



NAPA/GPC EMPLOYEE USER GUIDE

NAPA/GPC EMPLOYEE LOGIN

1. Go to NAPArebates.com
2. Click “For Professionals.”
3. Login using your NAPAAutoCare.com username and password.



💡 Be sure to click the 2nd checkbox located above the username and password prompt.



💡 If you do not have an account, sign up at NAPAAutoCare.com <http://www.napaautocare.com/register.aspx>

VIEW REBATES FOR END CONSUMERS

1. Select “View Consumer Rebates” from the home page.



2. If you have a special code, click “Yes”. If not, click “No”.
3. Select the appropriate rebate category from the drop-down box and enter the purchase date.

NAPA/GPC EMPLOYEE USER GUIDE

- Once the offer is found, click “Print Form” to open a pdf of the rebate offer. You can print the rebate form or just view details.
 - 💡 NAPA/GPC employees only have access to View Offers/Print Forms. Stores and Shops can submit for their customers.

VIEW PROFESSIONAL PROMOTIONS

- Select “View Professional Promotions” on your home page.
 - 💡 All current promotions for stores/shops will appear.
- If you have a special code, click “Yes” and enter the code. If not, click “No”
- Once the offer is found, click “Print Form” to open a pdf of the promotion marketing materials/forms. You can print the pdf or just view details.
 - 💡 NAPA/GPC employees only have access to View Offers/Print Forms. Stores and Shops can submit for their own rebates/promotions.



HELPFUL HINTS

Each type of user has a Training Guide in which the tips below are included to help navigate through the website.

Uploading Receipt/Repair Orders

- 💡 Smartphone/tablet: You can take a picture of your receipt/repair order and upload the image.
 - Only one image may be uploaded per box. Use additional boxes for multiple images.



Single receipt



Multiple receipts

NAPA/GPC EMPLOYEE USER GUIDE

- 💡 PC: You must scan all receipts/repair orders into a single document and then upload the file.
- If all receipts/repair orders do not fit on one page, you may upload additional pages in the additional upload boxes.
 - DO NOT include credit card receipts. Make sure all items on the receipt are captured in image.



Credit card receipt is included and covering invoice.



Multiple invoices are included in one, easy to read file.

Special Offer Code

- 💡 You do not need to have a special offer code.
- 💡 If YES, enter your code in the space provided.
- 💡 Only exclusive offers will have a code, which will be sent with marketing materials/bulletins
- 💡 If NO, click “No” and then continue



Do you have a special offer code?

Yes No

Special Offer Code*

Enter Special Offer Code

*Required

CONTINUE