

ENROLLMENT GUIDE

A National Rebate Incentive Program for Associated General Contractors Members from Home Depot

- Enroll to receive a potential 2% rebate 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 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,  **ProXtra™**

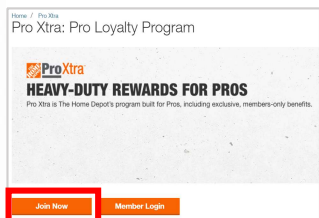
*Credit cards are described as forms of payment including credit cards, P-cards, checking accounts, Pro Purchase cards, or Home Depot Net 30 accounts (for PO purchases) that will be used to make purchases from The Home Depot. These forms of payment must be registered and have the AGC specific agreement code assigned to receive a potential annual rebate. Minimum rebate period spend of \$6,250 required from 10-1-20 through 12-31-20 to receive a rebate.

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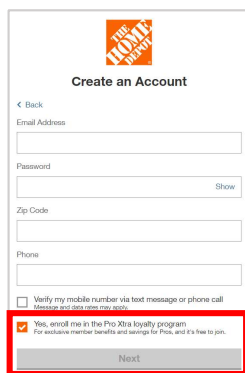
ENROLLMENT STEPS

Register for ProXtra with Home Depot to take advantage of the partnership with Associated General Contractors



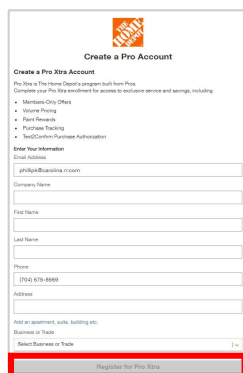
1. SIGN UP

Go to Homedepot.com/c/Pro_Xtra and click "Join Now"



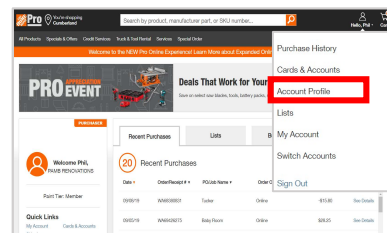
2. CREATE ACCOUNT

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



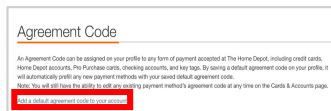
3. COMPLETE REGISTRATION

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"



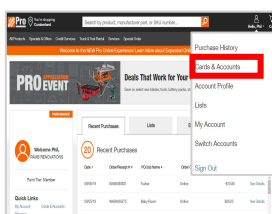
5. SCROLL TO AGREEMENT CODE

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



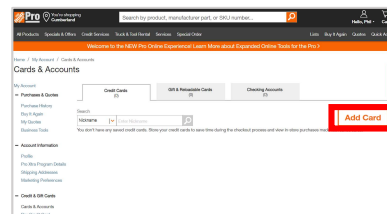
6. ADD AGREEMENT CODE

Enter in Agreement Code **AGC**. 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



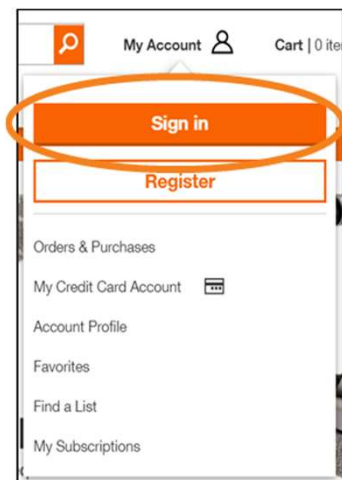
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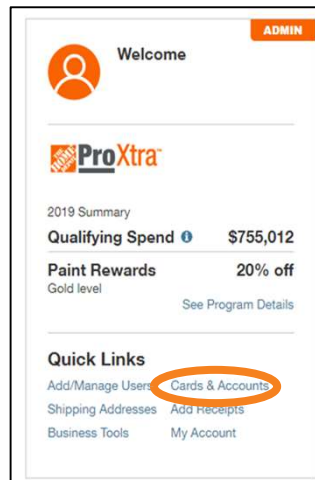


OPTIONAL BULK UPLOAD ENROLLMENT STEPS

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

Add Credit/Debit Card

Upload up to 100 payment methods at a time by typing in your Credit/Debit card number one per line or copy paste them from any of the following file types:

- Excel spreadsheet (.XLS)
- Comma separated file (.CSV)
- Tab separated file (.TSV)
- Space separated text from any document

Nickname (optional)

Agreement Code (optional)

Credit/Debit Card Numbers

Cancel Submit

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



For any questions, call 866-333-3551 or visit 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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