

Document Date: Mar 14, 2019

# American Standard Financing Reimbursement Dealer Portal User Guide



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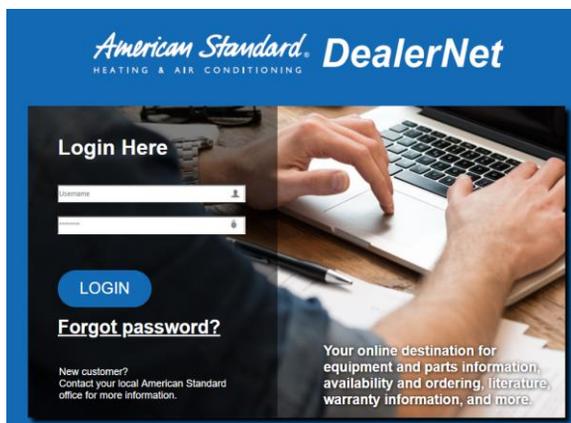
If at any point you need assistance, please call the **American Standard Dealer Rewards support team** at **1-855-886-3628** or email us at **[AmericanStandardDealerRewards@360incentives.com](mailto:AmericanStandardDealerRewards@360incentives.com)**

## Registering For Dealer Rewards

### HOW TO GET STARTED

To earn American Standard Dealer Rewards, you must already be registered on the AS DealerNet website, and have your own AS DealerNet login credentials.

If you do not have a DealerNet login, please contact your Dealer Administrator to setup an account as this is required to access the Rewards portal.



Once on [www.ASDealerNet.com](http://www.ASDealerNet.com)

- Click “Marketing Center”
- Click “American Standard Dealer Rewards”



### 1<sup>ST</sup> TIME VISITOR

You will need to provide a few details to complete a one-time registration:

- Indicate your Preferred Address
- Review and Accept Terms & Conditions
- Click “I Agree | Register Me Now”

After registration, your request will be approved within approximately 24-48 hours, and you will receive an email once you can access the portal.

## Homepage Overview

The homepage displays new messages and support info, eligible promotions, and a recent claim activity.

To review models and sales plan codes included in the Financing promotion, select **"VIEW ELIGIBLE PLAN CODES"**.

### Your Information

Name: Test Dealer  
Employee ID: 4503268

### Messaging Area

#### INSTANT REBATE

**REQUIRED TO FILE A CLAIM:**  
• Homeowner Invoice showing the rebate amount + Full Model and Serial Numbers of qualifying equipment  
• Homeowner information

#### GETTING STARTED:

Click 'Enter Rebates' button to submit for reimbursement of individual claims.  
Click 'Upload POS' to file multiple claims at the same time (*Instant Rebate Claims Only*).

#### DEALER FINANCING

**REQUIRED TO FILE A CLAIM:**  
• Homeowner Invoice showing Full Model and Serial Numbers of qualifying equipment  
• Wells Fargo Print [Receipt](#)  
• [INSTRUCTIONS](#) to find the Wells Fargo Print Receipt  
• Homeowner information

#### GETTING STARTED:

Click 'Enter Claims' button to submit for reimbursement of individual claims.

### TIPS:

- Looking to complete a claim against the **Year Long Financing Offer?** Claims against this program must be entered on the Promotional Claim Center (PCC).  
- To see all of the Plan Codes available to claim on this Dealer Rewards Portal - click on the **"View Eligible Plan Codes"** link below.

Program Type

### Dealer Financing

#### TEST\_AS USA IWD SP909C

78 days left

Claims must be submitted **within 30 days of installation date.**

Start Date: 03/04/2019  
End Date: 05/15/2019  
Cut off Date: 05/31/2019

[VIEW ELIGIBLE PLAN CODES](#)

Enter Claims

#### Previous Activity (Click on transaction number to view more details)

Date	Session Number	Transaction Number	Customer	Store Invoice	Claim Amt.	Status	Attachment
09/19/2018	20306345	<a href="#">68650240</a>	John Smith	Doc1234	\$0.00	Missing Invoice	✘
09/19/2018	20306345	<a href="#">68650239</a>	John Smith	Doc1234	\$0.00	On Hold	✘
09/19/2018	20306345	<a href="#">68650238</a>	John Smith	Doc1234	\$12.95	Missing Invoice	✘
09/13/2018	20304247	<a href="#">68642567</a>	John Marten	TEST	\$568.00	Audit Review	✘
09/13/2018	20304247	<a href="#">68642566</a>	John Marten	TEST	\$0.00	Missing Invoice	✘

Last 5 Transactions

More Activity

# Homepage Overview, Continued

### Your Information

**Name:** Test Dealer  
**Employee ID:** 4503268

### Messaging Area

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[VIEW ELIGIBLE PLAN CODES](#)

[Enter Claims](#)

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09/13/2018	20304247	<a href="#">68642566</a>	John Marten	TEST	\$0.00	Missing Invoice	✘

Next 5 Transactions

[More Activity](#)

## Previous Activity

- Displays your last 5 most recent transactions. See below for claim status descriptions:

**“Entered”** means the claim has been entered but not submitted for approval.

**“Submitted”** means the claim has been submitted and awaiting processing.

**“On Hold”** means your claim is waiting on supporting documentation.

**“Declined”** means your claim did not qualify per the guidelines.

**“Approved”** means the claim is in process for payment.

**“Paid”** means your credit/reimbursement claim has been processed for payment.

## Homepage Overview, Continued

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Home

Activity

Payments

Rules

Your Profile

Help and Training

Logout

### The Different Tabs

“Home” returns to the main page.

“Activity” shows previous activity and claim status.

“Payments” shows payment references, if applicable.

“Rules” shows terms and conditions of the program

“Your Profile” shows personal information and provides the option to change password.

“Help and Training” Dealer resources, such as user manuals and FAQs, are posted here.

“Logout” logs out of portal.

## Reporting Sales & Submitting Back-Up

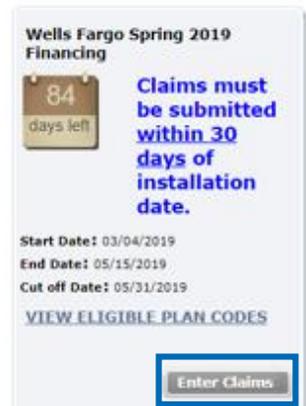
### How To Report Sales

The homepage allows the user to check qualifying equipment during specific programs.

Follow these quick and easy steps to submit a claim:

### To get started

Click **“Enter Claims”**

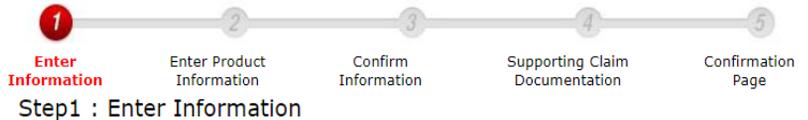


### Step 1

#### Enter Information

#### Tips:

- Enter the **“Date Purchased”** and the **“Installation Date”** for the sale
- Enter the **“Homeowner Invoice #”**
- **“Total Financed Amount”** must match Wells Fargo Receipt amount.
- Enter the **“Wells Fargo Auth #”**
- If using a Financing Plan Code that is not in the drop down, submit in PCC.
- Enter the homeowners **First and Last Name, Home Address, City, State, and Zip**



Invoice Information	Homeowner Information
Date Purchased <input type="text"/>	Homeowner First Name <input type="text"/>
Installation Date <input type="text"/>	Homeowner Last Name <input type="text"/>
Homeowner Invoice # <input type="text"/>	Homeowner Address <input type="text"/>
Total Financed Amount <input type="text"/>	City <input type="text"/>
Wells Fargo Auth # <input type="text"/>	State <input type="text"/>
Plan Code <input type="text"/>	Zip <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

Note: all mandatory fields are indicated with a line (refer to legend).

# Reporting Sales & Submitting Back-Up

## Step 2

### Enter Product Information



**1. Model Family**      **Model Number** |      **Serial Number**

-- Select ---      -- Select ---     

Add Another Item

### Tips:

- Enter the “**Model Family**”, the “**Model Number**” and the “**Serial Number**”
- Provide details for all eligible equipment sold for this claim
- Serial Numbers are required for any eligible Models that have a Serial Number
- Click '**Add Another Item**' to add each eligible model individually
- Click '**Continue**' after all eligible models for this claim have been entered

## Step 3

### Confirm Information



### Tips:

- Reimbursement % displays the value of your '**Total Financed Amount**' and the rate applicable to the Plan Code.
- '**Manufacturer Reimbursement**' is the amount of the Ingersoll Rand portion to be paid.
- Reimbursement is **capped at the maximum amount**, payable by Ingersoll/Manufacturer.
- IWD Dealers: Your Distributor contribution will be added at time of Credit Memo issuance.

Step3: Confirm Information

Product Information		Homeowner Information	
Installation Date	03/08/2019	Homeowner First Name	John
Homeowner Invoice #	12345	Homeowner Last Name	Smith
Total Financed Amount	\$123,456.00	Homeowner Address	1 Main st
Wells Fargo Auth #	1234567	City	Town
Reimbursement %	4.03 %	State	AA
Reimbursement Dealer Amount	\$4,975.28		

Serial #	Product Line	Model
234	Furnaces - TDD1H	TDD1B060A9H31B

### Reporting Sales & Submitting Back-Up

#### Step 4

#### Supporting Claim Documentation

Store Invoices for sales to Homeowners are required for each eligible claim.

Once you have saved a copy of your **Homeowners invoice AND a copy of the Financing Print Receipt** to your computer - simply select “Choose File” and select the file to upload. This is the fastest way to submit your invoice for claim review.

Alternatively, the Homeowner Invoice can be submitted via fax. Select 'Click Here to Fax It In' Print the fax cover sheet. Each fax cover sheet is unique to the transaction and must be submitted with the documents.



Enter Information Enter Product Information Confirm Information **Supporting Claim Documentation** Confirmation Page

#### Step4 : Supporting Claim Documentation

The screenshot shows a web form titled 'PROVIDE DOCUMENTS'. It includes instructions for homeowners and IWD dealers, a 'Choose File' button, and a 'Click here to print your fax cover sheet' button. A red warning icon is present in the top right corner of the form area.

You've qualified for the following:

Transaction Number	Bonus Program	Bonus Amount
79375982	Financing Plan Selected - Platinum 20 Variable Speed - Outdoor + Indoor + Control	\$400.00

Delete Confirm



#### Submitting Your Back-up Later

If documents are submitted after the claim is submitted, scroll to the bottom of the home page. Any claims missing an invoice will be marked with a red X. Click on the [transaction number](#), shown in blue, and follow the prompts to submit the invoice.

In order to qualify for the promotion benefit, backup must be submitted for each sale no later than the deadline published for that offer.

## Reporting Sales & Submitting Back-Up

### Step 5

#### Confirmation Page

This provides an overview of the sale details submitted. Claims with the necessary documentation will be reviewed for processing.

#### IMPORTANT:

If the "Total Amount" value is different (lower) than the 'Dealer Reimbursement' value – this is because the system has applied the Ingersoll Maximum Cap portion.

#### Your Information

Name: All Pro Testdealer  
Employee ID: 5132244



Enter Information

Enter Product Information

Confirm Information

Supporting Claim Documentation

Confirmation Page

Claim # 24199794

Additional\_Field1 ingersoll funded

Submission Date 3/14/2019

#### Customer Information

Test Test  
1234 Street  
Test OH 12345

#### Dealer Information

TESTDEALER\_BRANCH 2\_31606

Homeowner Invoice# Doc12345

Total Financed Amount \$60,000.00

Reimbursement % 3.55 %

Financing Plan Selected - Platinum  
20 Variable Speed - Outdoor +  
Indoor + Control

Total Amount

#### Dealer Reimbursement

\$2,130.00

\$400.00



#### Models Claimed

4A7V0036A1000A 1746C4AAXX  
TAM9A0C36V31DA 17354ACG1V  
AZON1050AC52ZAR 1821C4CN4X

Print A Copy

Close

## Reviewing Claims

### Your Information

**Name:** All Pro Testdealer  
**Employee ID:** 5132244

### Year To Date Summary

Total Amount Paid on Claims (incl. Bonuses) **\$1,000.00** Total Number of Claims **33**  
Total Bonuses Paid **\$1,000.00** Total Number of Bonuses **9**

### Approved To Be Paid Summary

Type	Estimated Paid Date(EPD)	Amount To Be Paid On EPD	Claims To Be Paid On EPD
No records to display.			
Page Size: 10			0 items in 1 pages

### Entered Claims To Be Submitted (Click on transaction number to view more details)

#### Type

Instant Rebate  Dealer Financing

<input type="checkbox"/>	Date	Transaction Number	Type	Customer	Store Invoice	Sale Date	Model	Claim Amt.	Status	Bonus
No records to display.										
Page size: 10										0 items in 1 pages

**Submit**

### Previous Activity (Click on transaction number to view more details)

Please use these filters to view more activity/claims

Records Per Page: 25 Status: -- Select -- Type: All

#### Filters

Monthly: March 2019  
 Date Range: From February 12 2019 To March 14 2019  
 Program: TEST\_AS USA DSO SP908

**Get Details**

**Print / Export**

Transaction Summary -- Feb. 12, 2019 To Mar. 14, 2019

Legend  
 Mouse over for details

### Messaging Area

**CLAIMS WILL BE PLACED ON HOLD FOR YOUR REVIEW, IF ANY OF THE FOLLOWING APPLIES:**

- Document is missing
- Document is not considered valid type
- Some or all Models are not displayed on invoice
- Sale Date to homeowner is not present or legible
- Models are not displayed on invoice
- Installation Date to homeowner is not present or legible
- If one or multiple Serial Number(s) are not validated

**CLAIMS WILL BE DECLINED FOR THE FOLLOWING REASONS**

- Installation date does not fall within promotional period
- Plan Code is not eligible to be claimed on this portal (Financing only)

**Tip: be sure to access this portal on a regular basis to monitor your claim statuses and resolve any pending items, before the program cut-off date.**

**IWD DEALERS:** Claim amount reflects only the Ingersoll Rand portion of your Financing reimbursement.

## The Activity Tab

On this tab, a summary of all claims submitted on the [Dealer Rewards](#) portal is displayed.

Claim history is shown at the bottom of the page. Filters may be utilized to search for a specific claim. For example, to see claims between a particular date range, simply select the date range and click '[Get Details](#)'.

## Serial Numbers

### Serial Number Validation

As part of the claim process, product Serial Numbers are collected and validated.

Serial number entry errors can be corrected by visiting claim transaction history.

- Click on the **Transaction Number** to review/adjust.
- Press the **Add/Edit Serial #** button.
- A pop-up message will appear, allowing you to edit the number.
- Press the **Submit** button to save changes.

Date	Session Number	Transaction Number	Customer	Store Invoice	Claim Amt.	Status	Attachment
06/28/2018	20069047	<a href="#">67853269</a>	Smith	Test	\$0.00	<a href="#">On Hold</a>	✗
06/28/2018	20066077	<a href="#">67844914</a>	test TEST	testinvoice6	\$0.00	<a href="#">On Hold</a>	✗
06/28/2018	20066077	<a href="#">67844885</a>	test TEST	123456	\$0.00	<a href="#">On Hold</a>	✗
06/28/2018	20056839	<a href="#">67818099</a>	test TEST	testinvoice2	\$0.00	<a href="#">On Hold</a>	✓
06/28/2018	20056839	<a href="#">67818063</a>	test TEST	testinvoice2	\$0.00	<a href="#">Submitted</a>	✓

**Transaction Number: 67818099**      **Status: On Hold**      **Transaction Date: 06/28/2018**

**Claim Amt.: \$ 00.00**

**Reason For On Hold:** The serial number provided is invalid

**Session Number: 20056839**

**Product Information**

**Product Family** ACCESSORIES - BAY  
**Item Number** BAY24VRPAC52DC  
**Serial Number** 141231AE03  
**Homeowner's Invoice Number** testinvoice2  
**Sale Date** 06/28/2018  
**Installation Date** 06/28/2018  
**Product Sell Price**  
**Quantity** 1

[Back](#)      [Add/Edit Serial #](#)      [Cancel Transaction](#)

Please enter new serial number and press Submit

[Submit](#)

**City** TEST  
**State** VA  
**Zip** 12345

## Payments

### Reviewing Payments

View payment history under the "**Payments**" menu tab.  
This will display all results for claims showing '**Paid**'.

#### Your Information

Name: All Pro Testdealer  
Employee ID: 5132244

#### Payments View

Program Type:    
From:   To:    
Reference:

Paid Date	Type	Payment	User Reference	Payment Reference	# Claims	Claim Amt.	Payment Mode
03/06/2019	Instant Rebate	11209787			<a href="#">8</a>	\$1,000.00	Credit 2



**Tip:** To see the full details of which transactions were paid, click on [# Claims](#).

*American Standard*®

HEATING & AIR CONDITIONING

## WE'RE HERE TO HELP

Please reach out to the  
American Standard Dealer Rewards  
Support Team if assistance is needed

Email:

[AmericanStandardDealerRewards@360incentives.com](mailto:AmericanStandardDealerRewards@360incentives.com)

Phone:

1-855-886-3628

Hours of Support:

Monday-Friday, between 9:00am-9:00pm EST

Saturday-Sunday, between 9:00am-5:00pm EST