

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 based on calendar year – payments are issued within 60 days of the end date
- Sign up and start saving, visit 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.

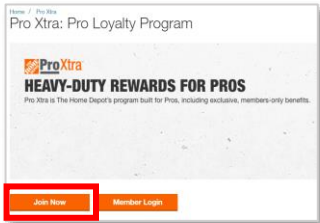
Thanks, 

*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 \$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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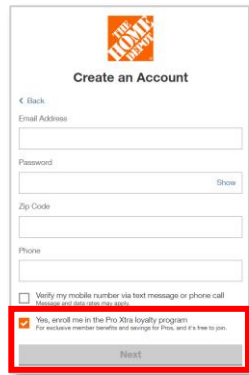
ENROLLMENT STEPS

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



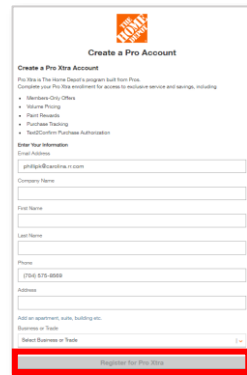
1. SIGN UP

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



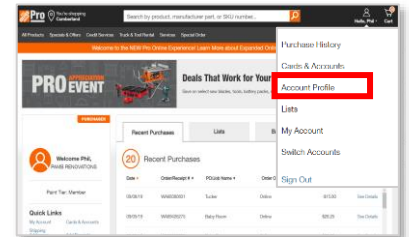
2. CREATE ACCOUNT

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



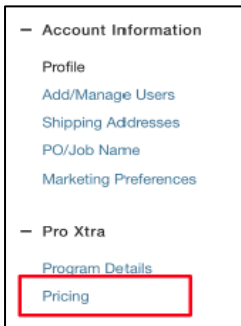
3. COMPLETE REGISTRATION

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



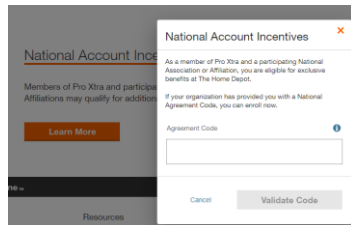
4. ACCESS ACCOUNT PROFILE

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



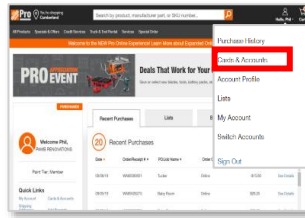
5. SCROLL TO PRICING

Scroll down the page and choose "Pricing"



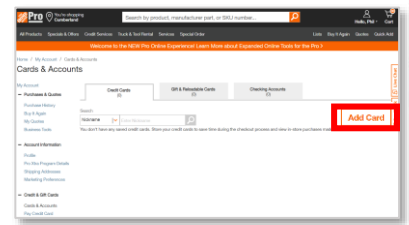
6. SCROLL DOWN TO NATIONAL ACCOUNT INCENTIVES

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

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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 Metro Detroit PLEASE USE BOMA Agreement Code: BOMA-DTW

BOMA Chapters Agreement Codes

Chapter	Region/State	BOMA Program Agreement Code
Anchorage	AK	BOMA-ANC
Northern Alabama	AL	BOMA-HSV
State of Alabama	AL	BOMA-AL
Arkansas	AR	BOMA-XNA
Little Rock	AR	BOMA-LIT
Phoenix	AZ	BOMA-PHX
Tucson	AZ	BOMA-TUS
San Francisco	CA	BOMA-SFO
Inland Empire	CA	BOMA-RAL
Los Angeles	CA	BOMA-LAX
San Diego	CA	BOMA-SAN
Orange County	CA	BOMA-SNA
Oakland	CA	BOMA-OAK
Silicon Valley	CA	BOMA-SJC
Sacramento	CA	BOMA-SMF
Denver	CO	BOMA-DEN
Southern Colorado	CO	BOMA-COS
Hartford	CT	BOMA-BDL
Southern Connecticut	CT	BOMA-HVN
Washington	DC	BOMA-DCA
Orlando	FL	BOMA-MCO
Tampa Bay	FL	BOMA-TPA
Jacksonville	FL	BOMA-JAX
Fort Lauderdale	FL	BOMA-FLL
Miami	FL	BOMA-MIA
Tallahassee	FL	BOMA-TLH

Chapter	Region/State	BOMA Program Agreement Code
State of Georgia	GA	BOMA-GA
Hawaii	HI	BOMA-HI
State of Iowa	IA	BOMA-IA
Idaho	ID	BOMA-ID
Chicago	IL	BOMA-ORD
Indianapolis	IN	BOMA-MQJ
Kentucky	KY	BOMA-KY
Shreveport	LA	BOMA-SHV
Boston	MA	BOMA-BOS
Baltimore	MD	BOMA-BWI
Detroit	MI	BOMA-DTW
Michigan	MI	BOMA-MI
Western Michigan	MI	BOMA-BIV
St Paul	MN	BOMA-STP
Minneapolis	MN	BOMA-MSP
Duluth	MN	BOMA-DLH
St Louis	MO	BOMA-ALN
Kansas City	MO	BOMA-KCI
Mississippi	MS	BOMA-MS
Omaha	NB	BOMA-OMA
Charlotte	NC	BOMA-CLT
Raleigh Durham	NC	BOMA-RDU
New Jersey	NJ	BOMA-NJ
Nevada	NV	BOMA-NV
State of New York	NY	BOMA-NY

Chapter	Region/State	BOMA Program Agreement Code
Buffalo	NY	BOMA-BUF
Rochester	NY	BOMA-ROC
Long Island NY	NY	BOMA-ISP
Westchester	NY	BOMA-HPN
Cincinnati	OH	BOMA-LUK
Columbus	OH	BOMA-CMH
Dayton	OH	BOMA-DAY
Oklahoma City	OK	BOMA-OKC
Tulsa	OK	BOMA-TUL
State of Oregon	OR	BOMA-OR
Philadelphia	PA	BOMA-PHL
Chattanooga	TN	BOMA-CHA
Knoxville	TN	BOMA-TYS
Memphis	TN	BOMA-MEM
Nashville	TN	BOMA-BNA
Austin	TX	BOMA-AUS
Corpus Christi	TX	BOMA-CRP
Dallas	TX	BOMA-DFW
Fort Worth	TX	BOMA-FTW
Houston	TX	BOMA-IAH
San Antonio	TX	BOMA-SAT
Utah	UT	BOMA-UT
Seattle	WA	BOMA-SEA
Spokane	WA	BOMA-GEG
State of Wisconsin	WI	BOMA-WI

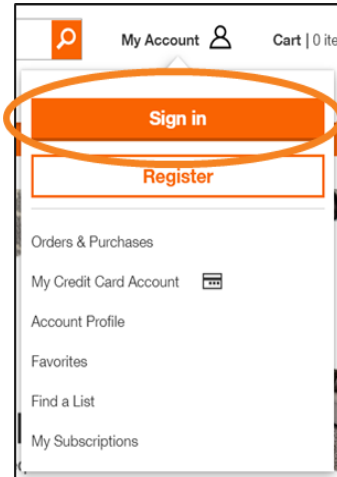
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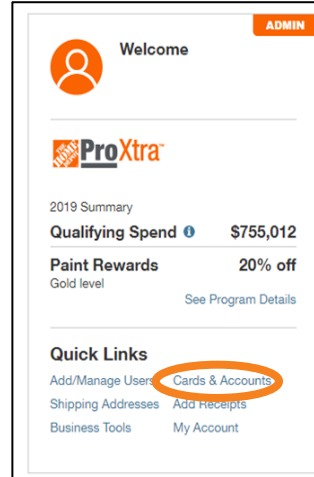


OPTIONAL BULK UPLOAD ENROLLMENT STEPS

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 800-525-5000 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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