



NAPA AutoCare Centers

AUTOCARE CENTER LOGIN

1. Go to NAPArebates.com
2. Click “For Professionals.”
3. Login using your AutoCare Center member 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 [napaautocare.com](http://www.napaautocare.com/register.aspx)
<http://www.napaautocare.com/register.aspx>

SUBMIT REBATES FOR YOUR CUSTOMERS

1. Select “Submit Consumer Rebates.”
2. Special offer code is only needed for exclusive rebates. Select “Yes” if you have been given a code. Otherwise, select “No”.

💡 You will not need a code for the 60 day AutoCare brake offers.

💡 The offer number, for example NP3001, is not a special code.

💡 If your customer submits on their own at NAPArebates.com, they will need to use the code “NAPAAutoCare” (it is not case sensitive)

Do you have a special offer code?

Yes No

Special Offer Code:

Enter Special Offer Code

*Required

CONTINUE



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3. Select the appropriate rebate category from the drop-down box or select “All” and enter the customers receipt/purchase date.

4. Once the offer is found, you may “Submit Online” or “Print Mail In Form” to print and mail rebate form.



- 💡 The address to mail in rebates will be located on the form.
 - 💡 If the Submit Online button is not shown, please click the Print Mail In Form button for full offer and rebate claim details.
5. To submit online, enter your consumer’s full mailing address in boxes provided

- 💡 Be sure to include an apartment, suite or lot number, if applicable.
- 💡 Customer’s email address is required to allow for rebate status notifications and for some offers, send their reward.
 - i. For instance, the Sept/Oct brakes offer reward of a Fanatics.com code will be sent via email.

6. Take a picture or scan a copy of the full invoice/receipt with the rebate item(s) circled and upload using the Browse button.

- 💡 If the invoice is multiple files/images, use the additional “invoice or receipt image” boxes to submit them.
- 💡 Only one file/image may be attached per box.
- 💡 Credit card receipts may not be included as valid purchase information.



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SUBMIT REBATES FOR AUTOCARE CENTERS

1. Click “Find Dealer Rebates/Promotions.”
 - 💡 If applicable, enter your special offer code.
2. Choose the incentive/rebate promotion you wish to submit for.
 - 💡 Click “Submit Online” to continue or “Print Mail In Form” to mail in your submission.
3. Review and enter the information from the receipt/invoice.
4. Click “Add Item” for multiple items on the same invoice.
5. Upload your entire detailed invoice with rebate items circled.
 - 💡 Only one invoice may be submitted at a time.
 - 💡 To submit multiple invoices, complete the first invoice and 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.
6. If you would like to mail in your detailed repair order/invoice for the promotion, click “Print Form” to download and mail to the address listed on the form.

SUBMIT INCENTIVES FOR AUTOCARE CENTERS

1. For incentive/tally sheet offers, you will see two options for online submissions.
2. On the pop-up screen, choose how you want to submit.
 - 💡 Option 1 is the same process as the Rebates for AutoCare Centers; you enter each individual invoice throughout the promotion. (see above directions).



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💡 Option 2 is available to submit one time, at the end of the promotional period.



3. Use the Print Form button to print a copy of a blank scorecard.
4. Upload your **completed** scorecard AND supporting receipts/NAPA report.

💡 You may mail in your scorecard and receipts by downloading this form and mailing to the address listed.

SUBMIT FOR AUTOCARE CENTER COST SHARE/INSTANT SAVINGS CREDITS

2. Select “Request Cost Share/Instant Credits.”

💡 Available cost share promotions will appear.

💡 If a Sales Driver participant, your offers will be displayed based on your login.

3. Choose the appropriate cost share promotion and select “Submit Online.” Only online claims will be processed.

4. Review the promotion information and enter the receipt/repair order information.
5. In the “Customer Rebate Amount” box, only enter in the amount of credit to customer as shown on the receipt.

PROMOTION TRACKING INFORMATION



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6. The item/part box should only be filled in with the qualifying product that was given as “free” for validation.
 - 💡 If more than one type of product is needed to qualify, such as Belts and Hoses, enter both product numbers.
7. To add multiple receipts for one cost share promotion, click “Add Another Receipt.”
 - 💡 If you added too many items or too many receipts, click the trash can icon.
 - 💡 You are able to enter 5 receipts at a time.
8. Upload your consumer’s entire receipt with eligible products circled to qualify by clicking “Browse.”
9. Your store will submit your approved cost share credits for further processing.

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

- Make sure you circle qualifying items on receipt



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- Make sure full receipt is captured and the image is not blurry so it can be properly validated for approval

💡 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

- 💡 Most offers will NOT have a special offer code.
 - The option is available for exclusive offers.
 - Your login will be able to determine which offers you or your customers are eligible to claim, such as offers for AutoCare Centers or Sales Driver members.
 - The offer number, such as NP3001, is not a special code.
- 💡 If you have a code, click YES and enter your code in the space provided.
- 💡 If not, click “No” and then continue.

Do you have a special offer code?

Yes No

Special Offer Code*

Enter Special Offer Code

*Required

CONTINUE