

STORE USER GUIDE

NAPA STORE LOGIN

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



- 💡 Be sure to click the top checkbox located above the username and password prompt.



- 💡 If you do not have an account, sign up at [NAPA AutoCare.com](http://www.napaautocare.com) <http://www.napaautocare.com/register.aspx>

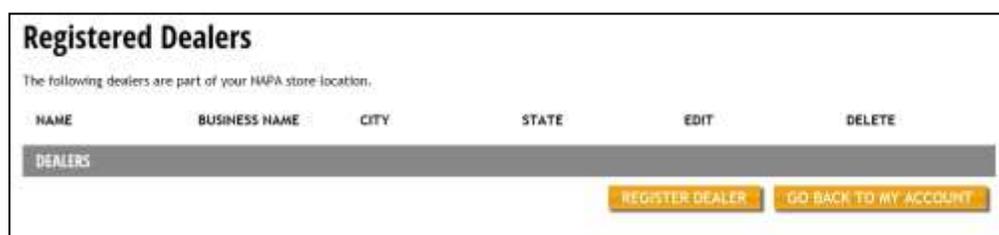
Review your information and enter your email address, if necessary.

REGISTER YOUR DEALERS (non-AutoCare Centers)

1. Select “Manage/Register Dealers” from your home page.
2. Select “Register Dealer”.



- 💡 This is where you can add, edit, or delete dealers.





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- 💡 The dealer will receive an email with a link to create their own password.

SUBMIT REBATES FOR YOUR DIY CONSUMERS

1. Select “Submit 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.
4. Once the offer is found, you may submit it online or print and mail in the rebate form.



- 💡 The address to mail rebates is located on the form.
5. Enter your consumer’s information and upload their receipt/repair order in the boxes provided.
 - 💡 Be sure to include any apartment number so their reward is mailed to the correct address.
 - 💡 We will use their email address to notify the consumer of their reward status.
 6. When submitting consumer rebates, the invoice must be included.

💡 Please be sure to circle items that are eligible for rebate on invoice.

💡 Only one file/image may be uploaded per box.

💡 Credit card receipts may not be included as valid purchase information.

SUBMIT NAPA STORE REBATES

1. Select “Find Current Promotions” on your home page.

💡 All current incentive promotions will appear.

2. If you have a special code, click “Yes” and enter the code. If not, click “No”



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- 💡 The offer number is not a special code.
- 3. Locate the rebate promotion you wish to submit for. Click “Submit Online” to continue or “Print Form” to mail in your submission.
- 4. Review the given information and enter the invoice tracking information.



 - 💡 Include the “Rebate Points/Value Earned”, if applicable.
 - 💡 Click “Add Item” for multiple items on the same invoice.
- 5. Upload your invoice.
 - 💡 Only one invoice may be submitted at a time.
 - 💡 To submit multiple invoices, complete the first invoice, and then click “Submit Another Invoice for This Offer”.
 - 💡 Only one file/image may be uploaded per submission box.
 - 💡 Use the additional “Upload Invoice” boxes to submit each additional file.



If you would like to mail in your invoice/repair order for the promotion, click “Print Form” to download and mail to the address listed on the form.

SUBMIT NAPA STORE INCENTIVE

1. Select “Find Current Promotions” on your home page.
 - 💡 All current incentive promotions will appear.
2. If you have a special code, click “Yes” and enter the code. If not, click “No”


3. Locate the incentive promotion you wish to submit for. Click “Submit Online” to continue or “Print Form” to mail in your submission.
4. On the pop-up screen, choose how you want to submit your promotion.





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If you selected:

Follow the same process as Store Rebates noted above.



If you selected:

This option is available to submit one time, at the end of the promotional period.

5. Upload your completed scorecard and supporting receipts/NAPA report.

UPLOAD SCORECARD AND PROOF OF PURCHASE

Upload Scorecard*

Upload Proof of Purchase

- 💡 Use the “Print Form” to access Tally Sheet/Scorecard.
- 💡 Fill in data, scan and upload in top box.
- 💡 Upload a copy of your NAPA report in the second box.
- 💡 You may mail in your scorecard and receipts by downloading this form and mailing to the address listed.

COST SHARE REPORTING

1. Select “View/Print Cost Share Reports” from your home page.

💡 Available cost share promotions will appear.



2. Select the appropriate offer from the drop-down box, then select “View Cost Share Report”.

3. Here you may view the approved, received, and rejected cost share submissions of your dealers.

Cost Share Reports

Please select an offer and then click View Cost Share Report.

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Cost Share Report: NCS1001

[CLICK HERE](#) to print report.

Store Instructions:

1. Print Report at end of the promotion. The report will be in a (Final) status.
2. Complete RGN and attach report
3. Submit to servicing DC

DC Instructions:

Submit to supplier for processing of redemption credit.

AutoCare Wipers: Approved

DC	Store	CMNO	Last Name	Offer Number	Supplier	Part/Item	Total Items	Total Cost	ACC Share	ACC Credit	Store Credit	DC Credit	Bonus
DEN	6	108707	Smith	NCS1001	RNX	50792771	1	25	6.25	19.75	13.50	6.25	1.00
DEN	6	108707	Doe	NCS1001	na	Customer Rebate	1	50	12.50	37.50	25.00	12.50	1.00
DEN	6	108707	Drake	NCS1001	na	Customer Rebate	1	30	7.50	22.50	15.00	7.50	1.00
DEN	6	108707	Drake	NCS1001	RNX	50792771	1	0	0.00	0.00	0.00	0.00	1.00
DEN	6	108707	Drake	NCS1001	RNX	50792771	1	0	0.00	0.00	0.00	0.00	1.00
DEN	6	108707	Doe	NCS1001	na	Customer Rebate	1	50	12.50	37.50	25.00	12.50	1.00

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- 💡 Use the “CLICK HERE” option at the top of the page to print the report in a pdf format. The report will change to a (FINAL) at the end of promotion after validation is complete.

COST SHARE REPORT (IN PROGRESS)

Store Instructions:

1. Print Report at end of the promotion. The report will be in a (Final) status.
2. Complete RGN and attach report
3. Submit to servicing DC

DC Instructions:

Submit to supplier for processing of redemption credit.

AutoCare Wipers: RNX

DC	Store	CMNO	AR	Offer #	Supplier	Part/Item	Total Items	Total Cost	ACC Share	ACC Credit	Store Credit	DC Credit
DEN	6	108707		NCS1001	RNX	50792771	1	0	0.00	1.00	1.00	1.00
DEN	6	108707		NCS1001	RNX	50792771	1	25	6.25	19.75	13.50	7.25
DEN	6	108707		NCS1001	RNX	50792771	1	0	0.00	1.00	1.00	1.00
DEN	6	108707		NCS1001	RNX	50792771	1	0	0.00	1.00	1.00	1.00
DEN	6	108707		NCS1001	RNX	50792771	1	0	0.00	1.00	1.00	1.00
ACC SUBTOTAL							5.00	25.00	6.25	23.75	17.50	11.25
GRAND TOTAL							5.00	25.00	6.25	23.75	17.50	11.25

4. Submit to your servicing DC for further processing the RGN with final report (s).

HELPFUL HINTS

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

- 💡 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.



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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.

A screenshot of a web form. At the top, it asks "Do you have a special offer code?". Below this question are two radio button options: "Yes" (which is selected) and "No". Underneath the radio buttons is a light gray rectangular box containing the text "Special Offer Code*" and a white text input field with the placeholder text "Enter Special Offer Code". At the bottom left of the form, there is a small asterisk and the word "Required". At the bottom right, there is a yellow button with the word "CONTINUE" in black capital letters.