

# MEMBERSHIP ENROLLMENT GUIDE



## The National Account Program for HomeSphere Members

Enroll to be a part of the HomeSphere program with The Home Depot.

### **GET CREDIT FOR SPEND**

Register credit cards, debit cards, checking accounts, P-cards, Pro purchase cards and The Home Depot accounts to get credit for spend.

Sign up for Pro Xtra & Start Saving Today





# 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 HomeSphere.



### • SIGN UP

Go to homedepot.com/c/pro\_xtra and click "Join Pro Xtra."





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



#### 2. CREATE ACCOUNT

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

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Add an apartment, suite, building etc.		By selecting 'Register for Pro Xtra' you are agreeing to the Pro Xtra
Business or Trade		Terms and Conditions, Privacy and Security Statement, Notice of
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Register for Pro Xtra		

### 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 **HomeSphere** and click "Validate Code."

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	National Acco	ount Incentives
	Members of Pro Xtra	and participating National Accounts and Affiliations may qualify for additional benefit
	Learn More	National Account Incentives X
		As a member of Pro Xtra and a participating National Association or Affiliation, you are eligible for exclusive benefits at The Home Depot.
		If your organization has provided you with a National Agreement Code, you can enroll now.
		Agreement Code

# **ADD AGREEMENT CODE ON MOBILE**

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



#### **ACCESS ACCOUNT BENEFITS**

Tap the "ProXtra" tab and select "Rewards Hub."

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Pro Xtra <b>MEMBER</b>	Rewards Hub					
<b>\$0</b> Pro Xtra Loyalty Spend	View and manage your Rewards and Benefits           \$2.500 Until Next Perk					
Purchase History						
Paint Purchase History	Buy It Again >					
Rewards Hub	Home Shop					

#### 3. FIND PRICING BENEFITS

Scroll to "National Account Incentives" and click "Learn More."



#### 2. LOCATE PREFERRED PRICING

Select "Preferred Pricing" then click "Learn More."





#### **ADD AGREEMENT CODE**

Enter agreement code HomeSphere to receive benefits.



# **ADD PAYMENT METHODS**

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



#### 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.

Need Help? 🚺 Call 1-866-333-3551 or Text 78465					🔇 Buy It Again 🖽 Quick Add				
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Path to Pro Network	You haven't saved any credit cards.								
Plan Your Jobs	Add a credit card for quick and easy checkout the	next time you shop.							

# **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 agreement code HomeSphere, your spend will begin to accrue immediately. Your official registration date is the date you register your first payment tender with the correct HomeSphere agreement code. A payment tender is any registered payment method such as a credit card, checking account, etc.

#### 2. WHAT PURCHASES QUALIFY TOWARD THE ACCRUAL?

All Home Depot pre-tax purchases made following account registration.

#### 3. ARE REBATES ISSUED?

Any rebate will be issued by HomeSphere.

#### 4. IS THERE A MINIMUM SPEND?

There is no minimum spend for participants.