



ONLINE ENTRY (OLÉ) ACCESS REQUEST FORM INSTRUCTIONS

- Under **Request Type**, select one of the following:
 - New User
 - Update to Existing User
 - Revoke Access
- Enter the **User Information** for the person receiving access:
 - Name/User ID
 - Phone/Extension/Cell
 - Email
- Enter the **Principal Contact Information** for the person at the dealership verifying the request:
 - Name/Title
 - Phone/Extension/Cell
 - Email
- Enter the **Producer Information** the requested User will have access to:
 - Producer Name/Number
 - Street Address and Suite/POB/Unit
 - City/State/Zip
 - Phone Number/Fax Number

If additional Producers are needed, include their names and numbers as well.

- Select the **User Roles** the requested User will be authorized to perform:

Quote by VIN: Allows User to quote contracts by entering a Vehicle Identification Number (VIN). May reflect retail cost. Amount will be shown in Contract Retail Price.	Contract Printing: Allows User to auto-generate contracts after entry is complete.	Claims Denial, Submittal and Update Notifications: Notification sent to User email when a claim is denied, submitted and updated.
Quote by VIN – Preferred Customer: Allows User to modify the markup amount in Quote by VIN. May reflect retail cost. Amount will be shown in Contract Retail Price.	Contract Search: Allows User to search for existing contracts to verify coverage.	Online Batch Payments: Allows User to submit batch payments electronically.
Cost by VIN: Allows User to quote a contract by VIN. Reflects dealer cost.	Cancel Quote: Allows User to produce a cancellation quote.	Submit Business: Allows User to submit entered contracts and cancellation quotes for processing.
Contract Entry: Allows User to enter Vehicle Service Contracts, RV, Powersports, or GAP.	Claims Entry: Allows User to start new claim.	Void Contracts: Allows User to void a contract.
	Claims Search: Allows User to review existing claims.	

- If you have chosen “Quote by VIN” or “Quote by VIN – Preferred Customer” under **User Roles** above, please also complete **Markup Information**:

Program Name	Default Markup Amount	Min. Markup Amount	Max. Markup Amount
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- Obtain the **Authorizing Officer’s** signature.
- If someone needs to be notified in addition to the User once Online Access has been granted or modified, provide their name and email address.
- Submit the form with the sign-up documents (if applicable) to:
CasAdminQC@SouthwestRe.com or fax 505-348-3564.

Users will be notified via email once Online Access has been granted or modified.