



# MEMBERSHIP ENROLLMENT GUIDE

## The National Account Program for OMNIA Members

Sign up for a Pro Xtra membership to receive a potential 5% annual rebate on all qualifying pre-tax purchases.\*

### EARN CASH BACK

Enroll to receive a potential annual rebate of up to 5% on all qualifying pre-taxed purchases.

### GET CREDIT FOR SPEND

Earn your rebate by adding payment methods to your Pro Xtra profile. Purchases made through your saved payment methods help you reach the minimum spend.

### COLLECT REWARDS

Rebate payments are issued within 60 days of December 31.

### Sign up and start saving by visiting [homedepot.com/pro\\_xtra](https://homedepot.com/pro_xtra)

Participating public agencies with annual net purchases of \$10,000 to \$25,000 are eligible for a 1% rebate, with annual net purchases of \$25,000 to \$100,000, a 2% rebate, and with annual net purchases over \$100,000, a 5% rebate.

## CALL 866-333-3551 FOR ASSISTANCE

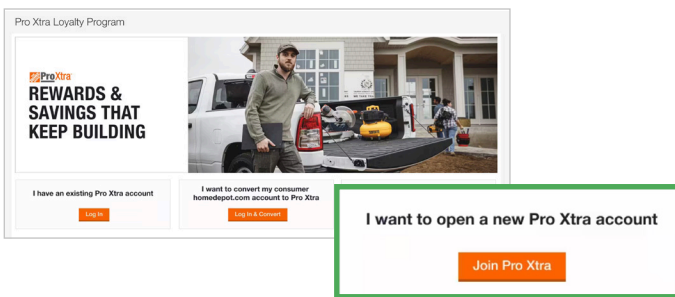
\*Accounts must be registered/enrolled through the website above to receive a potential rebate credit. \*\*Must meet minimum rebate period spend to receive a potential rebate from The Home Depot. Registration instructions to follow. The storage of account information by The Home Depot will be done in 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. ©2023 Home Depot Product Authority, LLC reserved.

# ONLINE ENROLLMENT

Register for Pro Xtra with The Home Depot to take advantage of the partnership with OMNIA Partners.

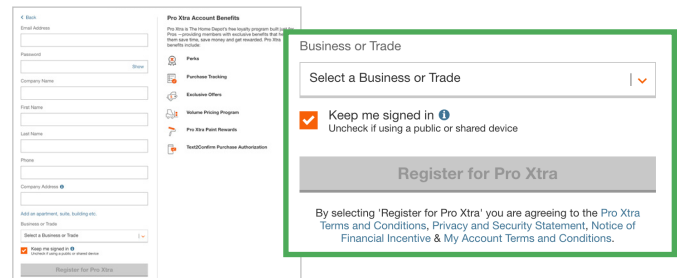
## 1. SIGN UP

Go to [homedepot.com/c/pro\\_xtra](https://homedepot.com/c/pro_xtra) and click “Join Pro Xtra.”



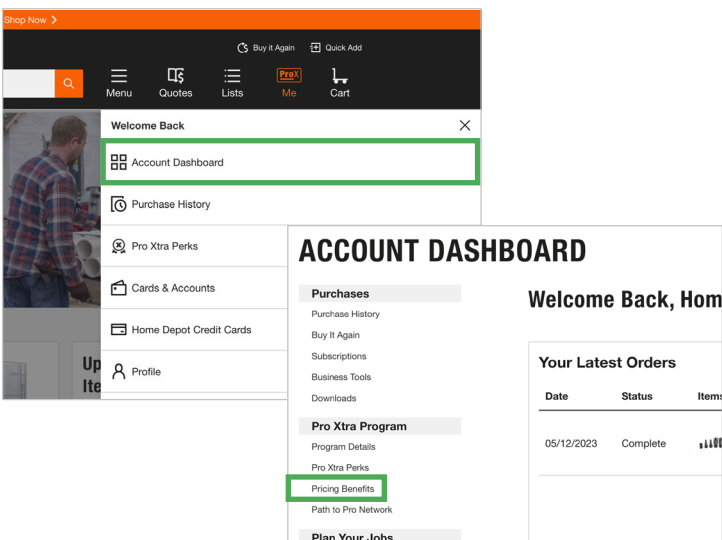
## 2. CREATE ACCOUNT

Enter your company information, select your Business or Trade Type and click “Register for Pro Xtra.”



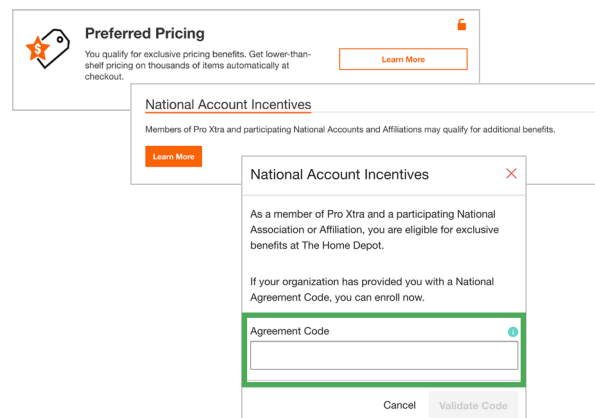
## 3. ACCESS ACCOUNT PROFILE

Select “Account Dashboard” under your profile dropdown and click “Pricing Benefits.”



## 4. ADD AGREEMENT CODE

Select “Pricing Benefits” on your Account page and click “Learn More” on the Preferred Pricing section. Click “Learn More” under National Account Incentives. Enter agreement code **USC** and click “Validate Code” to receive rebate.



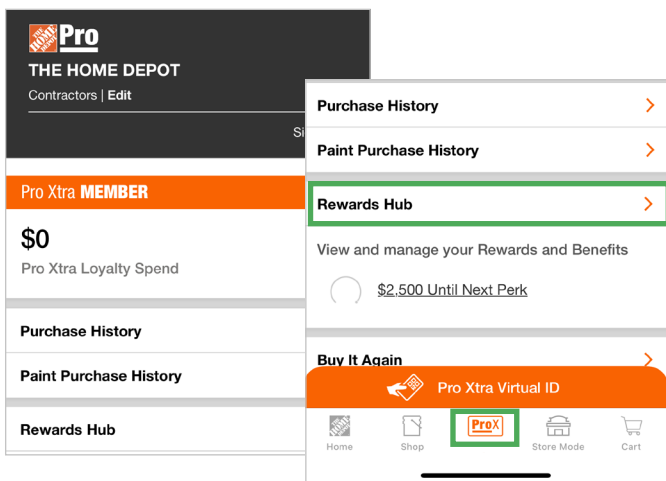
CALL 866-333-3551 FOR ASSISTANCE  
ENROLL AT [HOMEDEPOT.COM/PRO\\_XTRA](https://homedepot.com/pro_xtra)

# ADD AGREEMENT CODE ON MOBILE

Download The Home Depot app and log in to your Pro Xtra account.

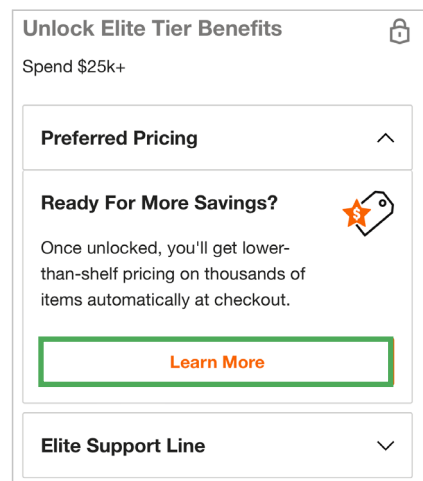
## 1. ACCESS ACCOUNT BENEFITS

Tap the “ProXtra” tab and select “Rewards Hub.”



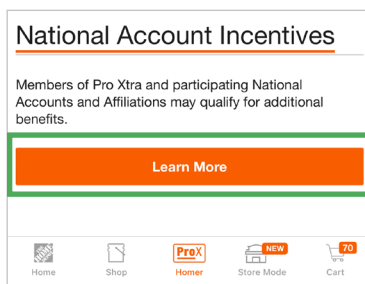
## 2. LOCATE PREFERRED PRICING

Select “Preferred Pricing” then click “Learn More.”



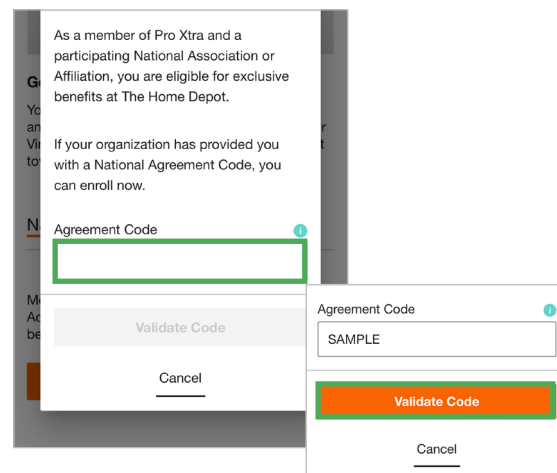
## 3. FIND PRICING BENEFITS

Scroll to “National Account Incentives” and click “Learn More.”



## 4. ADD AGREEMENT CODE

Enter agreement code **USC** to receive rebate.



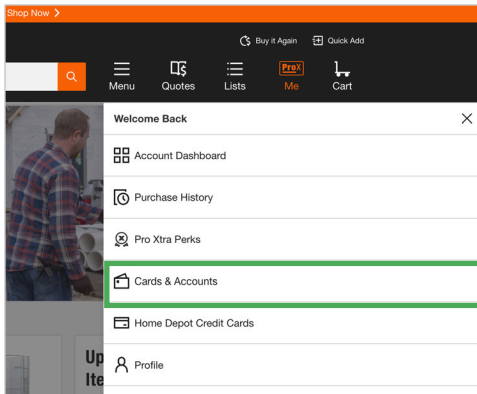
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# ADD PAYMENT METHODS

Add cards to your account to earn credit for your purchases.

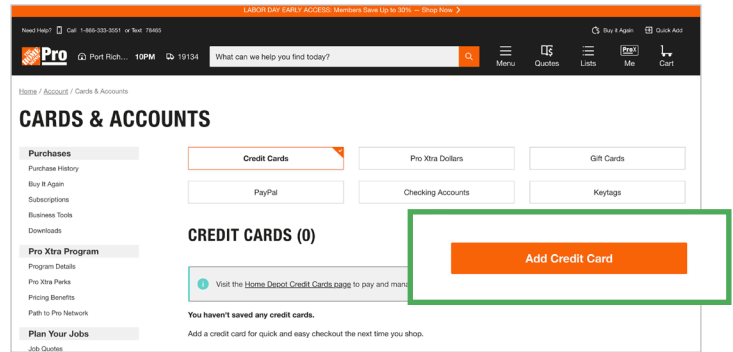
## 1. ACCESS CARDS & ACCOUNTS

Select “Cards & Accounts” under your profile dropdown.



## 2. ADD CREDIT CARD

Click “Add Card” and input credit card information to track spend.



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# FREQUENTLY ASKED QUESTIONS

## 1. HOW LONG AFTER I REGISTER DO I BEGIN ACCRUING TOWARD MY REBATE?

When you enroll in The Home Depot Pro Rewards Program and register at least one tender with the USC agreement code, your rebate will begin to accrue immediately and will earn the rebate for purchases made from the tender registration forward. There is no “look back” to the beginning of the rewards period. A payment tender is any registered payment method such as a credit card, checking account, P-card, etc.

## 2. WHAT PURCHASES QUALIFY TOWARD THE [ENTER REBATE %] REBATE?

All Home Depot pre-tax purchases made within the rebate period following account activation. Rebates will only be earned on registered tenders with the correct agreement code.

## 3. DO I QUALIFY FOR REBATES IF I ALREADY RECEIVE A DISCOUNT?

Yes. The National Account Program benefits are in addition to any volume discount programs you may have.

## 4. WHEN ARE THE REBATES ISSUED?

Any rebate will be issued within 60 days of the end of each rebate period. There is no maximum to the rebate you can earn.

## 5. IS THERE A MINIMUM SPEND?

Enrolled members must meet the minimum spend, \$10,000, during the rebate period to be eligible. Spend won't roll over to the next rebate period. Participating public agencies with annual net purchases of \$10,000 to \$25,000 are eligible for a 1% rebate, with annual net purchases of \$25,000 to \$100,000, a 2% rebate, and with annual net purchases over \$100,000, a 5% rebate.

## 6. WILL I RECEIVE A CHECK OR A GIFT CARD?

Rebate payments to participating members will be provided in the form of a check.

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