WAIVER file

WEST BEND
A MUTUAL INSURANCE COMPANY®

WaiverFile Quick Start Guide

For West Bend Policyholders

1 ## Create Your Account

To get started, simply visit:

waiverfile.com/WestBend

Once the form is submitted, your account will be configured, setup and ready for use.

2 ## Start Collecting Waivers

🖥 Kiosk

Setup signing kiosks with iOS or Android tablets and the WaiverFile app. To get started, search for **WaiverFile** in the App Store or in Google Play. Our apps even work offline!

📤 Link

When you setup your account you will be provided with a signing link. Share this link via email or text message and your customers will be able to sign online using their computer, tablet or smartphone!

📄 Website

Link to your signing page on your website with a normal link, or use our embedding tool to place the forms directly on your website. You'll find that in your admin dashboard under:
Cutomize >> Share Buttons

3 ## Find and Review Waivers

Your admin dashboard is where you will view waivers, manage check-ins, and more. Recent waivers are displayed and organized by event. The quick search bar on the left lets you find individual names quickly. Reports and archives offer more ways to download the data that you collect.

Parties, Groups & Events

WaiverFile's events feature makes organizing waivers for parties and events fast and easy. Customers choose their event when they sign, and participants are grouped by event in the dashboard.

1. Setup an event

- In the admin, go to Events
- Click New Event
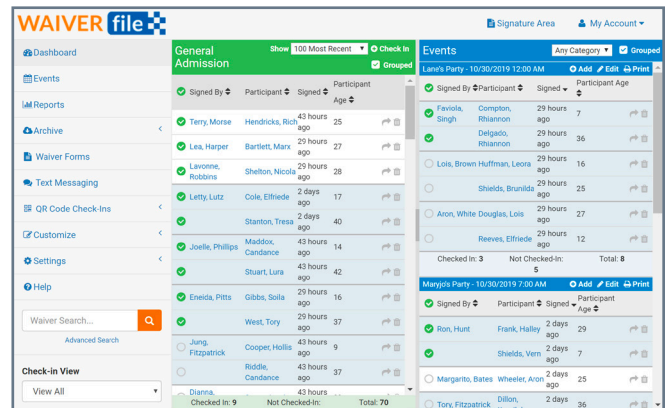- Enter an event name, date and time.
- Click Save

Your signing page will offer customers a list of upcoming events.

2. Share your Event

- The list of events includes a signing link
- The main signing page will offer a list of upcoming events to select from.

3. Review Waivers

Your dashboard shows a list of upcoming events with signees organized under each event heading. You can also print lists and check people in as they arrive.

WaiverFile Admin Dashboard

WaiverFile   Toll Free: (877) 791-9984
www.waiverfile.com   support@waiverfile.com

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About WaiverFile
Electronic Waiver Service

What is WaiverFile?

WaiverFile collects your waiver forms electronically, enabling your customers to sign in advance on a computer or mobile device, as well as at a kiosk at your location.

How can I start using it?

West Bend has arranged to provide WaiverFile service as part of your policy. Follow the instructions on the reverse side of this page to get started using your account today!

Top Benefits

Compliance

WaiverFile helps make sure all your customers have signed waivers with a check-in process that's well organized and easy to use.

Speed Up Check-in Time

With a suite of tools to enable signing in advance, as well as well organized dashboard and search tools, WaiverFile greatly improves check-in times.

Collect Valuable Marketing Data

The data that you will collect is an extremely valuable marketing tool. Personal information and custom questions let you generate hyper-targeted marketing campaigns.

Frequently Asked Questions

Can I sign waivers offline?
Yes, you can use our app on iOS or Android to collect signatures even when offline. Search for WaiverFile in the App Store or in Google Play.

How many kiosks/devices can I set up?
You can have as many kiosk and signing devices as you wish. We don't set any limits on signing devices or admin dashboard users. To facilitate faster signing, we recommend adding as many kiosk devices as you can.

How many waiver forms can I have?
A standard form will be provided when you sign up, but you can add additional forms if you like. We have no limit on the number of forms you can create.

Can I add questions to my waiver?
Yes! You can add custom text fields, dropdown lists and more. Just edit your waiver form and use the form builder to add as many questions as you like.

Can completed waiver forms be emailed?
Yes, you can choose to offer an email button after completion, or have it sent automatically.

Can I add other users to my account?
Yes, you can create accounts with varying levels of access for your staff to log in with.

Can I add my logo to my form?
Yes, you can add a logo and other imagery to your waiver forms and signing pages. In the admin dashboard, select Customize >> Images to manage images. When editing your waiver agreement, there are also image tools that will let you add graphics to your waiver form itself.

How much does WaiverFile cost?
WaiverFile service is being provided to West Bend customers as part of their policy for no additional charge.

WaiverFile
www.waiverfile.com

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