



Important Dates to Remember:

- **Enrollment into the 2023 program ends November 30, 2023.**
- **Enrollment begins for NEW Pro Partners for the 2024 program December 1, 2023.**
- **All 2023 Pro Partners will be automatically considered a 2024 Pro Partner™ beginning December 1, 2023.**
- **2023 Pro Partners must be unenrolled by January 15, 2024, for distributors not to be billed for the 2024 program.**

NEW PRO PARTNER ENROLLMENT PROCESS:

- All NEW Pro Partners (not currently enrolled as a 2023 Pro Partner) are required to be enrolled by either their Distributor or DSM, and must be approved by their DSM.
- There will be no Early Bird enrollment benefits. 2024 program benefits will begin January 1, 2024.
- Enrollment can be done two different ways:
 1. Through the Pro Partner Enrollment Report.
 - Best for mass enrollments
 2. Through a contractor's company profile.
 - Best for individual enrollments

PRO PARTNER AUTO RENEWAL PROCESS:

- All 2023 Pro Partners will be automatically considered a 2024 Pro Partner beginning December 1, 2023.
- Distributors will have **one month** to review their Pro Partners, and unenroll them from the program if they do not want their contractors to be in the 2024 program.
- Distributors will be billed for Auto Renewed Pro Partners for the 2024 program the week of January 16, 2024.
 - There will be no Early Bird enrollment benefits. 2024 program benefits will begin January 1, 2024.
- Distributors must accept the 2024 Pro Partner program Terms & Conditions.
- **Terms & Conditions can be reviewed and accepted in the Pro Partner Distributor Invoicing Report.**

- Pro Partner Distributor Invoicing Report – Located under Pro Partner Reports in the Pro Partner Dashboard: Marketing > Programs > Pro Partner > Resources

- This report works as an interactive billing statement showing Pro Partner enrollments, billing amounts and invoices. Before distributors can view this report, they must accept the Terms & Conditions of the program.

PRO PARTNER UNENROLLMENT PROCESS:

- There is only one way for contractors to be unenrolled from the program.
- Contractors must be unenrolled individually through their contractor profile by either their distributor or DSM.
- The last day for contractors to be unenrolled from the 2023 program is November 30, 2023.
- Pro Partner unenrollments between December 1, 2023, and December 31, 2023, are for the 2024 program only, and will not affect the contractor's 2023 Pro Partner standing.

IMPORTANT:

- Sales and Forecast information is not connected to the Pro Partner program or enrollments.
- Sales and Forecast information is located on a contractor's profile under the AC tab.
- Sales and Forecast information is gathered outside of the Pro Partner Program.