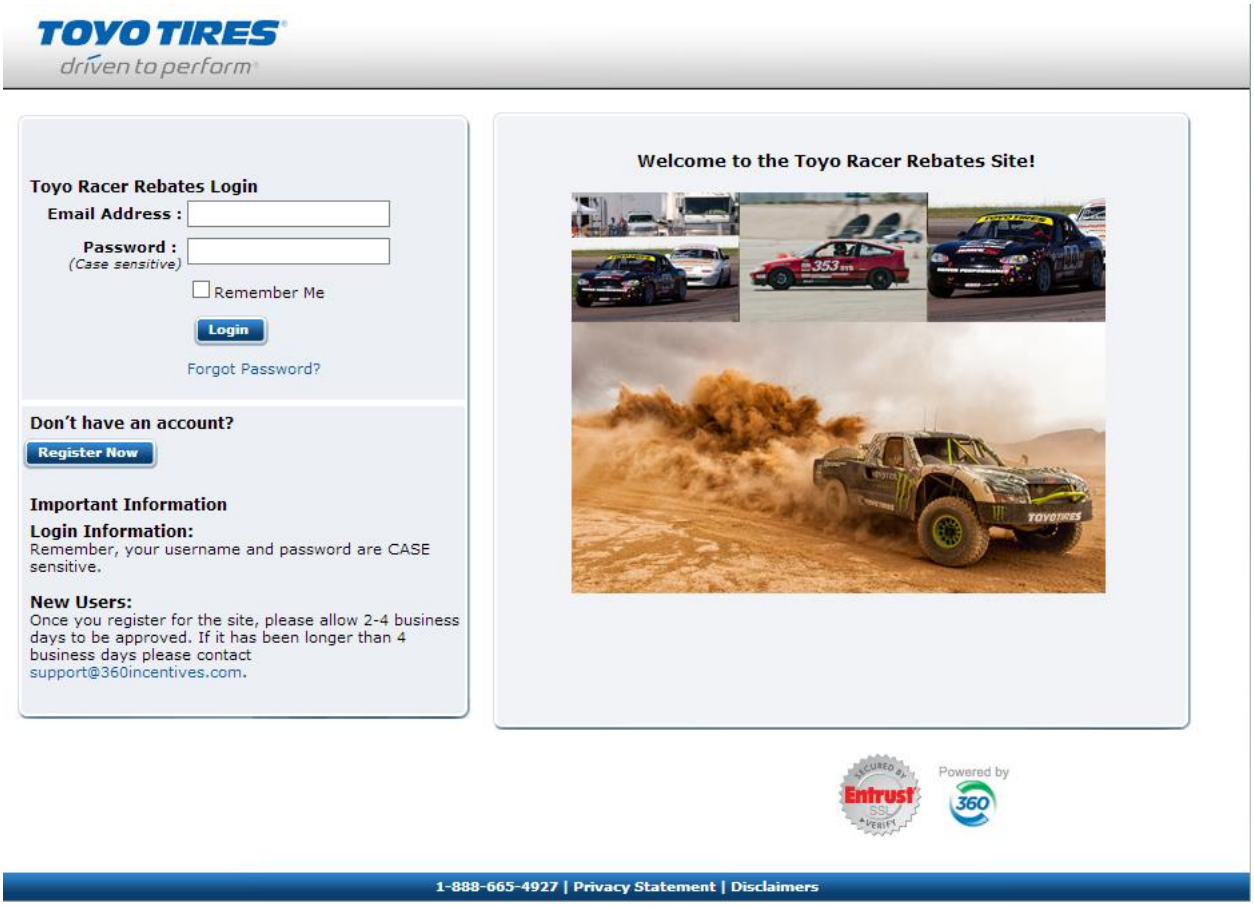
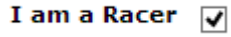
Understanding the New Claim Submission System

Register for the program

Step 1

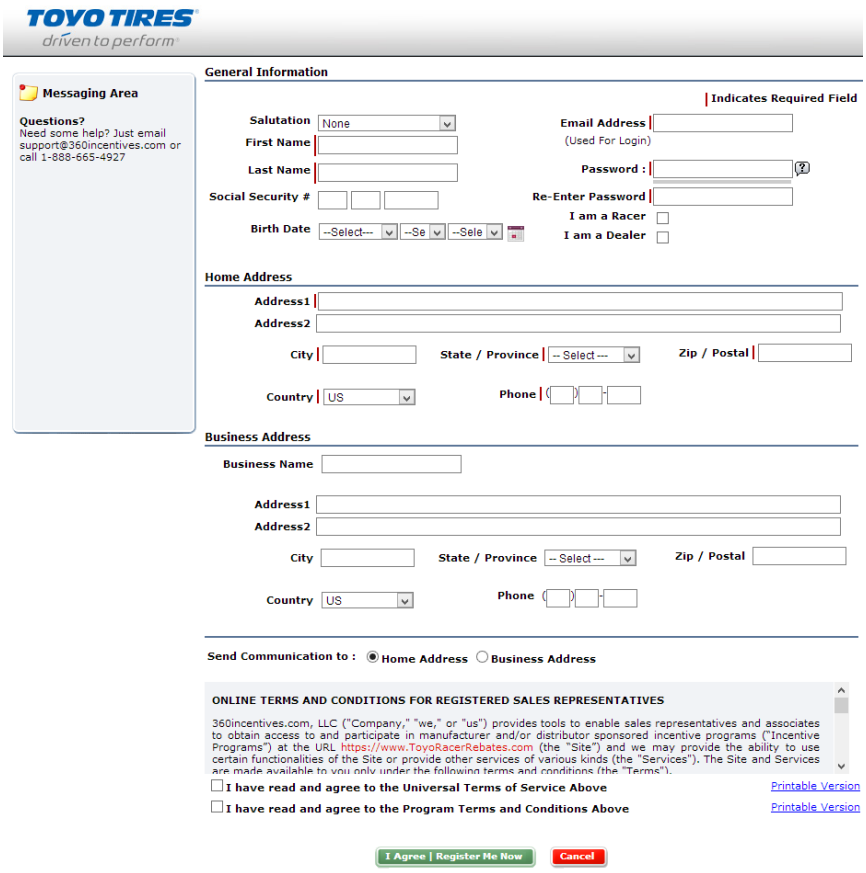
Go to www.ToyoRacerRebates.com



Step 2 Click on Register Now	
Step 3 Complete the registration fields. If given the option, please check off "**I am a Racer**".	

The following fields are required:

- First & Last name
- Email address (used for login and alerts)
- Password
- I am a Racer
- Home address



Step 4
Ensure the information is correct then agree to the terms and conditions and click I Agree | Register Me Now.



Allow 2-4 business days for your registration to be processed.

You will receive an email confirmation once your account has been approved. If you do not receive confirmation within 2-4 business days, please contact toyotiresrewards@360incentives.com.

Navigating the rewards system

Once you login to the site you see various areas within the system – details of each area are below.

Your Information

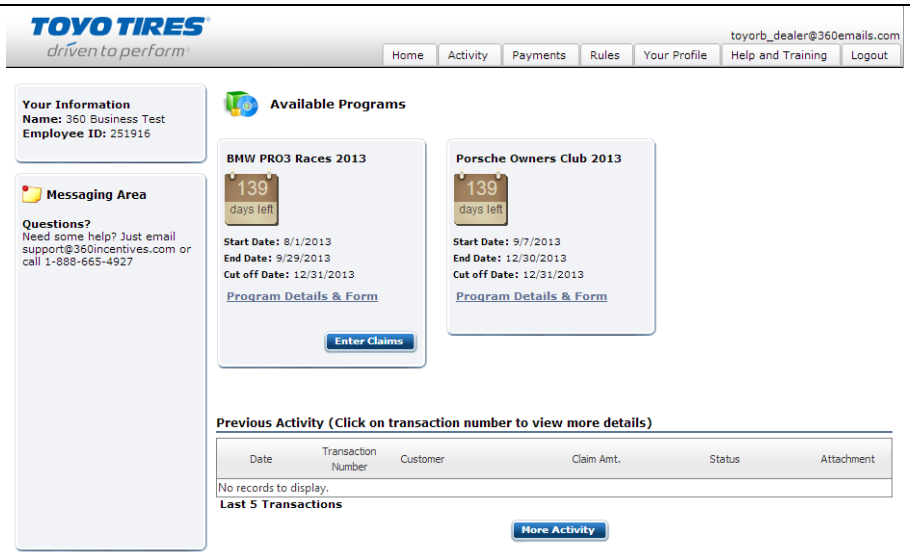
- Shows your information

Available Programs

- Shows all available programs within the timeframe left to enter claims
- If you click on Program Details & Form, you can view and print the program details and required rebate reward application
- To enter claims click on **Enter Claims**

Previous Activity

- Displays your last 5 transactions and the status of the claims
  - **Entered** means the claims have been entered but not submitted for approval
  - **Submitted** means the claims have been entered and submitted for approval
  - **On hold** means your claims are being further reviewed
  - **Missing invoice** means we have not received the supporting documentation
  - **Approved** means the claim is in process for payment
  - **Paid** means the claim has been paid



The Different Tabs

- **Home** brings you back to the main page that you see once you login to the system
- **Activity** shows you all your previous activity and the status of your claims.
  In this tab you can filter your search by selecting the 3 options:
  - Monthly
  - Date Range
  - Program

  After you clicked **Get Details** this screen can be printed or exported into excel.
- **Payments** shows all the payments made
- **Rules** shows you the terms and conditions of the program
- **Your Profile** shows you all your personal information and is the place where you can change your password
- **Help and Training** is a place where you can find additional information
- **Logout** will log you off the system

Entering claims

Step 1
Once logged in click on **Enter Claims.**

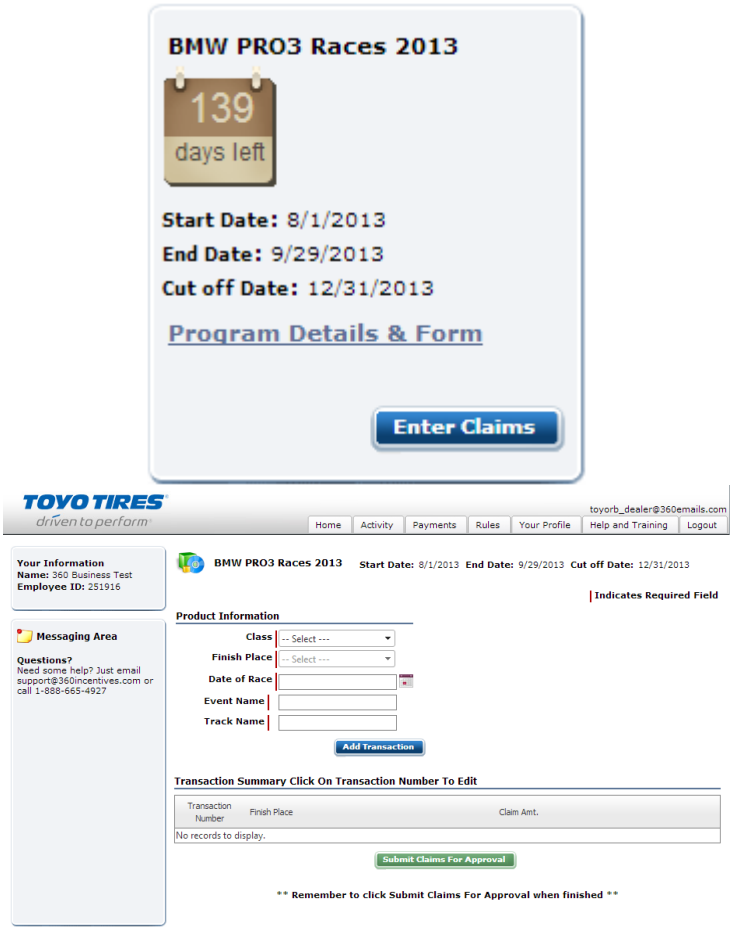
> **Start Date** – Start of the program
> **End Date** – End of the program
> **Cut off Date** – Last day for claim submission

Step 2
Enter the Claim information
- The red bar beside the field means it is a required field and must be filled out to submit.

Step 3
Click on **Add transaction.**

Step 4
When you're done entering your claims, click **Submit Claims For Approval.**

Step 5
After you submit your claims, you will be prompted to upload your supporting documentation. Upload the appropriate documentation or print off the fax coversheet to fax the documents in.

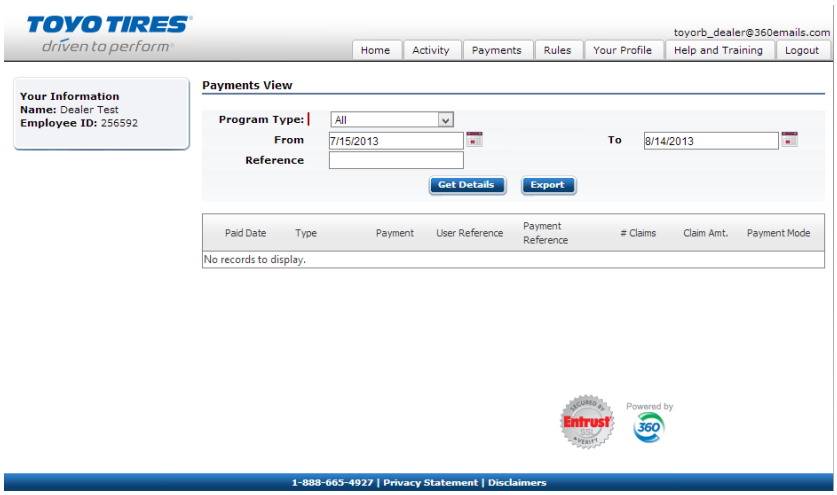


How to Track Payments

Click on the Payments Tab

On the payments screen you will see the following information:

- **Paid Date** – The date the claim was paid
- **Type** – Program type
- **Payment -** is the 360 Payment ID
- **Payment Reference** – The Order Number
- **# Claims** – Total number of claims in the payment. Click on the number to see individual claims
- **Claim Amount** - Total amount of the payment
- **Payment Mode** - Method of payment



GETTING HELP

All clients of 360incentives.com are assigned a Client Success Manager that is available to help you and your users use the system.

Your Client Success Manager information

Toyo Tires Client Success Team
Phone: 1-855-458-5460
Email: Toyotiresrewards@360incentives.com

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Suite 202
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