LOYALTY CLAIM SUBMISSION INSTRUCTIONS

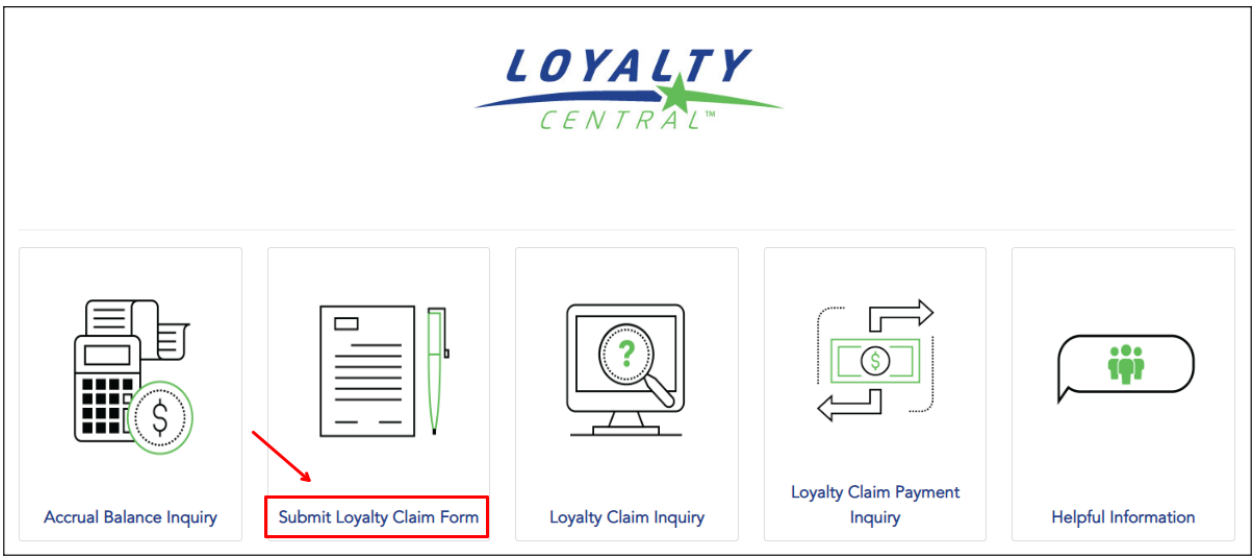
Log into Partnerlink: https://securenet.goodmanmfg.com/

From the Tool Bar located across the top of your PartnerLink home page select ***Loyalty Central***

You will be asked to select your distributor. Click on *HVAC DISTRIBUTORS INC.*

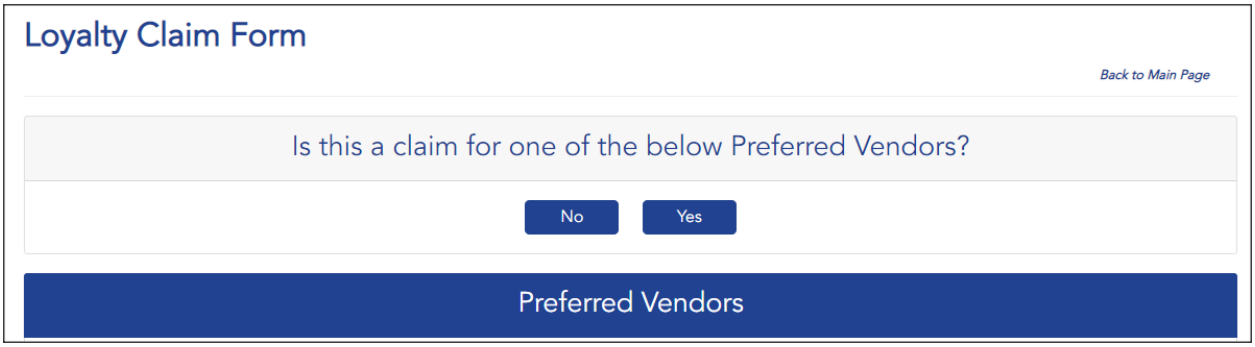


To submit a Loyalty Claim form click on ***Submit Loyalty Claim Form*** from the Loyalty Central Homepage to access a new claim form



You will then be asked if this is a claim for one of the below Preferred Vendors?

Select ***No*** or ***Yes***



- If ***No*** is selected you will be routed to the regular Loyalty Claim Form
- If ***Yes*** is selected you will be routed to the *Preferred Vendor* version of the Loyalty Claim Form

Once the form expands you can submit a claim by completing the required fields.

The system will recognize your unique login credentials and will *auto-populate* the first two fields:

- User Name
- Program (Amana Advantage or Daikin Ductless PRO)

Choose your *Program Year*.
Note: This will be the year you are claiming funds from, not necessarily the current year.

Confirm your account information by clicking ***Click to Populate Basic Account Details***.
Note: If the system is displaying an incorrect address, please contact marketing@hvacdist.com.



This will *auto-populate* the selected Dealer's basic information within the claim form

Selecting ***Click to See Available Balance*** will generate a new window where you can view your current accrual balance information. This is for reference only and it is not required to submit your claim.



The ***Pay Via*** field will automatically populate to *Check*.

Enter the required Claim Details:

- Claim Type
- Invoice/Transaction #
- Claim Amount

Claim Types are available by clicking on the Claim Type dropdown menu

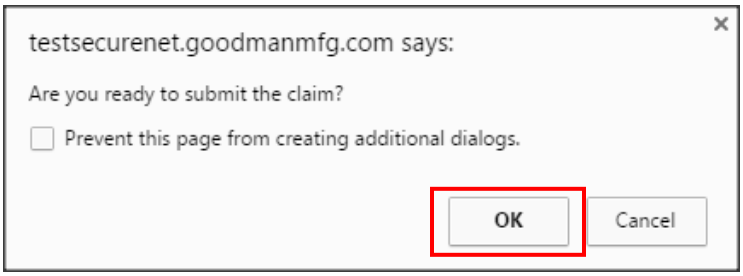
Click the ***Choose Files*** button to select and attach the required supporting documents

Note: Duplicate file names for more than one category as attachments are not allowed. Please copy and rename one of the files and reattach.

Add any ***Additional Comments*** that support the claim request (optional). This might be a web address or link to a Dropbox folder for larger files.

Click ***Submit*** to complete the claim

Click ***OK*** on the popup to confirm you are ready to submit the claim



Successfully submitted claims will be assigned a unique ***Transaction ID number***