



ENROLLMENT GUIDE

EARN CASH BACK FROM THE HOME DEPOT

A National Rebate Incentive Program for OMNIA Partners participants

Enroll to receive potential annual rebates of up to 5% on all qualifying pre-tax purchases*

- Convenient payment options – register credit cards, debit cards, checking accounts, p-cards, Pro Purchase Cards, and The Home Depot Accounts to get credit for spend
- Sign up and start saving, visit homedepot.com/c/pro_xtra



For assistance call 800-525-5000

With membership in ProXtra, you get access to benefits tailored specifically for Pros: exclusive savings, dedicated service, job-lot quantities, volume pricing, same-day delivery, and more. It's our way of showing how much we understand your needs and value your business.

Thanks,  **ProXtra**

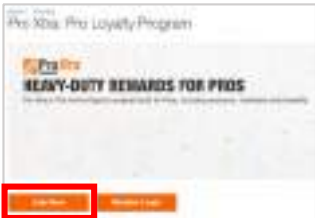
*"Credit cards" are described as forms of payment including credit cards, P-cards, checking accounts, Pro Purchase cards, or Home Depot Net 30 accounts (for PO purchases) that will be used to make purchases from The Home Depot. P-cards must be registered and have an OMNIA-US Communities specific agreement 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 5% rebate.

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ENROLLMENT STEPS

Register for ProXtra with Home Depot to take advantage of the partnership with OMNIA Partners

NEW CUSTOMERS: LOCATE YOUR TAX ID NUMBER BEFORE STARTING ENROLLMENT



1. SIGN UP

Go to [Homedepot.com/c/Pro_Xtra](https://homedepot.com/c/Pro_Xtra) and click "Join Now"



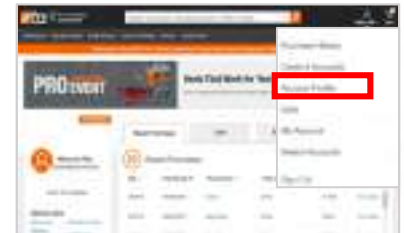
2. CREATE ACCOUNT

Complete required fields and check box for "Yes, enroll me in the Pro Xtra loyalty program", then click "Next"



3. COMPLETE REGISTRATION

Enter in your company information into the required fields, select your Business or Trade type, and click "Register for Pro Xtra"



4. ACCESS ACCOUNT PROFILE

Click the drop down menu in the top right of the page and select "Account Profile"



5. SCROLL TO PRICING

Scroll down the page and choose "Pricing"



6. SCROLL DOWN TO NATIONAL ACCOUNT INCENTIVES

Choose Learn More
Then, enter in Agreement Code **USC** and your Tax ID.
Hit validate code



7. ACCESS CARDS & ACCOUNTS

Click the drop-down menu in the top right of the page and select "Cards & Accounts"



8. ADD CREDIT CARD

Click "Add Card"
Then input information to add card for tracking of spend under the program



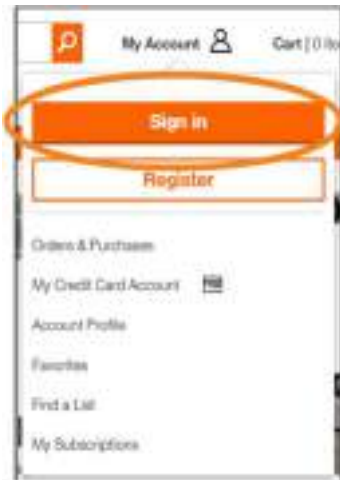
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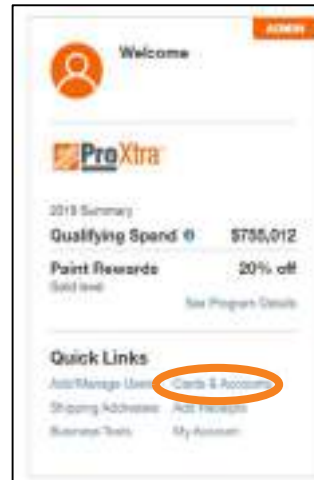
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OPTIONAL BULK UPLOAD ENROLLMENT STEPS

Bulk upload of credit card numbers to an existing ProXtra account



1. LOG INTO YOUR ACCOUNT FROM HOMEDEPOT.COM



2. GO TO CARDS AND ACCOUNT PAGE IN THE QUICK LINKS



3. GO TO CREDIT CARDS TAB AND CLICK ON BULK ADD CARDS



4. FILL IN INFORMATION ON POP UP WINDOW AND ENTER CARD FILE/NUMBERS*



For any questions, call 800-525-5000 or visit www.homedepot.com/gov

* - If the card is already on the account, once the upload is done it will show that a card failed. But it will not prevent the other cards from successfully uploading.

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