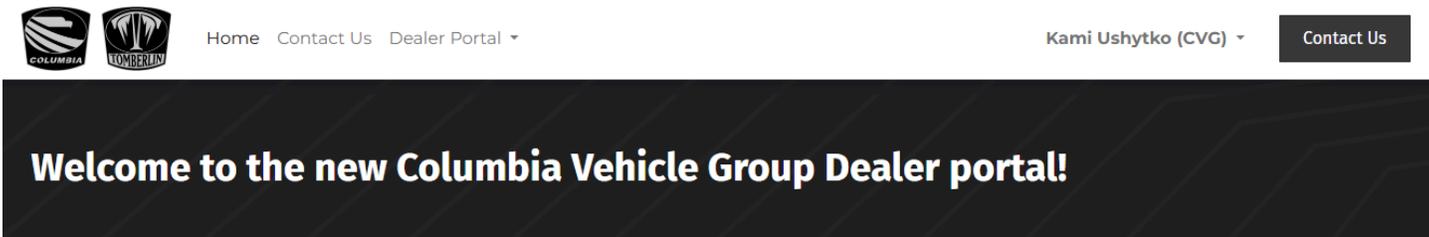


Website: How to File a Claim

1. When you log in to your personal account, your page will open as such.



2. Click on Dealer Portal



3. Select Warranty Claim Form

WARRANTY

Warranty Registration Form

Warranty Claim Form

- a. Your profile information will pre-populate certain fields and fill in all remaining required fields.

Warranty Claim Form	
Customer Information:	Jacquelyn Holguin (CVG)
Customer Number:	Enter Customer Number
Email:	jholguin@columbiausa.com
Phone:	Enter Phone Number
Servicing Dealer:	Jacquelyn Holguin (CVG)

- When you get to entering part numbers, rather than hit tab or enter after typing the number, please select and click the part that you want to claim as it fills in

Your Reference Number:

Warranty Claim Lines

Part No.	Part Quantity	Sales Order	Labor Hours	Attach Receipts	Additional Notes	Action
<input type="text" value="Part Number"/>	<input type="text" value="Part Quantity"/>	<input type="text" value="Sales Order"/>	<input type="text" value="Labor Hours"/>	<input type="text" value="Additional Notes"/>	<input type="button" value="Save Line"/>	

Warranty Claim Lines

Part No.	Part Quantity	Sales
<input type="text" value="1017765"/>	<input type="text" value="Part Quantity"/>	
<input type="text" value="[1017765] CHARGER, 24-48V, 1050W, S2V2"/>		

IE:

- Save each line as you complete them.

- Hit Submit.

- Your claims will show up in Tickets in your My Account

[Home](#) / Tickets Sort By: Filter

Ticket	Reported on	Helpdesk Team
#41411 Warranty Claim - 202...	06/18/2025 07:43	Warranty Claims