

# ENROLLMENT GUIDE

## A National Rebate Incentive Program for ASA participants from Home Depot

- Enroll to receive a potential semi-annual rebate on all qualifying pre-tax purchases\*
- Participating members with semi-annual net purchases of over \$12,500 will receive a 2% rebate\*
- Convenient payment options – register credit cards, debit cards, checking accounts, p-cards, Pro Purchase Cards, & The Home Depot Accounts to get credit for spend
- Rebate payments issued within 60 days of the end of each half of the year
- Sign up and start saving, visit [homedepot.com/c/pro\\_xtra](https://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™**

\*Accounts must be registered/enrolled through the website above and have the ASA specific agreement code assigned to receive rebate credit.

\*Minimum rebate period spend of \$12,500 required to receive a rebate from Home Depot. Rebates from Home Depot under \$1000 may be via Home Depot gift card. Registration instructions to follow. The storage of account information by The Home Depot will be done in accordance with the PCI Data Security Standard (PCI DSS), which is a multifaceted security standard that includes, but is not limited to, requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. This comprehensive standard is intended to help organizations proactively protect customer account data.

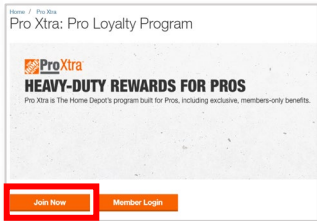
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AMERICAN  
SUBCONTRACTORS  
ASSOCIATION

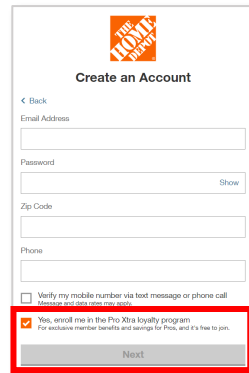
# ENROLLMENT STEPS

Register for ProXtra with Home Depot to take advantage of the partnership with American Subcontractors Association



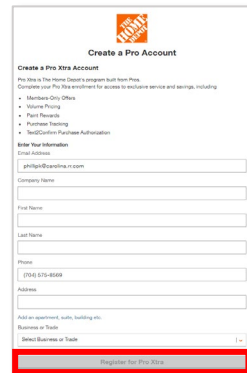
## 1. SIGN UP

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



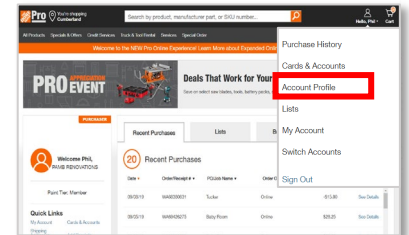
## 2. CREATE ACCOUNT

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



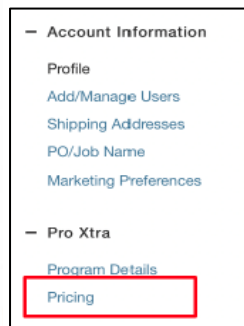
## 3. COMPLETE REGISTRATION

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



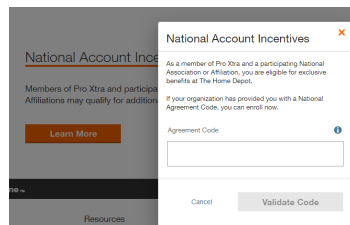
## 4. ACCESS ACCOUNT PROFILE

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



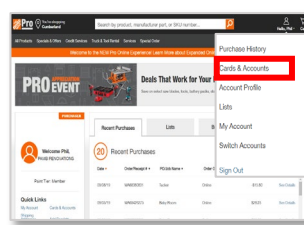
## 5. SCROLL TO PRICING

Scroll down the page and choose "Pricing"



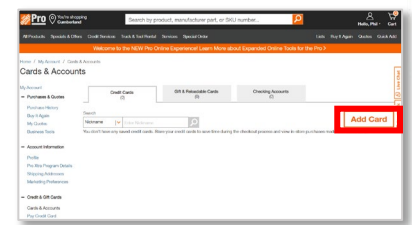
## 6. SCROLL DOWN TO NATIONAL ACCOUNT INCENTIVES

Choose Learn More  
Then, enter in Agreement Code **ASA**.  
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



For any questions, call 800-525-5000 or visit [homedepot.com/c/pro\\_xtra](https://homedepot.com/c/pro_xtra)

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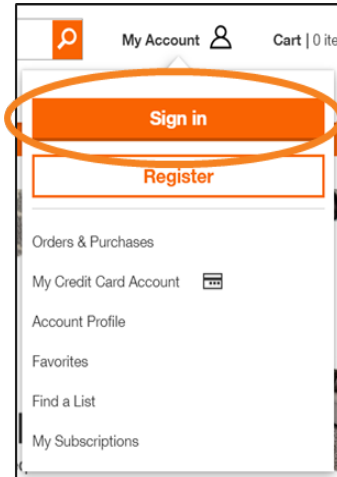
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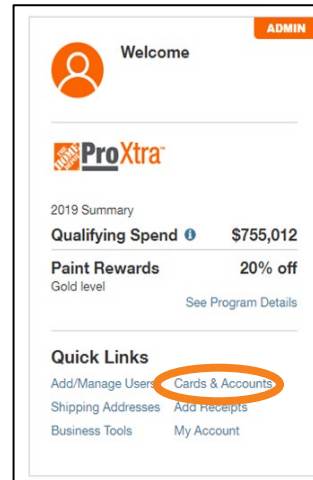
AMERICAN  
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# OPTIONAL BULK UPLOAD ENROLLMENT STEPS

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 866-333-3551 or visit [homedepot.com/c/pro\\_xtra](https://homedepot.com/c/pro_xtra)

\* - 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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