

How to Submit a Claim to the Mitsubishi Claim Portal

OVERVIEW

This document was created to guide you through the claim submission 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: Please sign in. If you do not have an account, you can create one by following our How to Register guide.

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

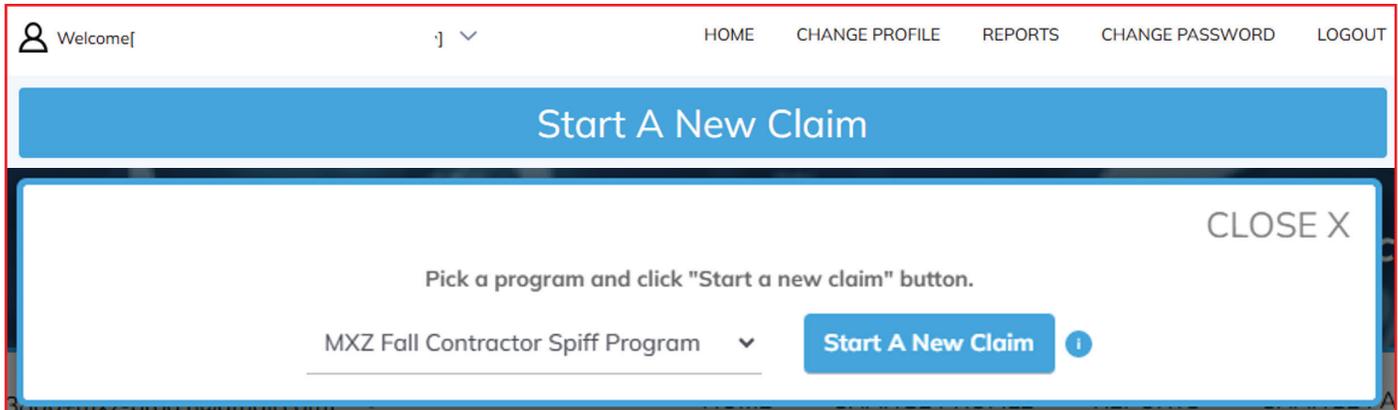
Password

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

Confirm Password

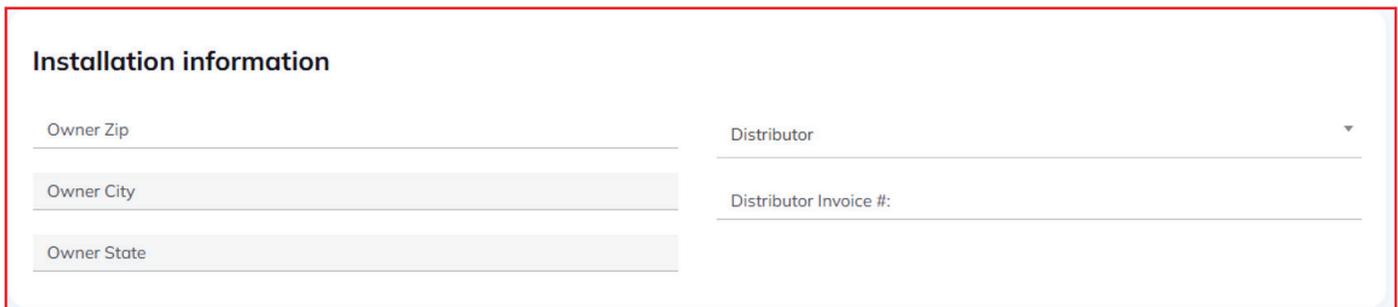
[Register Now](#)

Step 3 - Start a Claim: Click "Start a New Claim," select the program from the dropdown menu, and then click "Start a New Claim" again to proceed.



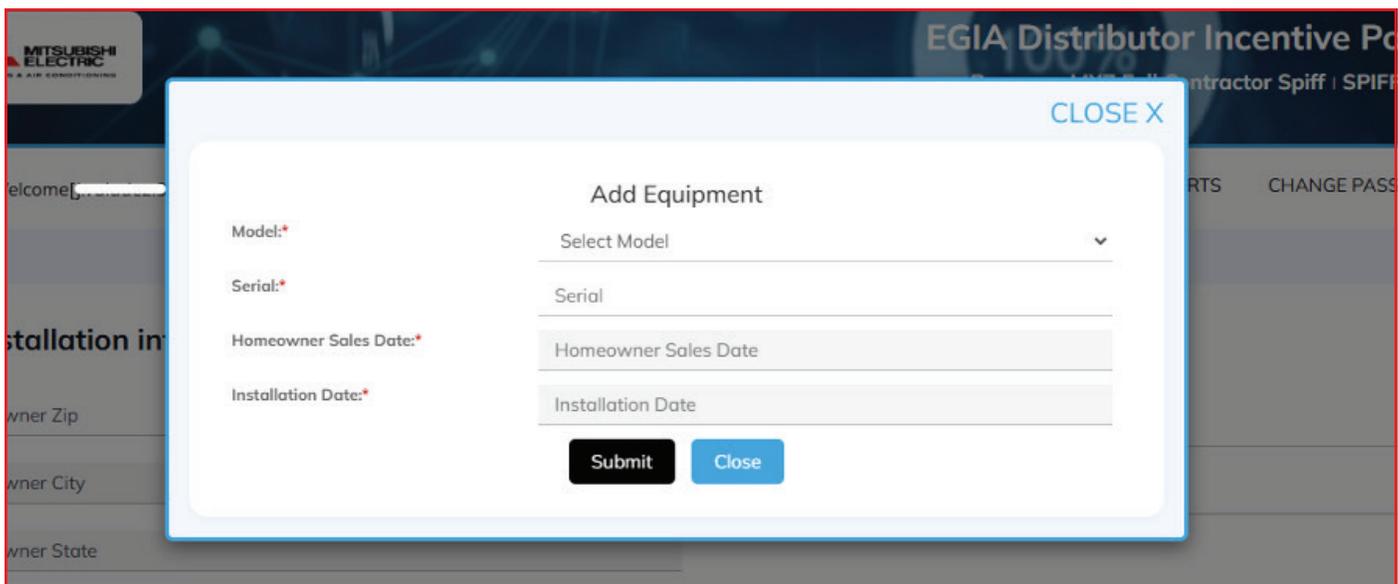
The screenshot shows a web interface with a navigation bar at the top containing a user profile icon, the text 'Welcome', and a dropdown arrow. To the right are links for 'HOME', 'CHANGE PROFILE', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. Below the navigation bar is a large blue banner with the text 'Start A New Claim'. Underneath the banner is a white modal box with a 'CLOSE X' button in the top right corner. The modal contains the instruction 'Pick a program and click "Start a new claim" button.' Below this is a dropdown menu currently showing 'MXZ Fall Contractor Spiff Program'. To the right of the dropdown is a blue button labeled 'Start A New Claim' with an information icon (i) to its right.

Step 4 - Installation Information: Enter the installation location, select the distributor, and input the distributor invoice number.



The screenshot shows a form titled 'Installation information'. It contains several input fields: 'Owner Zip', 'Owner City', and 'Owner State' are on the left side. On the right side, there is a 'Distributor' dropdown menu and a 'Distributor Invoice #' input field.

Step 5 - Equipment Configuration: Click "Add Equipment," select the eligible model, then enter the serial number, homeowner sales date, and installation date. Finally, click "Submit."

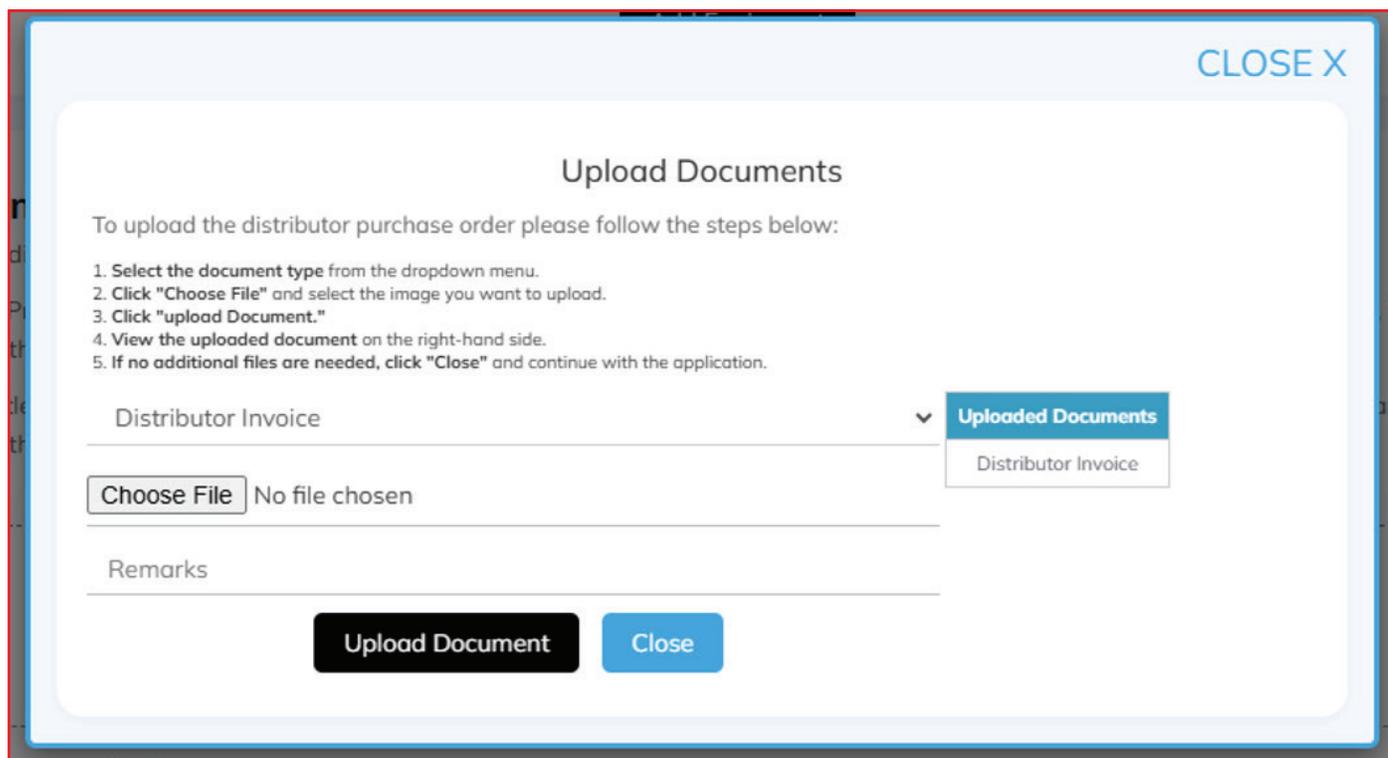


The screenshot shows a modal box titled 'Add Equipment' with a 'CLOSE X' button in the top right corner. The modal contains four input fields: 'Model:' with a dropdown menu labeled 'Select Model', 'Serial:' with a text input field, 'Homeowner Sales Date:' with a date input field, and 'Installation Date:' with a date input field. At the bottom of the modal are two buttons: a black 'Submit' button and a blue 'Close' button.

Step 6 - Upload Documents: Click "Add Equipment," select the eligible model, then enter the serial number, homeowner sales date, and installation date. Finally, click "Submit."

Documents required:

1. A purchase order that includes the following details: company name, invoice date, invoice number, model and serial numbers of all equipment listed in the claim, as well as the distributor's name.
2. A warranty registration certificate for any equipment purchased outside of the program dates listed at <https://mitsubishimxzspiff.manufactureprograms.com/>



Step 7 - Certification Statement: Please check the box to acknowledge your agreement to the certification statement, then click "Submit" to submit your claim.



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