

# ENROLLMENT GUIDE

## A National Rebate Incentive Program for Building Owners and Managers Association participants from Home Depot

- Enroll to receive a potential annual 2% rebate on all qualifying pre-tax purchases\*
- 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 period is March 1, 2021 through December 31, 2021 (then based on calendar year thereafter) – payments are issued within 60 days of the end date
- 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.

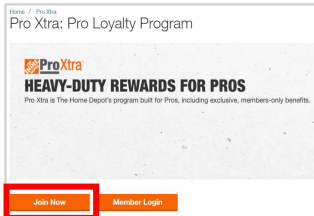
Thanks, 

\*Accounts must be registered/enrolled through the website above and tied to the BOMA agreement code to receive rebate credit. \*Minimum rebate period spend of \$8,300 for the 3-1-21 through 12-31-21 timeframe is required to receive a rebate from Home Depot. Subsequent annual rebate period spend of \$10,000 is required to receive a rebate. 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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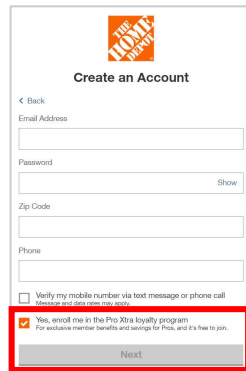
# ENROLLMENT STEPS

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



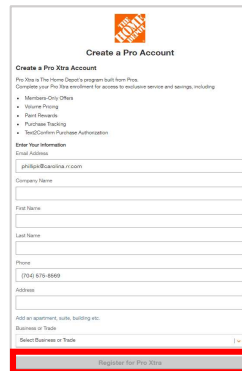
## 1. SIGN UP

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



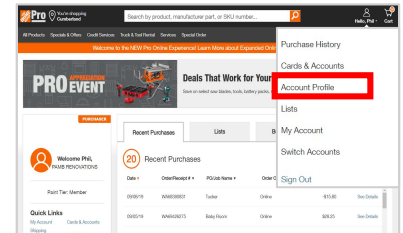
## 2. CREATE ACCOUNT

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



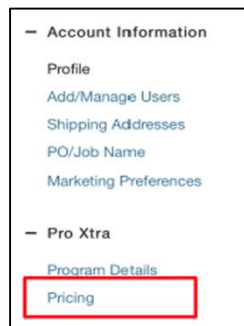
## 3. COMPLETE REGISTRATION

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



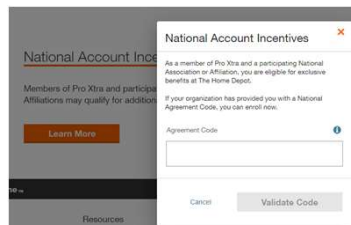
## 4. ACCESS ACCOUNT PROFILE

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



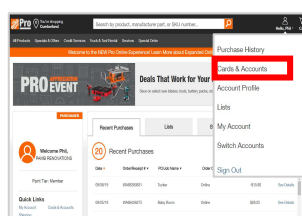
## 5. SCROLL TO PRICING

Scroll down the page and choose "Pricing"



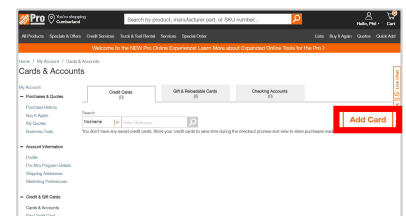
## 6. SCROLL DOWN TO NATIONAL ACCOUNT INCENTIVES

Choose Learn More  
Then, enter in Agreement Code 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 800-525-5000 or visit [homedepot.com/c/pro\\_xtra](https://homedepot.com/c/pro_xtra)

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**PLEASE ENSURE YOU REGISTER THE APPROPRIATE BOMA AGREEMENT CODE FOR YOUR ENTITY TO TAKE ADVANTAGE OF THE PROGRAM WITH BOMA AND YOUR CHAPTER**

## **BOMA Agreement Code: BOMA**

### **BOMA Chapters Agreement Codes**

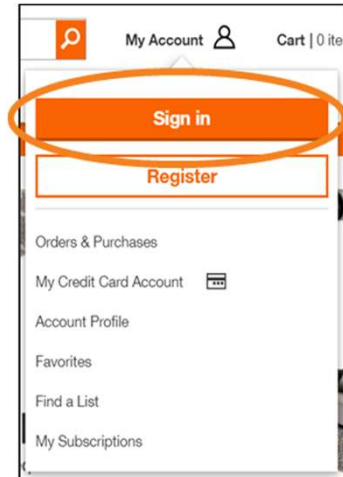
| <b>Chapter</b>   | <b>Region/<br/>State</b> | <b>BOMA<br/>Program<br/>Agreement<br/>Code</b> |
|------------------|--------------------------|------------------------------------------------|
| Northern Alabama | AL                       | <b>BOMA-HSV</b>                                |
| State of Alabama | AL                       | <b>BOMA-AL</b>                                 |
| Phoenix          | AZ                       | <b>BOMA-PHX</b>                                |
| San Francisco    | CA                       | <b>BOMA-SFO</b>                                |
| Inland Empire    | CA                       | <b>BOMA-RAL</b>                                |
| Los Angeles      | CA                       | <b>BOMA-LAX</b>                                |
| San Diego        | CA                       | <b>BOMA-SAN</b>                                |
| Orange County    | CA                       | <b>BOMA-SNA</b>                                |
| Oakland          | CA                       | <b>BOMA-OAK</b>                                |
| Silicon Valley   | CA                       | <b>BOMA-SJC</b>                                |
| Denver           | CO                       | <b>BOMA-DEN</b>                                |
| Washington       | DC                       | <b>BOMA-DCA</b>                                |
| Orlando          | FL                       | <b>BOMA-MCO</b>                                |
| Tampa Bay        | FL                       | <b>BOMA-TPA</b>                                |
| Jacksonville     | FL                       | <b>BOMA-JAX</b>                                |
| State of Georgia | GA                       | <b>BOMA-GA</b>                                 |
| State of Iowa    | IA                       | <b>BOMA-IA</b>                                 |
| Chicago          | IL                       | <b>BOMA-ORD</b>                                |
| Indianapolis     | IN                       | <b>BOMA-MQJ</b>                                |
| Shreveport       | LA                       | <b>BOMA-SHV</b>                                |
| Boston           | MA                       | <b>BOMA-BOS</b>                                |
| Baltimore        | MD                       | <b>BOMA-BWI</b>                                |

| <b>Chapter</b>     | <b>Region/<br/>State</b> | <b>BOMA<br/>Program<br/>Agreement<br/>Code</b> |
|--------------------|--------------------------|------------------------------------------------|
| Detroit            | MI                       | <b>BOMA-DTW</b>                                |
| St Paul            | MN                       | <b>BOMA-STP</b>                                |
| Minneapolis        | MN                       | <b>BOMA-MSP</b>                                |
| St Louis           | MO                       | <b>BOMA-ALN</b>                                |
| Kansas City        | MO                       | <b>BOMA-KCI</b>                                |
| Charlotte          | NC                       | <b>BOMA-CLT</b>                                |
| State of New York  | NY                       | <b>BOMA-NY</b>                                 |
| Buffalo            | NY                       | <b>BOMA-BUF</b>                                |
| Rochester          | NY                       | <b>BOMA-ROC</b>                                |
| Cincinnati         | OH                       | <b>BOMA-LUK</b>                                |
| Oklahoma City      | OK                       | <b>BOMA-OKC</b>                                |
| State of Oregon    | OR                       | <b>BOMA-OR</b>                                 |
| Philadelphia       | PA                       | <b>BOMA-PHL</b>                                |
| Austin             | TX                       | <b>BOMA-AUS</b>                                |
| San Antonio        | TX                       | <b>BOMA-SAT</b>                                |
| Dallas             | TX                       | <b>BOMA-DFW</b>                                |
| Fort Worth         | TX                       | <b>BOMA-FTW</b>                                |
| Houston            | TX                       | <b>BOMA-IAH</b>                                |
| Seattle            | WA                       | <b>BOMA-SEA</b>                                |
| Spokane            | WA                       | <b>BOMA-GEG</b>                                |
| State of Wisconsin | WI                       | <b>BOMA-WI</b>                                 |

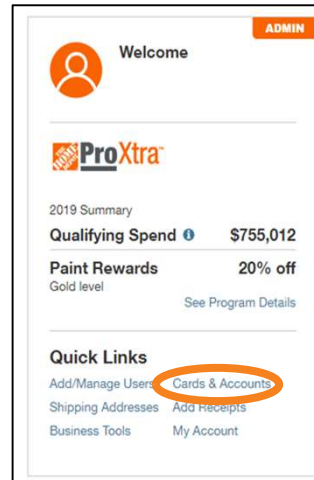


# OPTIONAL BULK UPLOAD ENROLLMENT STEPS

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 800-525-5000 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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