



U.S. COMMUNITIES[™]
GOVERNMENT PURCHASING ALLIANCE

ENROLLMENT GUIDE

EARN CASH BACK FROM THE HOME DEPOT

A National Rebate Incentive Program for U.S. Communities

- Enroll to receive potential annual rebates of up to 3% on all qualifying pre-tax purchases*
- Convenient payment options – register credit cards, debit cards, checking accounts, P-cards and The Home Depot accounts (for Purchase Orders)*
- No cost to join and no minimum spending requirement – to sign up and start saving visit

homedepot.com/proextra

 For assistance, please call **866-333-3551**

LOCATE YOUR TAX ID NUMBER
BEFORE STARTING ENROLLMENT



PURCHASE TRACKING:

Track, log and assign job names to your purchases at home or on the go.



EXCLUSIVE OFFERS:

Exclusive Pro-only savings including up to 20% off paints, stains and primers.



BUSINESS TOOLS:

Manage your business from anywhere with time-saving features like easy in-store purchase approvals.

EASILY ENROLL TODAY!

P-CARDS MUST BE REGISTERED AND ASSIGNED AGREEMENT CODE **USC** TO RECEIVE POTENTIAL REBATE INCENTIVE



ENROLL IN A FEW EASY STEPS

REGISTER FOR PRO XTRA WITH THE HOME DEPOT TO TAKE ADVANTAGE OF THE PARTNERSHIP WITH U.S. COMMUNITIES

LOCATE YOUR TAX ID NUMBER BEFORE STARTING ENROLLMENT

1. SIGN UP

Click "Sign up for FREE"

2. CREATE ACCOUNT

Complete required fields and click "Sign Up"

3. COMPLETE REGISTRATION

Select "Get Started" to register payment type

4. CHOOSE REGISTER CARD

Select service level, then add 16-digit card number and optional nick name

OPTIONAL: BULK CARD UPLOADS

You can bulk upload cards after the first card is entered. Select the "Credit Card & Accounts" tab then "Bulk Add Credit/Debit Cards." Remember to add the Agreement Code and Tax ID Number.

5. IMPORTANT – ADD AGREEMENT CODE

Select Yes and enter Agreement Code USC and Tax ID Number



TO SIGN UP, CALL 866-333-3551
OR VISIT homedepot.com/proxtra

* "Credit cards" are described as forms of payment including credit cards, P-cards, checking accounts, or Home Depot Net 30 accounts (for PO purchases) that will be used to make purchases from The Home Depot. P-cards must be registered and have an organization-specific agreement code assigned to receive potential annual rebate incentives. Participating public agencies with annual net purchases of \$10,000–\$25,000 are eligible for a 1% rebate; with annual net purchases of \$25,000–\$100,000, a 2% rebate; and with annual net purchases over \$100,000, a 3% rebate. ©2015 Homer TLC, Inc. All rights reserved.