MITSUBISHI ELECTRIC
HEATING & AIR CONDITIONING

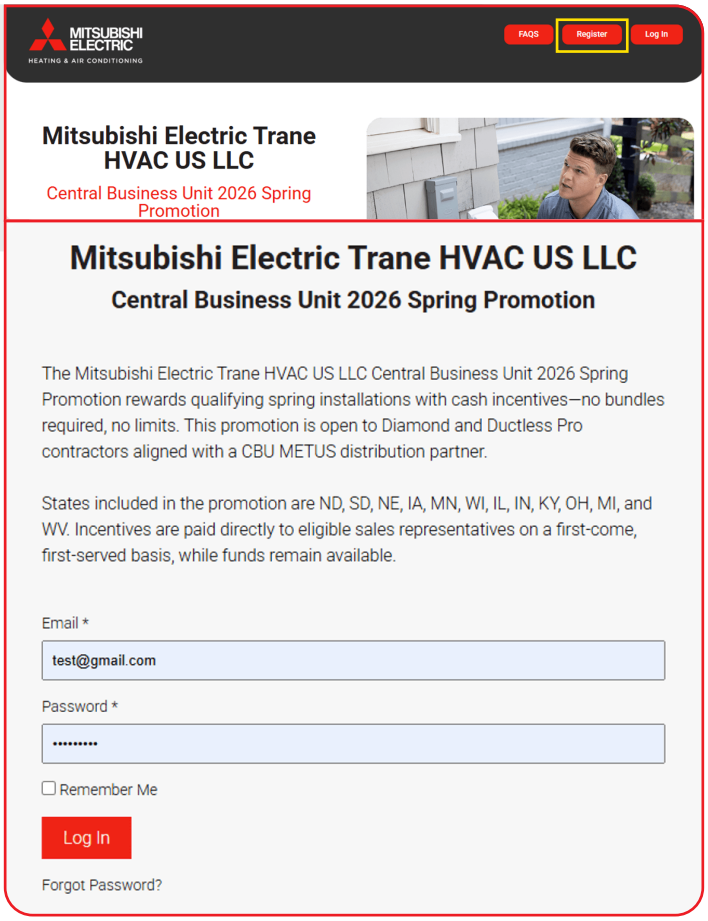
How to Submit a Claim for the Mitsubishi Claim Portal

OVERVIEW

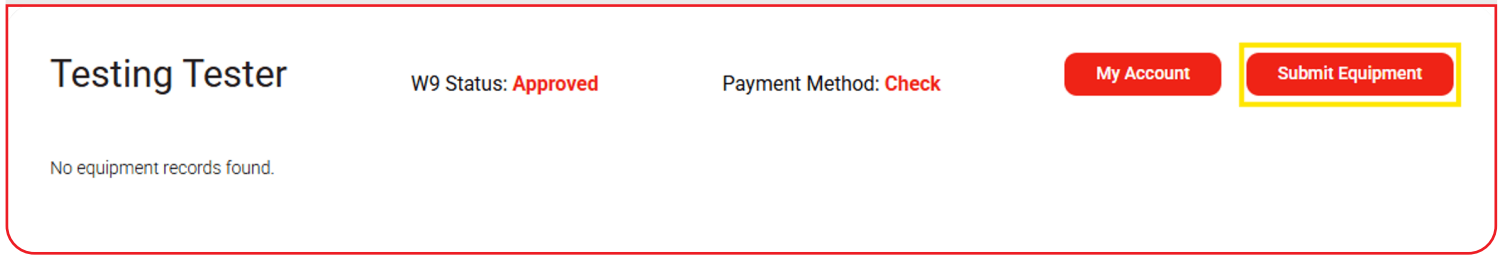
This document was created to guide you through the Spiff Submittal Process for the Central Business Unit Mitsubishi Claim Portal. This program is available exclusively to sales representatives, and payments will not be issued to companies. If you have not yet registered, please see our ***How to Register guide***

Step 1: To start, go to https://mitsubishiprograms.com/cbuspring26/ and click Log in.

Enter the email associated with the account and your password. Then, Log in.

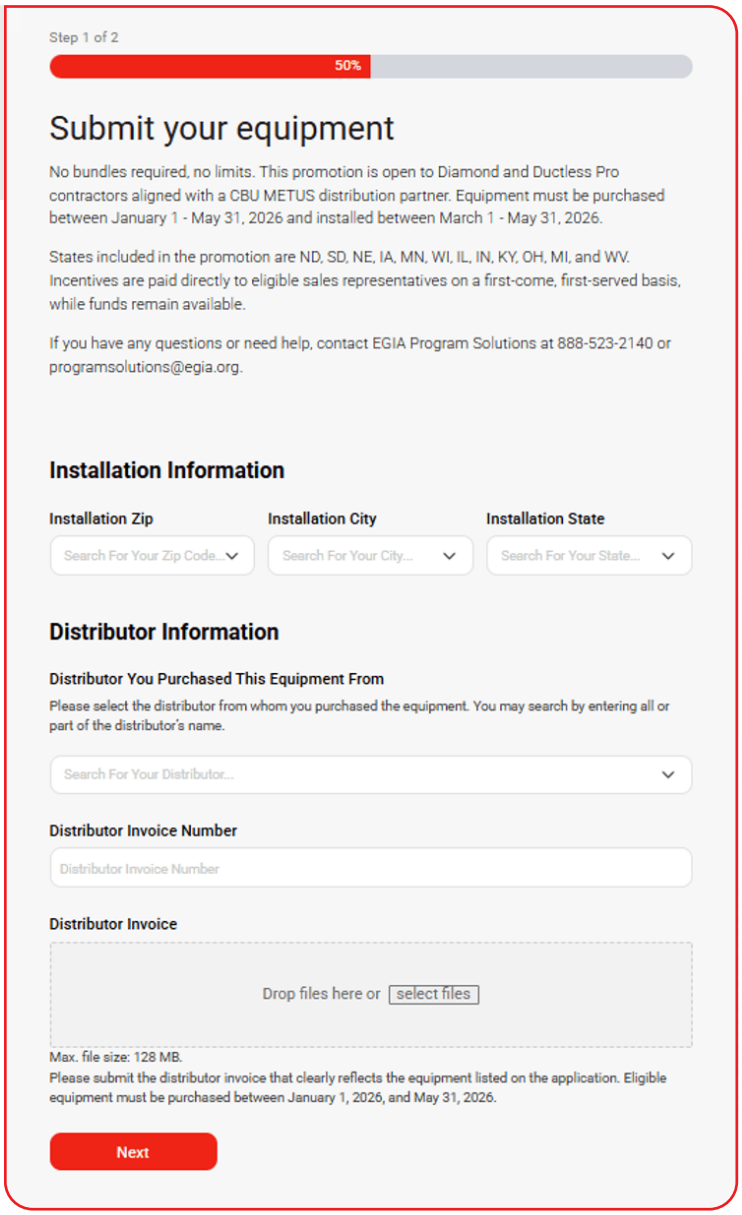


Step 2: On your homepage, click Submit Equipment.

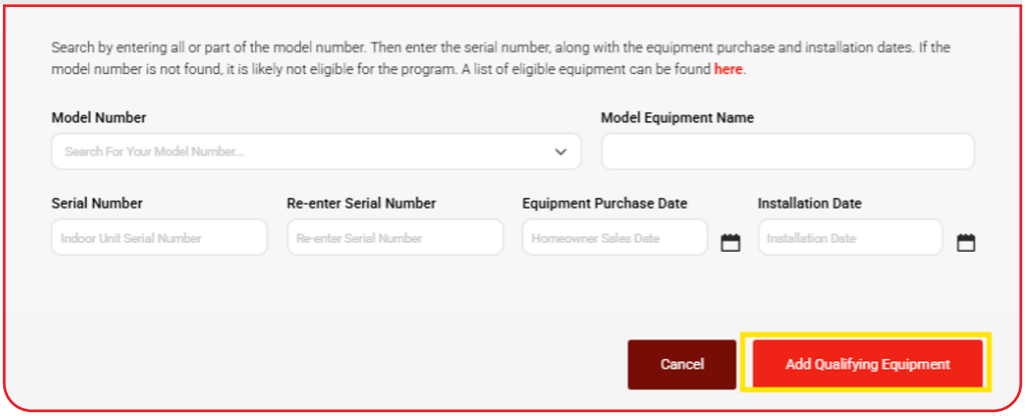


Need Help? Contact EGIA at 888-523-2140 or email us at programsolutions@egia.org for any assistance.

Step 3: Fill out installation information, distributor information, and upload the distributor invoice showing model and serial numbers of equipment being applied for.

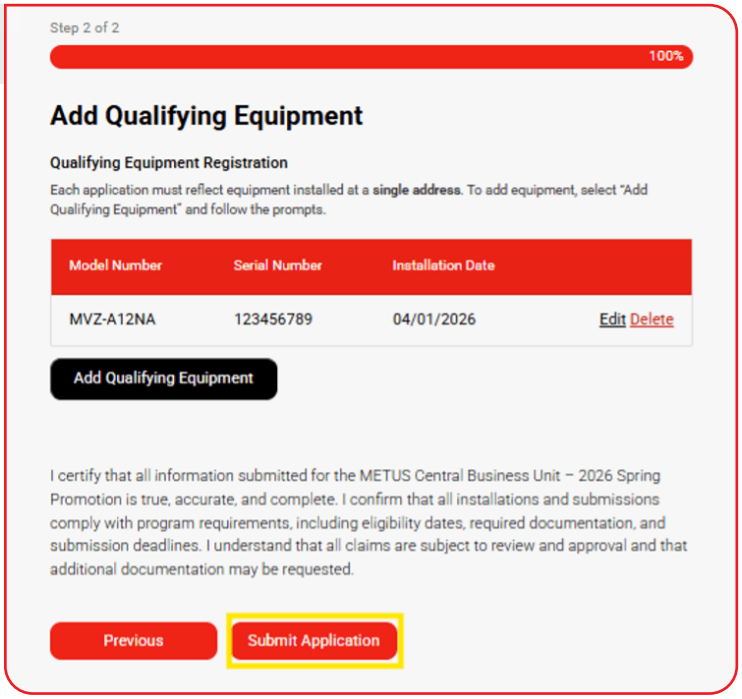


Step 4: Click add equipment and fill out the blank fields in the pop-up window.
Do this for each eligible system installed at this address.



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Step 5: Submit application.



Troubleshooting Tips: If you are unable to submit a claim it may be due to one of the following reasons:

1. Your account may still be pending review. Please allow up to 2-3 business days for account review and approval.
2. Your W9 requires updates. Please check your inbox for an email from programsolutions@egia.org requesting additional information.

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