

# ENROLLMENT GUIDE

## A National Rebate Incentive Program for ProTradeNet® Members

- Enroll to receive an annual 2% rebate on all qualifying pre-tax purchases from ProTradeNet\*
- 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
- Rebate period is January 1 through December 31
- 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, 

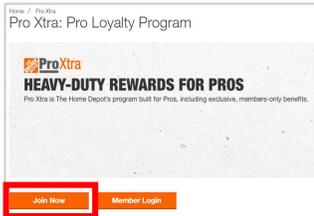
\* Forms of payment must be registered and have a ProTradeNet specific agreement code assigned to receive potential rebate incentives. All rebates are paid from ProTradeNet not from Home Depot directly. Registration instructions on next page.

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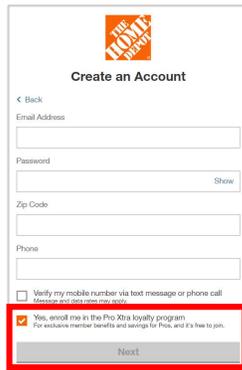
# ENROLLMENT STEPS

Register for ProXtra with Home Depot to take advantage of the partnership with ProTradeNet®



## 1. SIGN UP

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



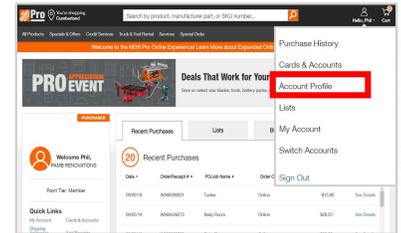
## 2. CREATE ACCOUNT

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



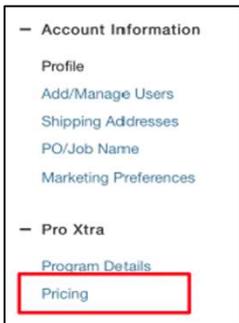
## 3. COMPLETE REGISTRATION

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



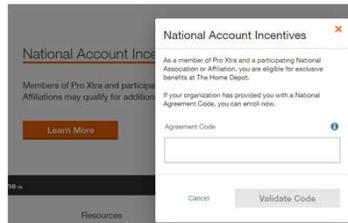
## 4. ACCESS ACCOUNT PROFILE

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



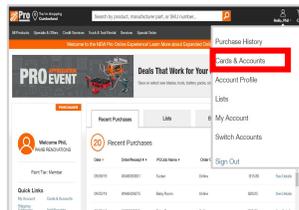
## 5. SCROLL TO PRICING

Scroll down the page and choose "Pricing Benefits"



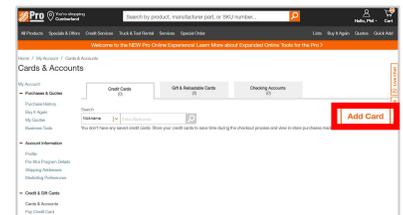
## 6. SCROLL DOWN TO NATIONAL ACCOUNT INCENTIVES

Choose Learn More  
Then, enter in appropriate Agreement Code  
**identified on next page.**  
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 866-333-3551 or visit [homedepot.com/c/pro\\_xtra](https://homedepot.com/c/pro_xtra)

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**PLEASE ENSURE YOU REGISTER THE APPROPRIATE AGREEMENT CODE FOR YOUR ENTITY TO TAKE ADVANTAGE OF THE PROGRAM WITH PROTRADENET®**

Entity	Agreement Code
Aire Serv®	AIRS
Dryer Vent Wizard®	DVW
Five Star Painting® / ProTect Painters®	FIVESTAR
Glass Doctor® / Portland Glass®	GLDOC
The Grounds Guys®	GRDGYS
Molly Maid®	MOLLY
Mosquito Joe®	MOJOE
Mr. Appliance®	MRAPP
Mr. Electric®	MRELC
Mr. Handyman®	SBRANDS
Mr. Rooter®	MRROOT
Rainbow Restoration™	RAINI
Real Property Management®	RPM
Window Genie®	GENIE
HouseMaster®	HMS
ShelfGenie®	SHELF
Precision Door Service®	PTN-PDS
Junk King®	PTN-JUNK
Lawn Pride®	PTN-LAWN



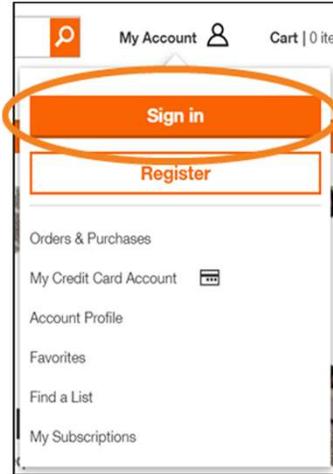
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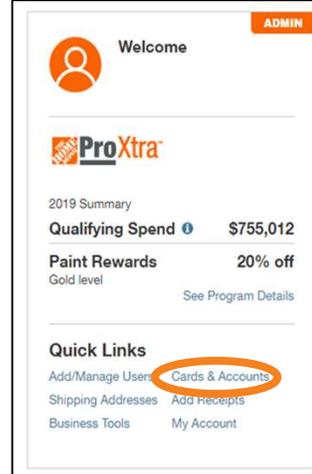


# OPTIONAL BULK UPLOAD ENROLLMENT STEPS

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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