEXT: **Ready to submit signature** [SEEK HELP?](#)

THIS AGREEMENT is among **RESIDENTIAL WARRANTY COMPANY, LLC (RWC)**, c/o Residential Warranty Corporation of Pennsylvania, with offices at 5360 Derry Street, Harrisburg, PA 17111, Western Pacific Mutual Insurance Company, a Risk Retention Group (WPMIC), with offices at 9265 Madras Ct, Littleton, CO 80120 and Test Co  
Company Name: indicate whether a corporation, partnership, individual or other  
123 Fourth Street Hershey PA 17033  
Complete Address of Company

**05/27/2019**  
Date of Execution by Member  
DCA Registration Number (NJ Builders Only)

MEMBER: **Test Co**  
By \_\_\_\_\_ Member Company Name (print or type)  
Signature and Title of Principal or Corporate Officer  
By \_\_\_\_\_ Proprietor/Spouse  
**RESIDENTIAL WARRANTY COMPANY, LLC (RWC)**  
By \_\_\_\_\_

WESTERN PACIFIC MUTUAL INSURANCE COMPANY, (WPMIC)  
A Risk Retention Group  
By \_\_\_\_\_

**X W**  
I agree to the Terms of Use, Consumer Disclosure, and all pages above.

**SUBMIT SIGNATURE**

# WATCH YOUR EMAIL AGAIN


Once you hit submit, you will see this message:

**YOUR SIGNATURE HAS BEEN SUBMITTED**


If you are a sole proprietor or a partnership, we may need additional signatures on the document. If you provided another person's email address when prompted on your application, they will receive an email from our system as well.

You will receive an email with a copy of the agreement attached in PDF format.

Wed 3/27/2019 10:42 AM

 RightSignature.com <documents@rightsignature.com>  
RWC - HOME - MHWC has sent you the document 'Membership Agreement' to sign.

To: Victoria Sontheimer

 We removed extra line breaks from this message.

Bing Maps

Hello Proprietor or Spouse,

RWC - HOME - MHWC sent you the following document to sign:

Document Filename: Agreement\_-\_Membership\_-\_Universal\_-\_RWC\_-\_2500-718.pdf  
Subject: Membership Agreement  
Reference #: U3LFRGJZV2FITMKJAGRXY  
Message: Membership Agreement

You have been indicated as the second signer of this document. Member Company has already signed the document while WPMIC Management and RWC Management are now awaiting your signature.

To review the document and sign with an electronic signature, follow this link:  
<https://rightsignature.com/documents/U3LFRGJZV2FITMKJAGRXY/parties/2SSK55I2I55P75VBNTN/EJE/signatures/new>

RWC - HOME - MHWC  
[docs@theparmergroup.com](mailto:docs@theparmergroup.com)

--

RightSignature is the easiest, fastest way to get documents signed.  
RightSignature LLC, 8 E Figueroa St., Santa Barbara, CA 93101 How to sign:

# UPLOAD ANY NEEDED DOCUMENTS

Now you can go back into WE to upload your remaining documents.

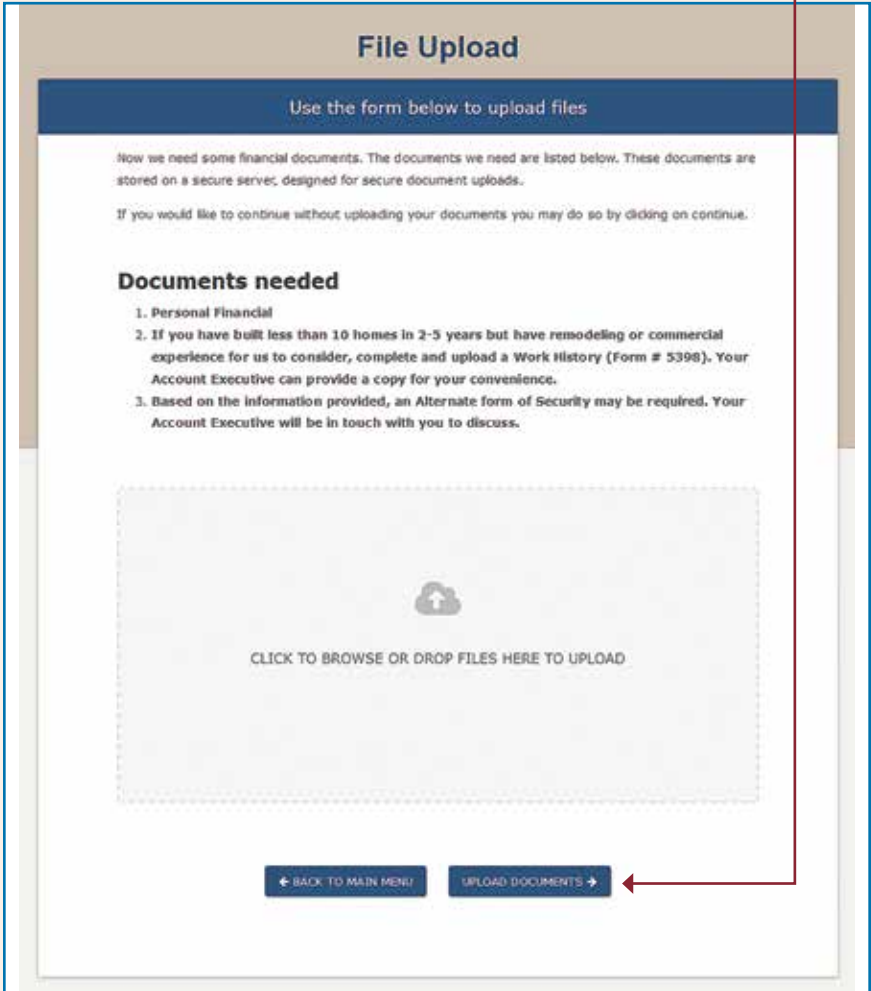
The screenshot shows the RWC Warranty Express member portal. At the top left is the RWC logo, and to its right is the 'Warranty Express' logo with a stylized arrow. In the top right corner, there are three buttons: 'Log Out', 'Main Menu', and 'Help'. Below the logos is a white box containing the text 'Welcome, New Builder!'. The main content area is divided into several sections. On the left, there is an 'Order History' section with the text 'There are no orders in your order history.' and a 'Statistics' section with 'Last login:' and 'Total homes enrolled:'. On the right, there is a 'New Members: Next Steps' section. This section contains a red message: 'Your Membership Application is almost ready to be reviewed! To finalize the process, please complete the steps below.' Below this message is a 'Next Steps' box containing an 'Upload Documents' button and the text: 'New Members - Upload documents to RWC. Alternatively, you can also send those in the mail if you prefer.' At the bottom of the page is a blue 'MAIN MENU' button. A red vertical line and a red arrow point from the text above to the 'Upload Documents' button.



# DRAG AND DROP

You can drag and drop documents into this section.

You will need to scroll to see the Upload Documents button.



**File Upload**

Use the form below to upload files

Now we need some financial documents. The documents we need are listed below. These documents are stored on a secure server, designed for secure document uploads.

If you would like to continue without uploading your documents you may do so by clicking on continue.

**Documents needed**

1. Personal Financial
2. If you have built less than 10 homes in 2-3 years but have remodeling or commercial experience for us to consider, complete and upload a Work History (Form # 5398). Your Account Executive can provide a copy for your convenience.
3. Based on the information provided, an Alternate form of Security may be required. Your Account Executive will be in touch with you to discuss.


CLICK TO BROWSE OR DROP FILES HERE TO UPLOAD

← BACK TO MAIN MENU | **UPLOAD DOCUMENTS** →

A red arrow points from the text above to the 'UPLOAD DOCUMENTS' button.

# SUCCESS!

When done, you will get a message that says the upload was successful. You will hear from our Membership Department and/or Your Account Executive if any other information is needed.



The screenshot shows a confirmation message with a blue header bar that says "Upload Successful". The main text reads: "Thank you, your upload has been received! Our documents department has been notified and will get in touch with you. If you would like to contact us in the meantime, you can call us at 1-800-247-1812. Cordially, Residential Warranty Company, LLC". At the bottom, there is a blue button with the text "RETURN TO MAIN MENU" and a right-pointing arrow.

**Thank You  
for Choosing  
RWC!**

