



Platinum Rewards Program

4/2019



About the Program

- ✓ Program website: www.fellowesrewards.com
- ✓ Monthly promotions on 90+ different products in 11 categories
- ✓ Product training & quiz's to “learn & earn” more on new products - get paid for passing scores

Who Qualifies for the Program?

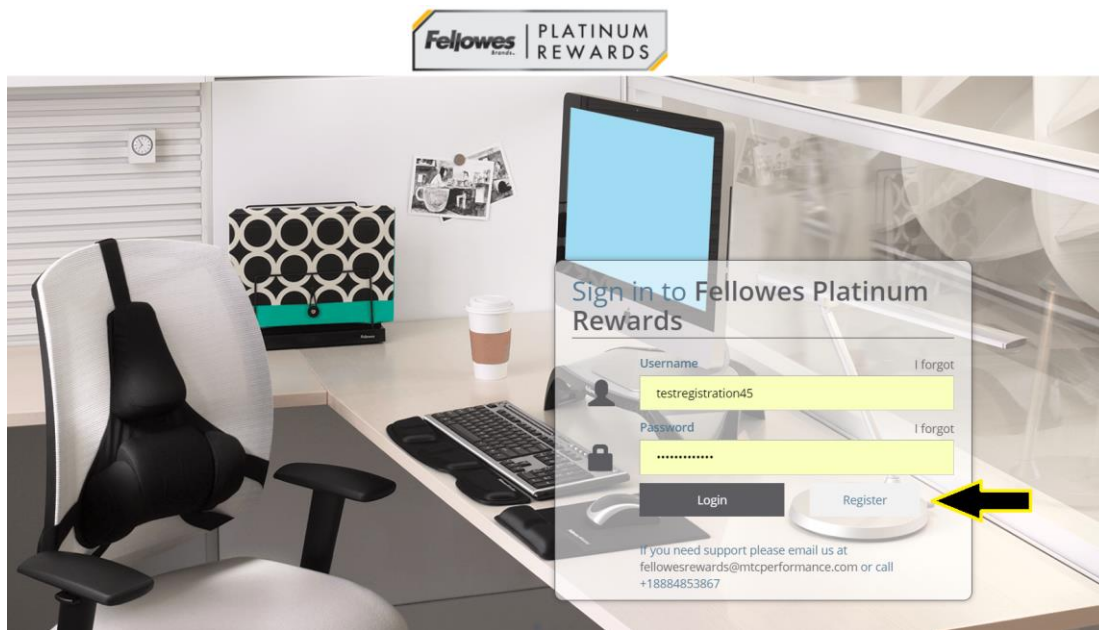
Qualifies

- Independent Office Products Dealer Sales Reps

Does NOT Qualify

- Distributors or wholesales
- IT Direct Marketer Resellers / Value Add Retailers
- Mass & Club dot com's (ex: Costco.com, Sams.com, Target.com)
- Fellowes employees

How to Register



To Register, a participant would follow these instructions:

1. To register for the Fellowes Platinum Rewards program, you must go to www.fellowesrewards.com
2. Once you've arrived at the portal, click the "Register" button located to the right of the "Login" button.
3. Clicking the "Register" button will take you to the online registration form for the program.

Date of Birth *

M/d/yyyy



Social Security No. / Social Insurance No. *

Home Address Line 1 *

Home Address Line 2

Home City *

Home Country *

Select

Home State *

Select

Home Postal Code *

Email Address *

email@example.com

Work Phone # *

 (999) 999-9999

Step 2 of 2 - Company Information

Organization *

Address Line 1 *

Address Line 2

City *

How to Register cont'd

- Complete all required fields on the registration form.
- Once you've read the "Terms and Conditions", click the checkbox to accept the terms.
- Upon checking you accept the terms, a "Submit" button will appear. Click "Submit" to complete the registration process.
- Your registration will be reviewed within 1 week and an email containing your login information will be sent upon approval of your registration.



Regarding Registration...

Data Privacy and Security

- All information provided through registration is strictly confidential for this program only and is securely protected.
- The SSN and Date of Birth are required under the US Patriot Act to issue the rewards card and for tax reporting purposes.

Registration Approvals

- All registrations will be reviewed prior to approval. Once approved, a participant will receive an email confirmation and access is granted to the site.
- Approval is granted within 1 week of registration.

Questions?

- Contact Program Headquarters at fellowesplatinumrewards@mtcperformance.com

[Browse Claims](#) > **Enter Invoice Information** >

Claim Entry

Step 1

Enter Invoice Information

Step 2

Enter Invoice Line Items

Step 3

Provide Support Documentation

To enter a claim you need:

The Fellowes part # for each product you are claiming.


A copy of your company's invoice to your customer. You will be able to upload an electronic copy or fax it to us in Step 3.

Your Customer Invoice

Please enter the information from your company's invoice to your customer in the following fields.

Invoice # *

Invoice Date *




Sold To *

Company Individual

Select Company Name

Company Name *



Contact Name *

Bill to Address *

City *


Country *

State *

Zip *

Additional Information

Market Segment *



Next 

Cancel

How to Submit a Claim

Invoice Information

- All information is based upon the Invoice to the end user (**dealers customer**)
- Purchaser Information is the **Dealer's Customer**
- The Market Segment represents the Dealer's Customer market segment
- All fields marked by an asterisk are required

Participants have 60 days from invoice date to submit their claims

Enter invoice and customer information in required fields and click Next to proceed.

Home Browse Claims Enter Invoice Line Items

Claim Entry

Step 1

Enter Invoice Information

Step 2

Enter Invoice Line Items

Step 3

Provide Support Documentation

Invoice #: Test4322 Invoice Date: Mar 13, 2019 Company Name: Test

Please enter line item information of the invoice from your company to your customer.

Your Line Items

Please enter the line item information from your company's invoice to your customer in the following fields.

Product *	Qty *	Total Sale *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Line Item +

Collapse All

Delete This Claim Next →

Item Search

To find your product: Enter a mfr part# or description, then click "Search"

Manufacturer: Mfr Item #: Search

To add a product to your claim, choose the correct line and click the plus symbol.

	Mfr Item #	Description	Applicable Promotions
+	01	Standard	Test - (4611)

Close

How to Submit a Claim

Product Information:

- Only products which are currently being spiffed based upon the invoice date submitted will display

- Click the Mfr Item # box to add your product. Search for your product and click the plus sign to add

- Enter the Qty sold and Total Sale amount.
NOTE: You must enter the quantity in eaches NOT cartons

- Click the "Add Line Item" button to add line item to claim

The system will not allow you to continue on if the 'Add Line Item' button is not selected

Claim Review

Step 1
 Enter Invoice Information

Step 2
 Enter Invoice Line Items

Step 3
 Provide Support Documentation

Invoice # : Test4322 Invoice Date : Mar 13, 2019 Company Name : Test
 Contact Name : Test Reseller : MTC Performance Salesperson : Test Registration

You can either upload a digital copy using any of the formats indicated below, or print a fax cover and fax it to us. The appropriate fax number is on the cover sheet.

Steps:

- "Browse" to select a file (Max Size: 3M) using any of the following formats:
- "Upload" to add the selected file to the list.
- To complete your claim, click on "Submit" at the bottom.

Fax Cover Sheet

Uploaded Files

You Sold

Product	Qty	Total Sale	Status
0007901	1	\$333.00	⚠ Not Submitted

First
Previous
1
Next
Last
Show entries
Showing 1 to 1 of 1 entries

How to Submit a Claim

Claim Review & Documentation:

- If back up documentation is requested, it must be provided no later than 60 days from the **end user invoice date**
- Click the Browse button, select your file and click Upload to attach
- Click Print Cover Sheet if you don't have an electronic version. Email/Mail/Fax documentation to program headquarters
- To edit the claim, click the Step 1 or Step 2 buttons on top
- Click Submit to submit your claim

Proper Backup Documentation

What will NOT be accepted

- “Order Number” or “Order Date”
- Product sold to another dealer or themselves
- If backup documentation is requested it must be submitted within 60 days from the date on invoice

What WILL be accepted

- Invoice number and invoice date
 - Ship confirmation number, ship date confirmation or ship date
 - Tracking number
- ❖ All backup documentation MUST have dealers company name or logo

How to Check a Claim's Status

The screenshot displays a web application interface for managing claims. At the top, there is a navigation bar with a home icon and a 'Claims' menu item. Below this, the main heading is 'Browse Claims'. To the right of the heading are two buttons: 'Toggle Search Filters' and 'Add New Claim'. Below the heading is a 'Search Results' section. On the right side of this section is a button labeled 'View Status Descriptions' with a magnifying glass icon. Below the search results heading, there is a 'Show / hide columns' dropdown menu and three export options: 'PDF', 'Excel', and 'CSV'. The main content is a table with the following columns: ID, Invoice #(s), Partner, Entry Date, Purchaser(s)/Customer(s), Status, and Action. The table contains two rows of data. The first row has ID 228733, Invoice #4322, Partner MTC Performance, Entry Date Mar 13, 2019, Purchaser(s)/Customer(s) Test, Status Incomplete (with a red triangle icon), and an Action icon. The second row has ID 228586, Invoice #123, Partner MTC Performance, Entry Date Mar 13, 2019, Purchaser(s)/Customer(s) Test, Status Admin Review (with a magnifying glass icon), and an Action icon. Below the table, there is a pagination control with buttons for 'First', 'Previous', '1', 'Next', and 'Last', and a 'Show 25 entries' dropdown. On the bottom right, it says 'Showing 1 to 2 of 2 entries'.

ID	Invoice #(s)	Partner	Entry Date	Purchaser(s)/Customer(s)	Status	Action
228733	Test4322	MTC Performance	Mar 13, 2019	Test	Incomplete	
228586	Test123	MTC Performance	Mar 13, 2019	Test	Admin Review	

- The Claim Browser is found under the “Claims” Menu.
- This screen provides real time information on the claims which have been submitted, processed, and funded to the rewards card

Prepaid Card Statement

The screenshot shows a web interface for a prepaid card statement. At the top, there are navigation links for 'My Profile' and 'My Prepaid Card'. The main heading is 'My Fellowes Platinum Rewards Prepaid Card'. Below this, there is a card image showing the card number 4000 1234 5678 9010, the name JOHN DOE, and the expiration date 12/25. To the right of the card image, there are summary statistics: Balance: 0.00, Purchases: 0.00, Bank Fees: 0.00, Funding: 0.00, Returns: 0.00, and Adjustments: 0.00. Below the statistics, there is a 'Card Number' dropdown menu showing 'xxnull (active)'. A 'Search Transactions' section follows, with a 'Transaction Type' dropdown set to 'Select', 'Start Date' and 'End Date' fields set to 'Mar 1, 2019' and 'Mar 13, 2019' respectively, and 'Search' and 'Clear' buttons. Below the search section is a 'Transaction Details' section with a 'Show / hide columns' dropdown and download options for PDF, Excel, and CSV. A table with columns 'Transaction Date', 'Post Date', 'Description', 'Category', and 'Amount' is shown, with the message 'There were no results found.' displayed in the table body.

My Fellowes Platinum Rewards Prepaid Card

Balance: 0.00
Purchases: 0.00
Bank Fees: 0.00

Funding: 0.00
Returns: 0.00
Adjustments: 0.00

Card Number
xxnull (active)

Search Transactions

Transaction Type: Select

Start Date*: Mar 1, 2019

End Date*: Mar 13, 2019

Search Clear

Transaction Details

Show / hide columns PDF Excel CSV

Transaction Date	Post Date	Description	Category	Amount
There were no results found.				

- Participants can view all their credits and debits online.
- All Fellowes Platinum Rewards Visa® Prepaid Card activity & transaction visibility is real time.
- Your debit card balance will be reflected in the Card Summary box in the screenshot
- Claims will be funded every 3-4 weeks onto the prepaid card

Helpful Information on the Prepaid Card



- The card will be issued upon the first approved claim and funding a participant is eligible to receive.
- The card will require activation upon receipt. There will be a phone printed on a sticker attached to the card.
- This card does have ATM access. Call 1 (877) 252-4622 to setup a PIN.
- The card can be used any where Visa* is accepted.
- Please refer to the Cardholder Terms and Conditions you will receive with the card for any questions on card usage and fees.

*This card is issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. and may be used everywhere Visa debit cards are accepted. The Bancorp Bank, Member FDIC.

Contacting Fellowes Platinum Rewards Headquarters

Submit Ticket

From *

fellowesrewards@mtcperformance.com

Ticket Subject *

Ticket Message *

File - Edit - Insert - Format - Table - Tools -

← → Formats B / [Rich Text Editor Icons]

Words: 0

If you have documents related to this ticket you may upload them below. You may upload up to 3 documents

Attached Documents

1. "Browse" to select a file (Max Size 1M)
2. Click "Upload" button.

Browse No File Chosen Upload

Send

There are several ways to contact the Fellowes Platinum Rewards HQ:

- Use the Online Feedback Ticket System
- Send an email
- Call the program toll-free

All correspondence received via the online ticket system or email will be responded to within 1-2 business days

[Program Headquarters Contact Information:](#)

Fellowes Platinum Rewards

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Phone: 1-888-485-3867

Fax: 1-847-303-0397

Email: fellowesplatinumrewards@mtcperformance.com