ENROLLMENT GUIDE
EARN CASH BACK FROM THE HOME DEPOT

A National Rebate Incentive Program for the Building Performance Association (BPA)

- Enroll to have BPA receive potential annual rebates of up to 5% on all qualifying pre-tax purchases*
- 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
- Sign up and start saving, visit 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.

**“Credit cards” are described as forms of payment including credit cards, P-cards, checking accounts, Pro Purchase cards, or Home Depot Net 30 accounts (for PO purchases) that will be used to make purchases from The Home Depot. P-cards must be registered and assigned BPA-USC specific agreement code assigned.

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ENROLLMENT STEPS
Register for ProXtra with Home Depot to take advantage of the partnership with the Building Performance Association

NEW CUSTOMERS: LOCATE YOUR TAX ID NUMBER BEFORE STARTING ENROLLMENT

1. SIGN UP
Go to Homedepot.com/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 AGREEMENT CODE
Scroll down the page and find “Agreement Code”, then click “Add a default agreement code to your account”

6. ADD AGREEMENT CODE
Enter in Agreement Code BPA-USC and your Tax ID. Check the box to apply the code to all existing payment methods, then click “Save Changes” and then “Yes, Apply to All”

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 www.homedepot.com/c/pro_xtra

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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 NUMBERS*

* - 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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