How to Register for the Mitsubishi Claim Portal

MITSUBISHI ELECTRIC
HEATING & AIR CONDITIONING

OVERVIEW

This document was created to guide you through the registration 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.

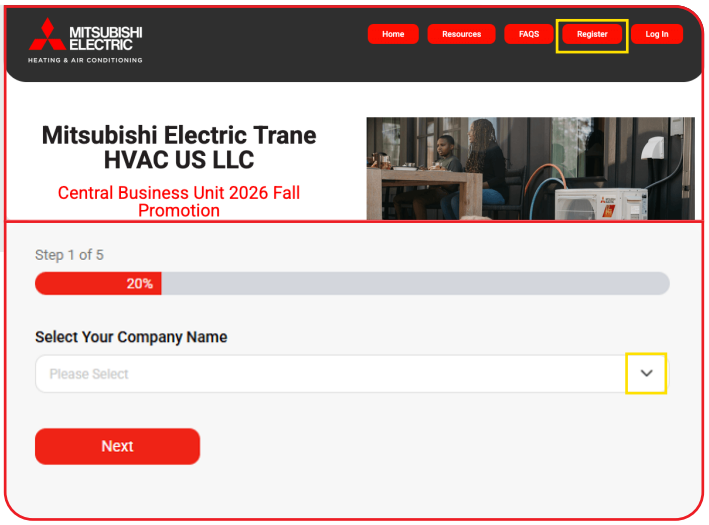
If you previously registered for the CBU Spring 2026 Promotion, please complete the following steps before proceeding:

1. Log in to your account.
2. When the pop-up window appears, click Review Fall Program Agreement.
3. Review the agreement, select Agree, and click Submit.

If you are registering for the first time, please follow the step-by-step instructions below.

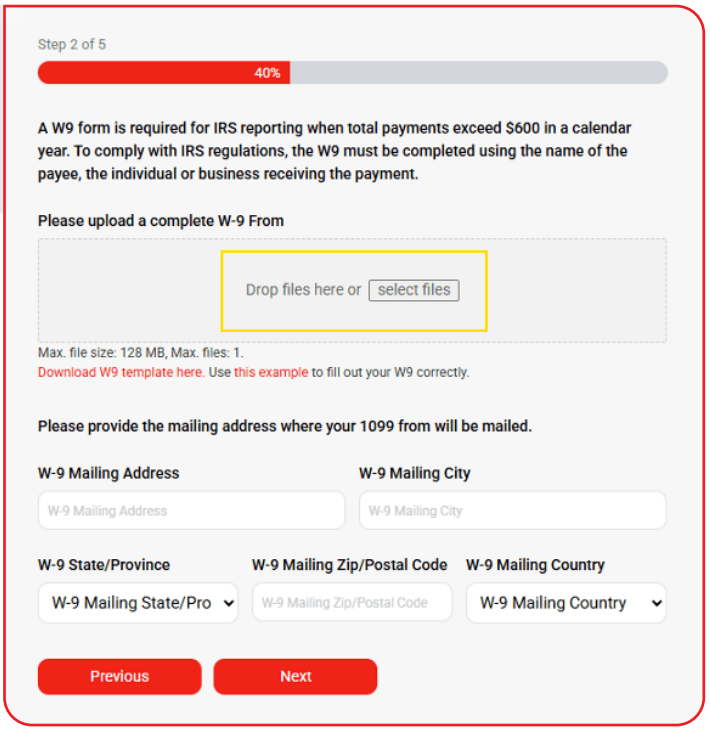
Step 1: To start, go to CBU website and click Register.

Select your company name from the drop-down menu and click Next.



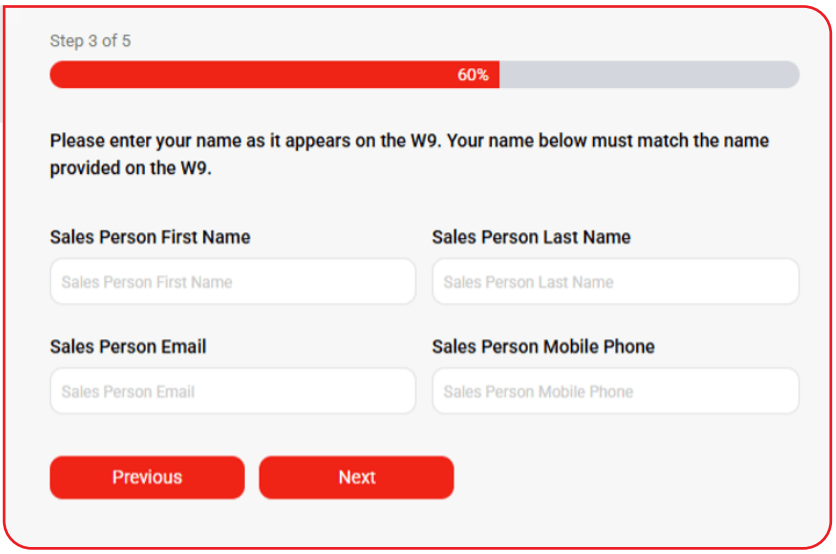
Step 2: Upload a 2026 W9. If you need help filling out your W9 please see our W9 How To Guide.

Next, provide the mailing address where your 1099 will be mailed.

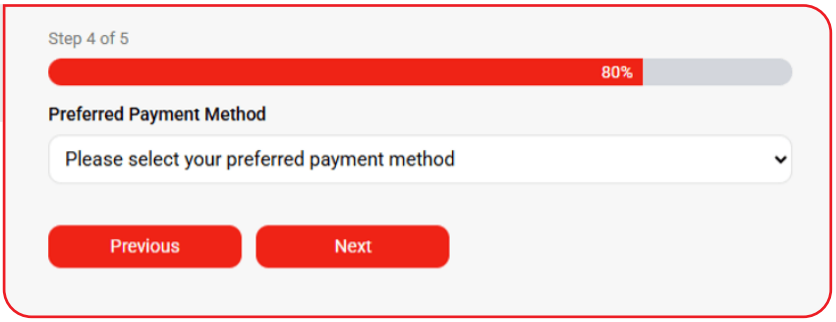


Need Help? Contact EGIA at 888-523-2140 or email us at programsolutions@egia.org for any assistance.

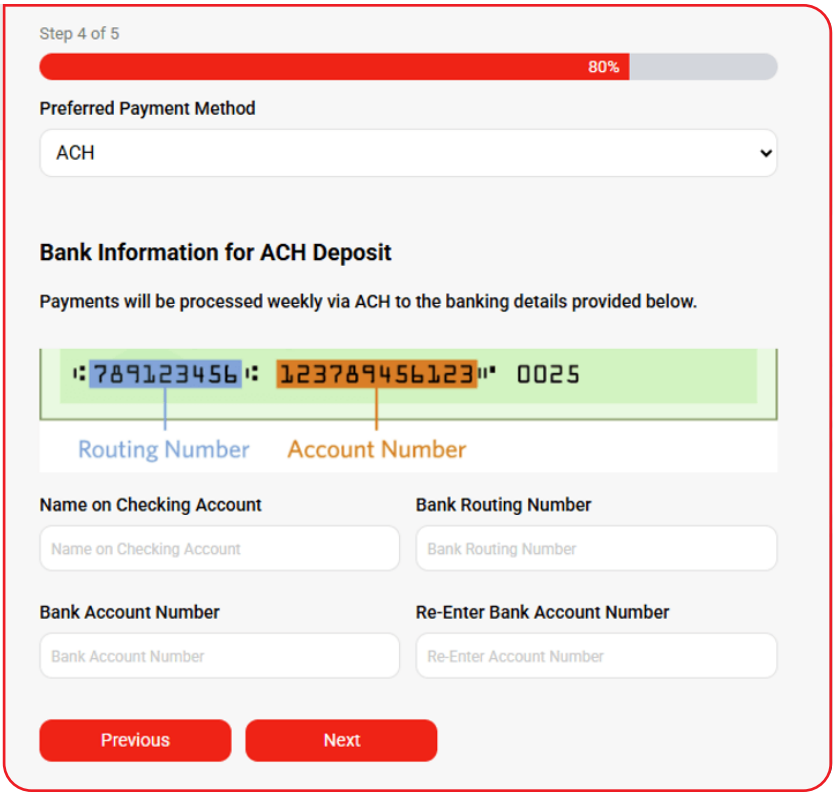
Step 3: Now, enter your information as it appears on your uploaded W9.



Step 4: Select either Check or ACH as your preferred method.

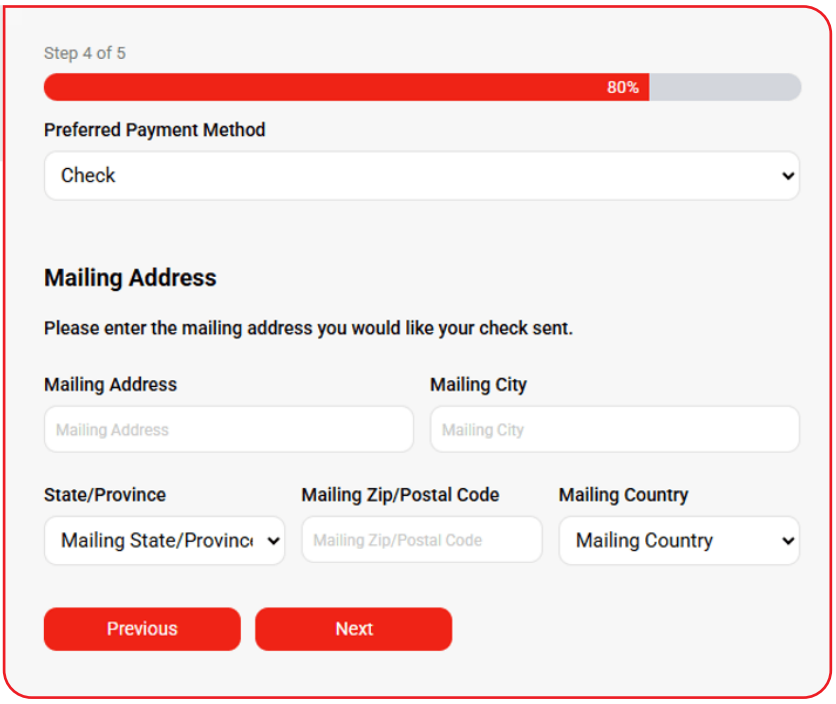


Step 4(a): If you selected ACH, fill out the information for the account you wish to receive your payments.



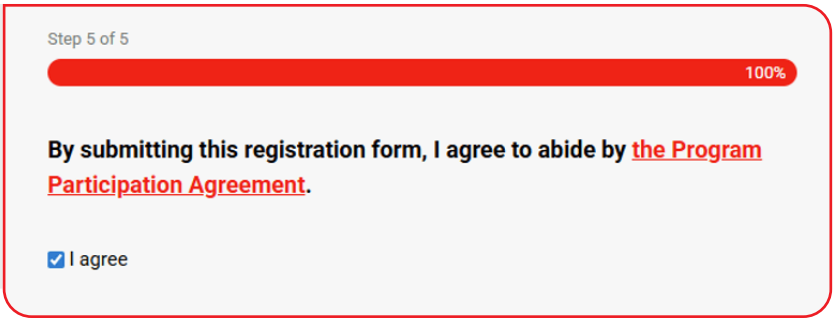
Need Help? Contact EGIA at 888-523-2140 or email us at programsolutions@egia.org for any assistance.

Step 4(b): If you selected check for payment, please enter the mailing address you would like your check sent.



Step 5: Now, just agree to the Program Participation Agreement by checking "I agree". Once you click submit, the registration will be sent for review.

Please allow up to 2-3 business days for account approval.



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.

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