

# 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](https://homedepot.com/c/pro_xtra)

For assistance call 866-333-3551



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.

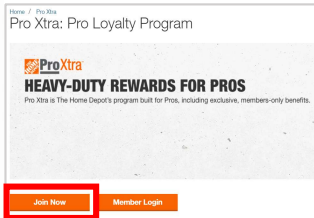
Thanks, 

\*"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.

# ENROLLMENT STEPS

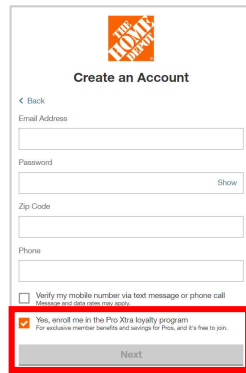
Register for ProXtra with Home Depot to take advantage of the partnership with OMNIA Partners

## NEW CUSTOMERS: LOCATE YOUR TAX ID NUMBER BEFORE STARTING ENROLLMENT



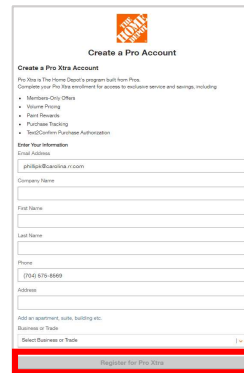
### 1. SIGN UP

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



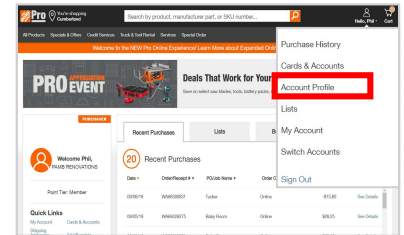
### 2. CREATE ACCOUNT

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



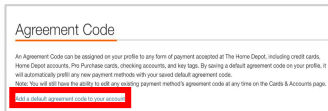
### 3. COMPLETE REGISTRATION

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"



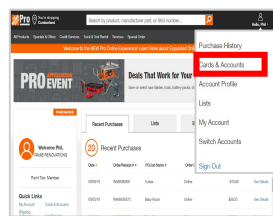
### 5. SCROLL TO AGREEMENT CODE

Scroll down the page and find "Agreement Code", then click "Add a default agreement code to your account"



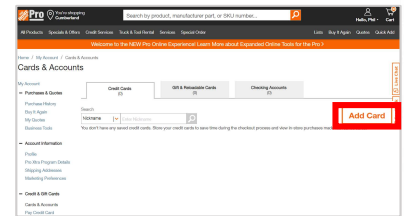
### 6. ADD AGREEMENT CODE

Enter in Agreement Code **USC** and **your Tax ID**. Check the box to apply the code to all existing payment methods, then click "Save Changes" and then "Yes, Apply to All"



### 7. ACCESS CARDS & ACCOUNTS

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



### 8. ADD CREDIT CARD

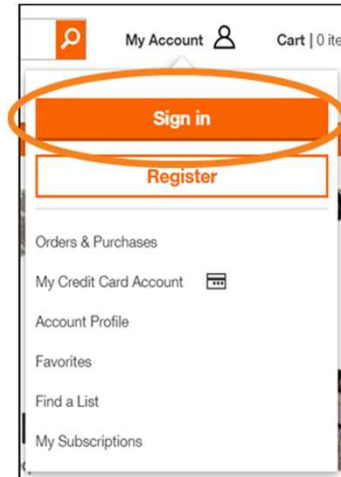
Click "Add Card" Then input information to add card for tracking of spend under the program

For any questions, call 866-333-3551 or visit [www.homedepot.com/gov](https://www.homedepot.com/gov)

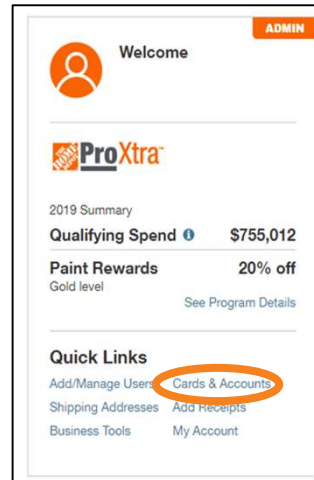
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# OPTIONAL BULK UPLOAD ENROLLMENT STEPS

Bulk upload of credit card numbers to an existing ProXtra account



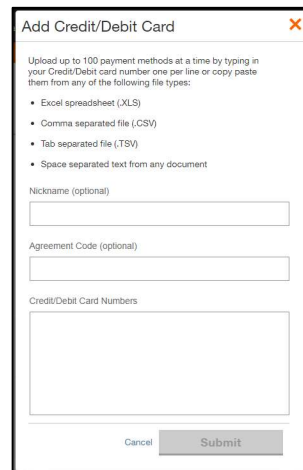
**1. LOG INTO YOUR ACCOUNT FROM HOMEDEPOT.COM**



**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 NUMBERS\***



For any questions, call 866-333-3551 or visit [www.homedepot.com/gov](http://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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