



HOW PROS GET MORE DONE

As a Pro Xtra Member, you gain access to time-saving business tools and hardworking benefits that keep building as you spend. Complete this onboarding checklist to get the most out of your Pro Xtra membership.

1. Download Mobile App*

Before logging in, select the option that best applies to you:

- ☐ [Access existing Pro Xtra account](#)
- ☐ [Convert consumer account to Pro Xtra account](#)
- ☐ [Open a new Pro Xtra account](#)

3. Manage Purchases

From the Purchases History page, manage and export purchase history or visit the Buy It Again page to easily reorder products. Be sure to set up the following:

- ☐ [Sync to Quickbooks](#)
- ☐ [Set Up Subscriptions](#)

*From the desktop site, search for "Pro Xtra" on homedepot.com to get started.

2. Set Up Your Account

On the My Account page, complete the following:

- ☐ [Add & Authorize Payment Methods](#)
- ☐ [Add Users & Manage Permissions](#)
- ☐ [Enable Pro Allowance](#)
- ☐ [Register Tax Exempt ID](#)

4. Plan Projects

Easily manage and plan your projects from the Plan Your Jobs section to set up the following:

- ☐ [Save Lists](#)
- ☐ [Create Quotes](#)
- ☐ [Add Predefined PO/Job Names](#)
- ☐ [Shared Cart](#)
- ☐ [Use Quick Add](#)

The Home Depot Tools for Pros:

- ✓ [Get free leads with Pro Referral](#)
- ✓ [Find qualified labor with Path to Pro](#)
- ✓ [E-Procurement](#)
- ✓ [Tool Rental](#)

Ask Us How We Can Help You Onboard:

- ✓ Administrators
- ✓ Purchasers
- ✓ Runners
- ✓ Accountants



**DOWNLOAD THE APP &
GET STARTED TODAY**

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**PRO RESOURCE CENTER
LEARN MORE ABOUT PRO XTRA**