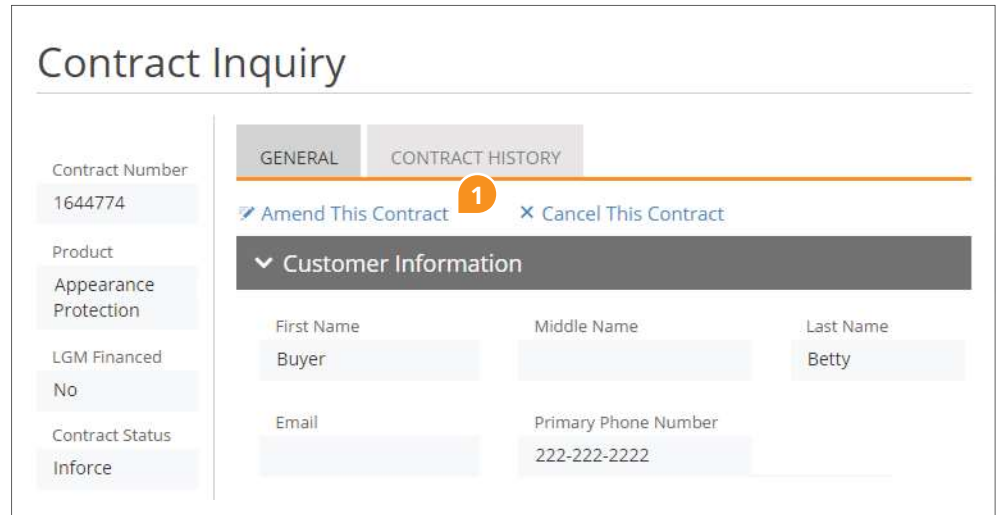


Prerequisite: For details on how to search and view a contract, please see the Search and View Contract Quick Reference Guide.

Step 1 of 4:

Amend the Contract

Click **Amend This Contract (1)** to update the contract details.



Contract Inquiry

Contract Number: 1644774
Product: Appearance Protection
LGM Financed: No
Contract Status: Inforce

GENERAL | CONTRACT HISTORY

1 Amend This Contract | Cancel This Contract

Customer Information

First Name: Buyer | Middle Name: | Last Name: Betty
Email: | Primary Phone Number: 222-222-2222

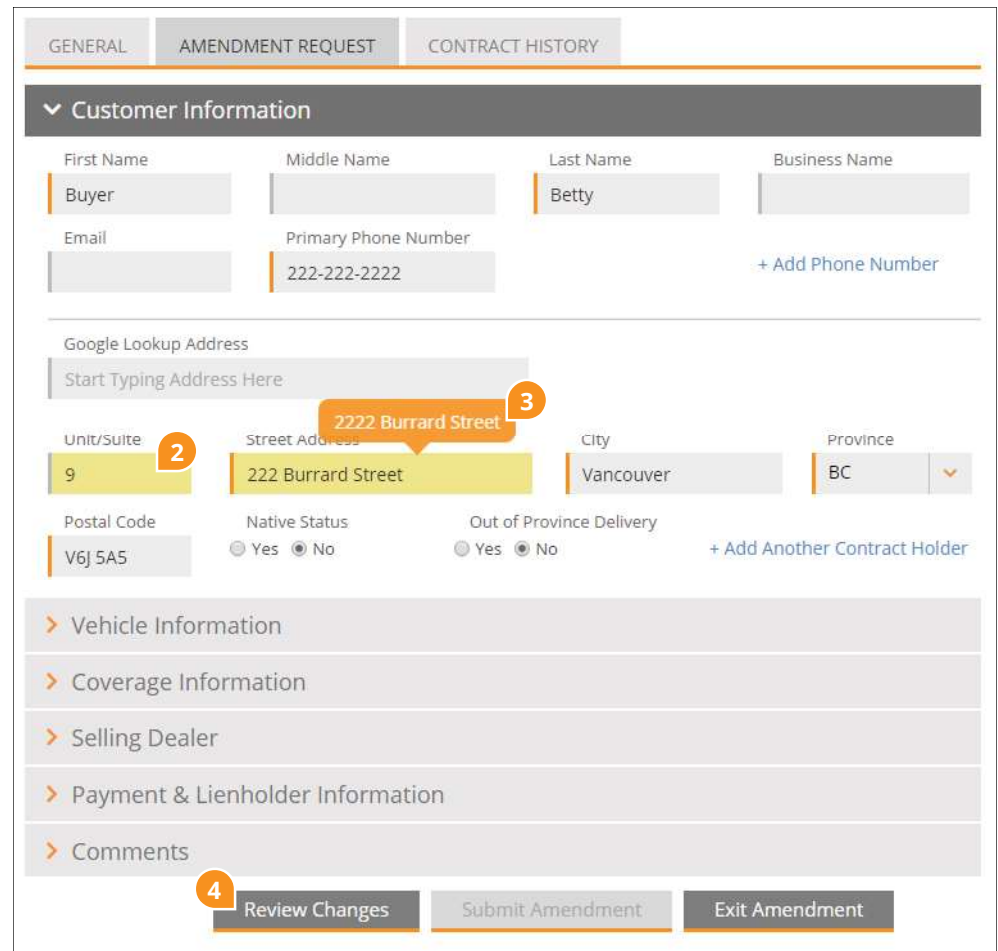
Step 2 of 4:

Update Contract Details

Enter desired changes. Updated fields will be highlighted in **yellow (2)**.

Note: If you hover over an updated field, a **Bubble (3)** with the previous value will appear.

Once all changes have been made, click **Review Changes (4)** to continue.



GENERAL | AMENDMENT REQUEST | CONTRACT HISTORY

Customer Information

First Name: Buyer | Middle Name: | Last Name: Betty | Business Name: |
Email: | Primary Phone Number: 222-222-2222 | + Add Phone Number

Google Lookup Address
Start Typing Address Here

Unit/Suite: **9** | Street Address: **222 Burrard Street** | City: Vancouver | Province: BC
2 | **2222 Burrard Street** **3**

Postal Code: V6J 5A5 | Native Status: Yes No | Out of Province Delivery: Yes No | + Add Another Contract Holder

Vehicle Information
Coverage Information
Selling Dealer
Payment & Lienholder Information
Comments

4 Review Changes | Submit Amendment | Exit Amendment

Need Help?

If you have any questions, please contact **Customer Success** at: success@lgm.ca

Step 3 of 4:

Review Amendment Details

The **Amendment Summary** (5) displays the changes desired.

You may click on **+View Accounting Details** (6) to expand the Accounting Details to review any changes to Dealer Cost.

Once confirming the details are correct, click **Submit Amendment** (7).

v Amendment Summary 5

Updated Information	Current	Requested
Primary Contract Holder Street Address	2222 Burrard Street	222 Burrard Street
Primary Contract Holder Unit/Suite		9

Retail Price Breakdown	Current	Requested	Difference
Retail	\$2,125.00	\$2,125.00	\$0.00
Tax	\$106.25	\$106.25	\$0.00
Total	\$2,231.25	\$2,231.25	\$0.00

+ View Accounting Details 6

Dealer Cost Breakdown	Current	Requested	Difference
Dealer Cost	\$1,025.00	\$1,025.00	\$0.00
Dealer Cost Tax	\$51.25	\$51.25	\$0.00
Total	\$1,076.25	\$1,076.25	\$0.00
Dealer Margin	\$1,100.00	\$1,100.00	\$0.00

Review Changes

Submit Amendment 7

Exit Amendment

Step 4 of 4:

Confirm Request Submission

A message will pop up to confirm your amendment request has been submitted.

Note: Some amendments, are approved automatically. If this is the case you can print the updated contract by clicking **Show Contract PDF** (8).

Some requests are subject to approval by the Customer Success team.

v Amendment Summary

Updated Information	Current
Primary Contract Holder Street Address	2222 Burrard Street
Primary Contract Holder Unit/Suite	9
Vehicle Purchase Price	

!

Your amendment request has been submitted and approved.

Show Contract PDF 8

Done

Need Help?

If you have any questions, please contact **Customer Success** at: success@lgm.ca