



# HOW PROS GET MORE DONE

As a Pro Xtra member, you receive hardworking benefits that keep building as you spend by adding the agreement code. Complete this onboarding checklist to get the most out of your Pro Xtra membership.

## 1. Download Mobile App\*

Before logging in, select the option that best applies to you:

- [Access existing Pro Xtra account](#)
- [Convert consumer account to Pro Xtra account](#)
- [Open a new Pro Xtra account](#)

## 3. Manage Purchases

From the Purchases History page, manage and export purchase history or visit the Buy It Again page to easily reorder products. Be sure to set up the following:

- [Sync to Quickbooks](#)
- [Set Up Subscriptions](#)

\*From the desktop site, search for "Pro Xtra" on homedepot.com to get started.

## 2. Set Up Your Account

On the My Account page, complete the following:

- [Add & Authorize Payment Methods](#)
- [Add Users & Manage Permissions](#)
- [Add Agreement Code](#)
- [Enable Pro Allowance](#)
- [Register Tax Exempt ID](#)

## 4. Plan Projects

Easily manage and plan your projects from the Plan Your Jobs section to set up the following:

- [Save Lists](#)
- [Create Quotes](#)
- [Add Predefined PO/Job Names](#)
- [Shared Cart](#)
- [Use Quick Add](#)

### The Home Depot Tools for Pros:

- ✓ [Get free leads with Pro Referral](#)
- ✓ [Find qualified labor with Path to Pro](#)
- ✓ [E-Procurement](#)
- ✓ [Tool Rental](#)

### Ask Us How We Can Help You Onboard:

- ✓ Administrators
- ✓ Purchasers
- ✓ Runners
- ✓ Accountants



**DOWNLOAD THE APP & GET STARTED TODAY**

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**PRO RESOURCE CENTER**  
**LEARN MORE ABOUT PRO XTRA**