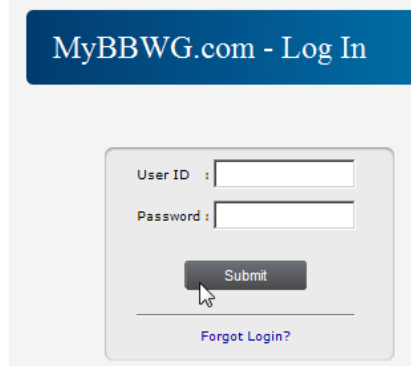# Quick Reference on How to Enroll a Home with Maverick

1. Access the Maverick website: www.MyBBWG.com
2. Enter your assigned ID and PW. This information is provided in your New Builder Member package that you received either via email or regular mail. Select SUBMIT. You can call the Maverick corporate office @ 800-749-0381 and ask for the Builder Services department for assistance with your initial login. If you need your ID/PW reset, select the 'Forgot Login?' link and enter your email address. (*the email address entered must match the email address on file for your User account*)


3. Upon successful login, you will see the following menu.
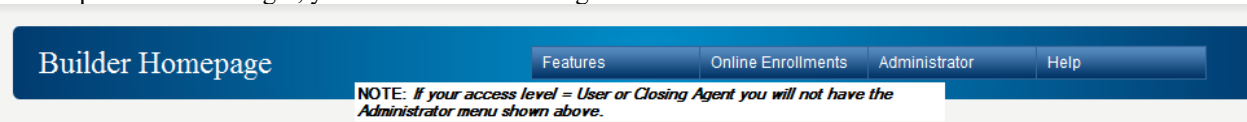
   ❖ If you have ADMIN access, you should verify that all Subdivisions and additional Login Accounts are established BEFORE creating enrollments.
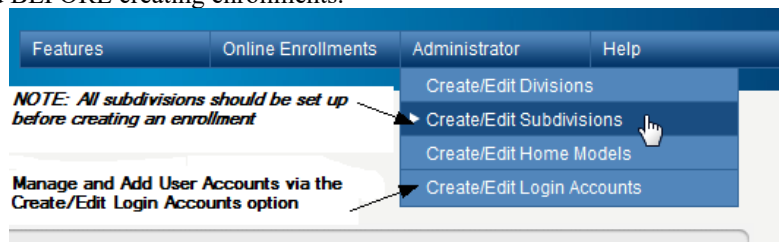

4. There is a **HELP** menu available for all functions of the Online system. *The Quick Reference is a 2-page guide through the online process, the Detailed Reference Guide provides detail on all available online features.*
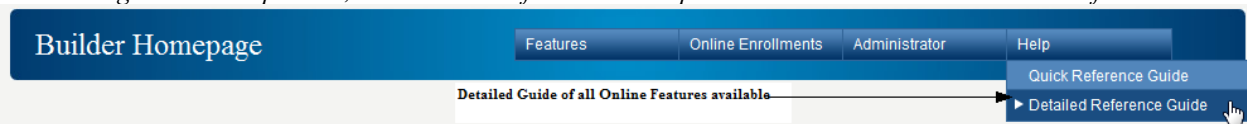
5. To create an enrollment, select CREATE NEW ENROLLMENT from the Online Enrollments menu. *NOTE: This one data entry screen is used to generate the Homeowner Acknowledgement Form, Risk Management Requirements, and Warranty Coverage Application.*
   For more detail on the Enrollment process, please reference the HELP menu on this screen.
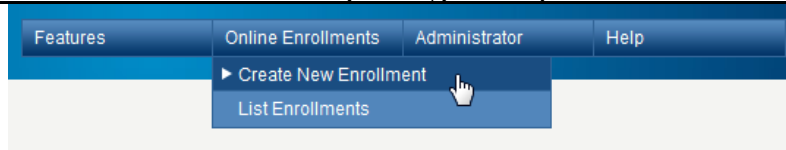

6. The 1ˢᵗ step in the Enrollment process is to SAVE the enrollment. The enrollment should be entered as close to the date the contract to purchase the home was signed in order to allow for proper processing. *(i.e. Risk Management Requirements where applicable, Homeowners Insurance leads where applicable)* Required fields are noted with a red dot on the data entry screen. Once the proper fields have been completed, select Save Enrollment Form from the Save Menu. *Saving automatically generates the Homeowner Acknowledgement Form and establishes the Risk*
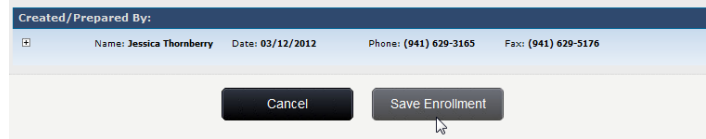
Quick Reference on How to Enroll a Home with Maverick

Management Requirements Notice (where applicable). <u>Saving an enrollment does NOT generate the documents necessary for closing. See step 8.</u>
**<u>For more detail on the Enrollment process, please reference the HELP menu on this screen.</u>**
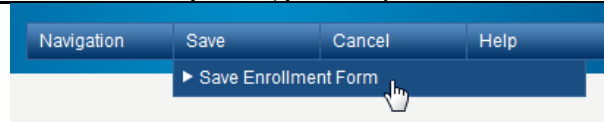

OR

7. <u>The 2nd & final step is the</u> **Submit** the enrollment to generate the **Warranty Coverage Application**. This is done when the property is ready to go to closing. (*this can be done in advance or the day of closing*) **The Warranty Coverage Application requires the Homeowner(s) signature(s) at closing and must be sent in with the warranty fee check for the warranty to be processed**. .
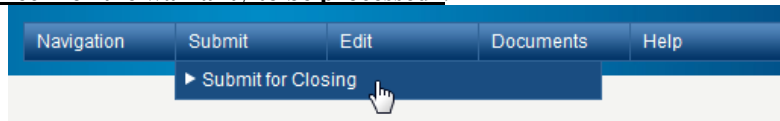

8. All documents generated via the Online system will reside under the Documents Menu of each enrollment screen. The user may select each document needed and print the PDF version. *These documents do NOT automatically print, the User must select the Print function for each document once the PDF version displays.*
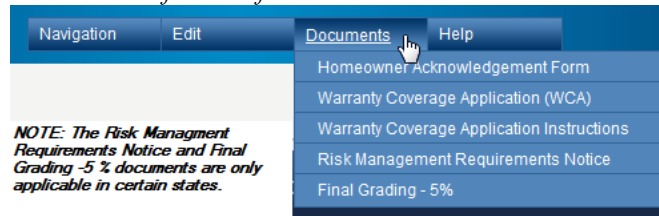
9. The List Enrollments option allows the user to view all enrollments entered via the Online system. *<u>Please reference the HELP menu on the List Enrollment screen for detail on statuses and searches.</u>*
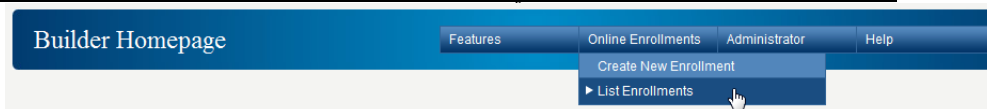
OR
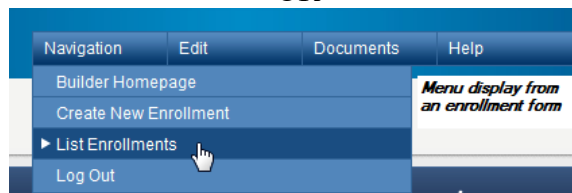
11. **The Warranty Coverage Application must be signed by the Homeowner and Builder Representative at closing and submitted to Maverick with the proper enrollment fee for the warranty to be processed and issued to the Homeowner. To ensure timely processing, the signed WCA and payment should be submitted to Maverick within 15 days of the closing date.**

   a. **Mail the signed application and payment to our direct lockbox for prompt processing:**

<div align="center" style="color:red">

Maverick
PO Box747000
Atlanta GA 30374

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