

How to Register for the Mitsubishi Claim Portal

OVERVIEW

This document was created to guide you through the registration process for the Mitsubishi Claim Portal. This program is available exclusively to sales representatives and payments will not be issued to companies.

Step 1: Go to <https://mitsubishimxzspiff.manufactureprograms.com/> and select Signup/Submit Spiff.

READY TO GET STARTED?

Sign up today, complete your profile, and start submitting your spiffs for every qualifying sale. It's a simple process that puts more money in your pocket for your great sales performance.

[SIGNUP/ SUBMIT SPIFF](#)

Step 2 - Register Now: To create an account, enter your email address and create a password. Click 'Register Now'.

YES, I HAVE AN ACCOUNT.

If you already have an account please sign in below.

Email Address

Password

[Forgot your password?](#)

[Sign In](#)

NO, I DON'T HAVE AN ACCOUNT.

An account is required to submit an equipment discount claim.

Email Address

Confirm Email Address

Password

[You can always reset your password via email](#)

Confirm Password

[Register Now](#)

If you are a Diamond/Ductless Pro Contractor, proceed to Step 3A. If not, go directly to Step 3B. If you are unsure whether you are a Diamond/Ductless Pro Contractor, consult your distributor or search for your company using your zip code [here](#).

Step 3A - Diamond/Ductless Pro Contractor Profile: Select 'Yes' from the dropdown and complete the form. Once your personal information* is entered, begin typing your company name in the 'Company Name' field and select the correct one from the dropdown. If your company name doesn't appear, please verify that you are a Diamond/Ductless Pro Contractor and email programsolutions@egia.org for assistance.

Profile

Yes ▼

Are you a Diamond/Ductless Pro Contractor?

Yes

No

Profile

Yes ▼

Please select an option before completing the rest of the form. If you're unsure whether you are a Diamond/Ductless Pro Contractor, consult your distributor or search for your company using your ZIP code [here](#).

Enter Sales Rep First Name	Sales Rep Mailing Address
Enter Sales Rep Last Name	Sales Rep Mailing Zip Code
Enter Sales Rep Phone Number	Sales Rep Mailing City
howto@howto.com	Sales Rep Mailing State
	...Company Name... ▲
	egia test
	EGIA TEST COMPANY

Program Participation: * ?

MXZ Fall Contractor Spiff Program

Step 3B - Non-Diamond/Ductless Pro Contractor Profile: Select 'No' from the dropdown and complete the form. Once your personal information* is entered, type in your full company name and then select your distributor on the dropdown:

Profile

No

Are you a Diamond/Ductless Pro Contractor?

Yes

No

Profile

No

Please select an option before completing the rest of the form. If you're unsure whether you are a Diamond/Ductless Pro Contractor, consult your distributor or search for your company using your ZIP code here.

Enter Sales Rep First Name

Enter Sales Rep Last Name

Enter Sales Rep Phone Number

howto@howto.com

Sales Rep Mailing Address

Sales Rep Mailing Zip Code

Sales Rep Mailing City

Sales Rep Mailing State

Test EGIA Company

Select Primary Distributor

Choose the location where you primarily purchase your Mitsubishi Electric equipment. If your distributor is not listed in the dropdown menu, select add a new distributor and enter the name in the field below.

Program Participation: *

MXZ Fall Contractor Spiff Program

*Note: All information provided **must be for the individual sales representative, not the company**. Payments will be made directly to the sales rep, and no payments will be issued to the company.

Step 4 - Participation Agreement: Check the box agreeing to the terms and conditions of all program participation agreements.

Participation Agreement

MXZ Fall Contractor Spiff Program

EGIA Managed MXZ Fall Contractor Spiff Program

6.0 CONFIDENTIALITY AND PERSERVATION OF RECORDS
All data collected from theSales repwill remain confidential. All equipment pricing submitted by theSales repwill remain confidential and be used only for tracking and analyzing trends to evaluate the Program's effectiveness.

7.0 INDEMNFIICATION

7.1The Sales repshall indemnify, defend and hold harmless, Program, participating distributors in the MXZ Fall Contractor Spiff Program, Mitsubishi Electric, and EGIA and their respective officers, directors, representatives, shareholders, employees, affiliates, agents, and successors from and against any claims, demands, liabilities, losses, or causes of action (including, without limitation, court costs and reasonable attorney's fees) whether during or after the term of this Agreement arising out of or resulting from participating.

7.2 The Sales Rep further agrees to indemnify, hold harmless, and defendProgram, participating distributors in Program, Mitsubishi Electric, and EGIA, and their respective officers, employees, agents, representatives, and affiliates from and against any claims for bodily injury, death, or property damage arising from installation errors or nonconformities.

I agree to the terms and conditions in all Program Participation Agreements.

Step 5 - Payment Information: Enter your banking details for direct deposit. While a voided check is not required, it can help verify the account information and prevent payment delays. Additionally, upload a W9 form. For instructions on completing the W9, refer to the "[W9 How-To Guide](#)".

Payment Information

Receive Payment Via:* ACH ⓘ

Bank Name:* Bank Account Number:*

Bank Routing no.:* Please provide copy of voided check (Optional)

[Click on the Save button to save all changes.](#)

W-9 Requirement

The payee's Social Security or Tax ID number must be provided via a completed Form W-9. This will be used when incentives reach \$600 or more for tax purposes.

Please upload a complete W-9 From.* [Download W-9:](#)

Click on "Download W-9"; fill in the form, and click on the download or save button to save to your computer or device. Then click on "Upload W-9 Form" to upload your saved and filled out W-9.
If you've previously uploaded a W-9 and wish to submit an updated version, please click the "Update W-9 Form" button to upload the new form, and then click "Save" to finalize the update.

**Note: Both the voided check and W9 must be in the sales rep's name. Payment will not be remitted to the company.*

Confirmation: You will receive a confirmation email from programsolutions@egia.org. Additionally, you will receive an email once your account has been approved. Please allow up to 3 business days for account approval.

REGISTRATION COMPLETE!

Your registration has been submitted. Please allow up to 3 business days for review and approval. You will receive an email upon activation.

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 3 business days for processing.
2. You did not complete your registration. Click 'Change Profile', finish your profile and select 'Save'.
3. We require updates to your W9 or banking information. Check your inbox for an email from programsolutions@egia.org requesting additional information.

CLOSE X

We will send you an update via email when your account has been approved for incentive claim submittal.

**Questions? Contact EGIA's Program Solutions Team at 888-523-2140
or email us at programsolutions@egia.org.**