

## Guide to Submitting Invoices



You have three simple, convenient ways to send us your invoices:



### FROM OUR WEBSITE

Follow the prompts to **upload** or **email**. Browse through your files, select your invoices and attach up to 10 files.



### VIA YOUR EMAIL

Compose a **new message** to [invoice@contractorrewards.com](mailto:invoice@contractorrewards.com).

Attach up to 10 invoices to the email and click **send**.

NOTE: the email must be associated with your Contractor Rewards account.



### VIA OUR APP Contractor Rewards 2.0

Login and click on **capture**, select file, choose file and click **upload**.

### KEEP IN MIND

- You never have to highlight the products that deserve points — we'll know by looking at the invoices.
- Invoices expire after **60 days**, so be sure to submit them in a timely manner!
- Points will show up in your account within 2-4 business days.
- Your **points never expire**. Once they are added to your account, you can save them forever — or until the perfect reward comes along.
- Accepted files types are PDF, JPG, PNG, GIF file.

The **Contractors Rewards App** is available for download in the iTunes and Google Play stores.



For assistance with the Contractor Rewards App or website please call 1-877-286-7064 or email [contractorsupport@contractorrewards.com](mailto:contractorsupport@contractorrewards.com)