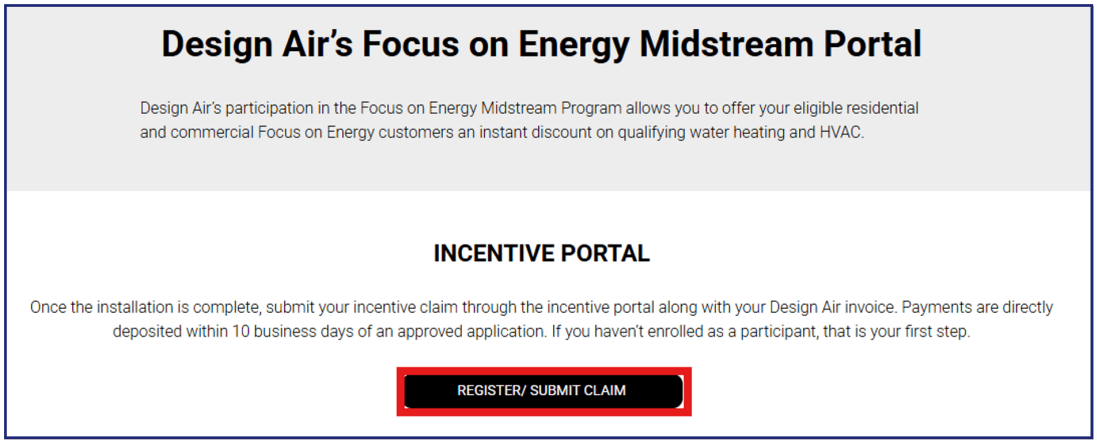
How to Register for the Design Air Claim Portal

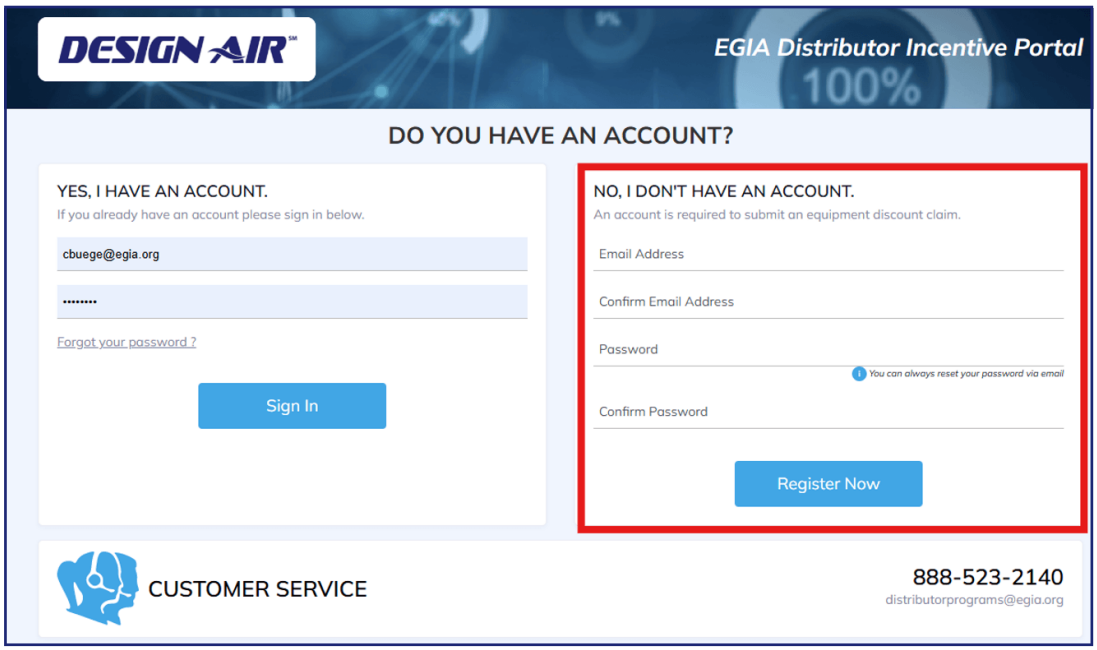
OVERVIEW

This document is designed to guide you through the registration process for the Design Air Claim Portal. The individual who completes the initial setup will be designated as the primary user. We recommend that the owner or a member of the senior management team complete the registration. Additional users can be added later to submit claims on your behalf.

Step One: Go to Design Air's website and select Register/Submit Claim.



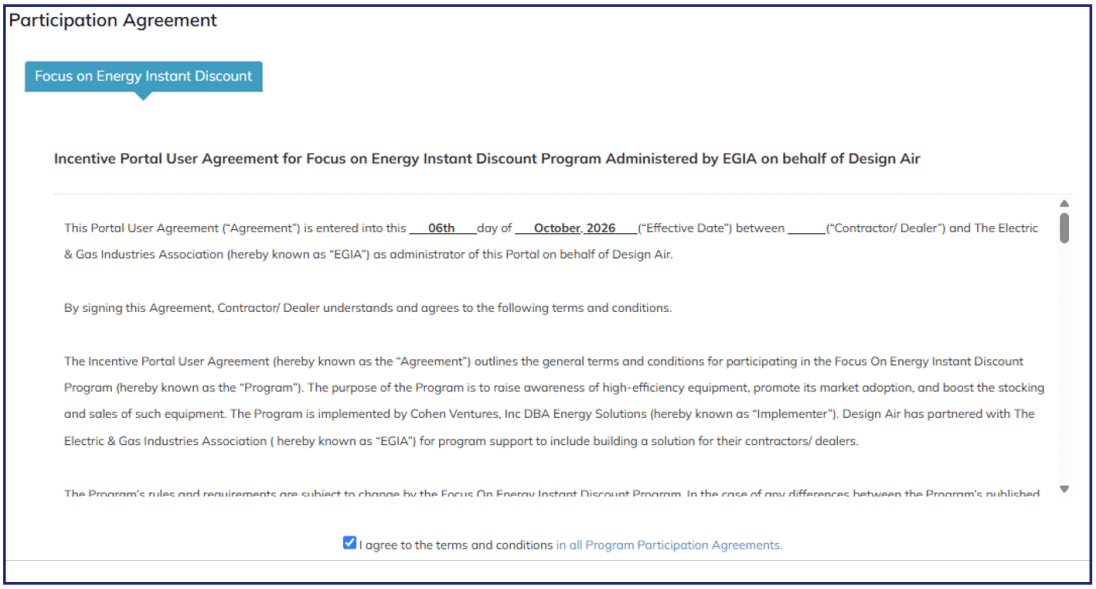
Step Two - Register: To create an account, enter your email address and create a password. Click 'Register Now'. Please note that if you are already registered in another EGIA portal, you must use a unique email address for each portal.



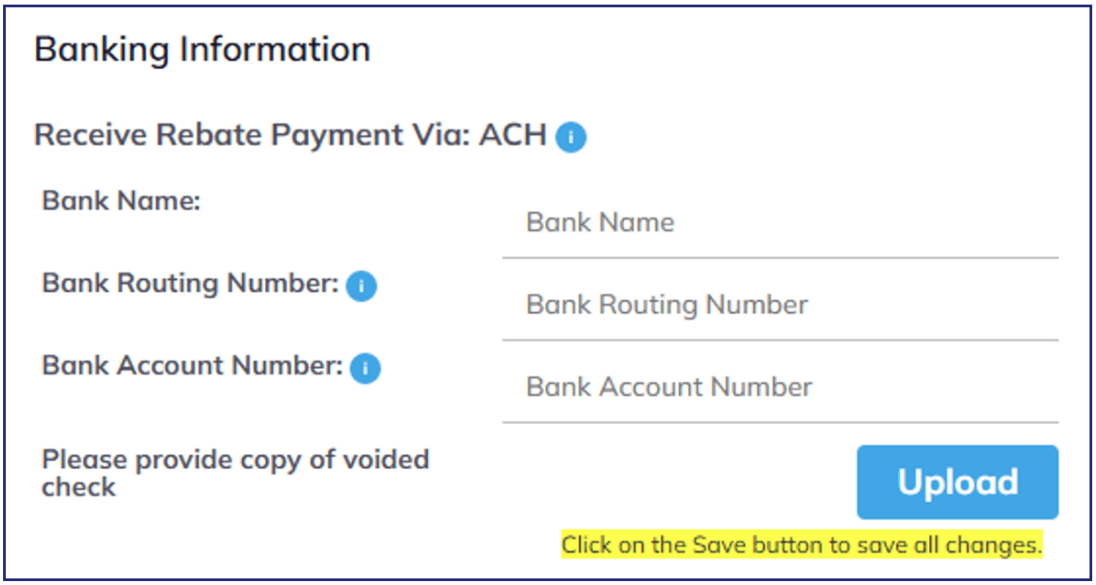
Step Three - Company Profile: To get started, enter your Design Air dealer account number. Next, fill in your business address and ZIP code; the city and state will populate automatically. Complete the remaining fields in the form. Lastly, under Program Participation, check the boxes for the programs you'd like to enroll in.



Step Four - Participation Agreement: Check the box agreeing to the terms and conditions of all program participation agreements.



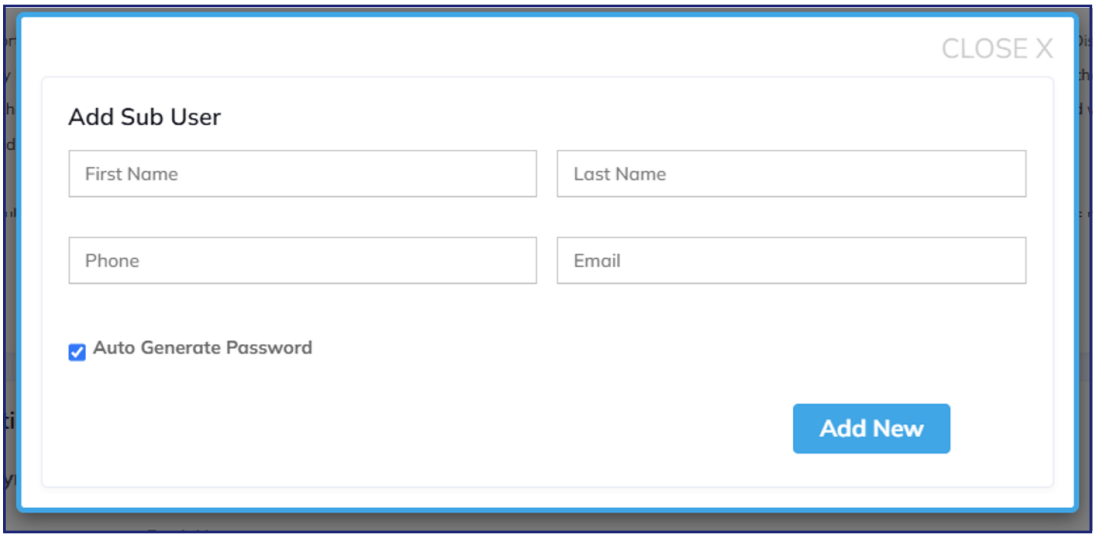
Step Five - Banking Information: Enter the banking details for the account you want to use to receive direct deposit payments.



What's Next?

You will receive a confirmation email from distributorprograms@egia.org. Additionally, you will receive an email once your account has been approved. Please allow up to 1 business day for account approval.

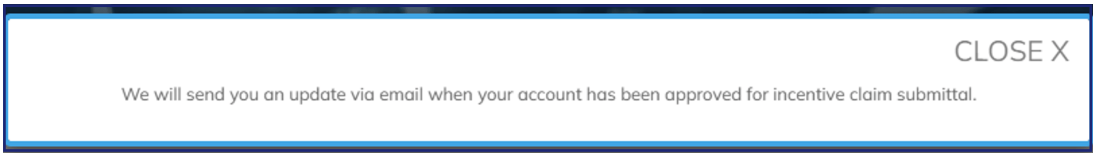
Once you've completed and saved your profile, you can add sub-users to your account by selecting "Click to Add Additional User" and filling out the form in the popup. A password will be sent to the email provided. This allows multiple users to submit rebate applications and track the status of pending claims.



Troubleshooting Tips:

If the image below is displayed when trying to start your claim it is due to one of the following reasons:

1. Your account is pending. Please allow 1 business day for processing.
2. You did not complete your registration. Click 'Change Profile', finish your profile and select 'Save'.



For help please reach out to EGIA's Distributor Support Team at 888-523-2140 or email us at distributorprograms@egia.org.