## 2025 DIGITAL SUBMISSION INSTRUCTIONS

HBO Launches/Activations & Renewals with a minimum 3-year commitment Effective January 1 - December 31, 2025

# **CLAIMING YOUR REBATE IS EASIER THAN EVER!**

- 1. Visit **HBODealers.com** and click on the **Dealer Dollars** tab to access rebate form and information.
- 2. Click the Submit button to complete the digital Dealer Dollars rebate form for electronic submission.
- **3.** Complete the form for each property submission, upload required documents (i.e. fully executed agreement) and follow all steps/instructions.
- **4.** You will receive an email from **HBO.VM@wbd.com** requesting W9/ACH information for payment set-up or updates (our processing team will reach out to you if set-up is needed). Be sure to respond in a timely manner and provide all required information to prevent payment delays.
  - If you have previously received a payment from HBO and your mailing address and/or banking information has changed, please notify our processing team at HBOBulkSubmissions@wbd.com.
- 5. You're all set! Please allow 6-8 weeks for review and payment processing.

# STEP-BY-STEP INSTRUCTIONS

#### STEP 1

Access the Dealer Dollars rebate submission form at **HBODealers.com** (Dealer Dollars tab) by clicking on the button to submit and claim your rebate.



#### STEP 2

Complete the form in its entirety and digitally e-sign at the bottom of the form.

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|---|---|--|--|--|--|
| 2025 REQUEST FOR  | A LAUNCH OR RE  | NEWAL  | for a FIVE+<br>year contract   | for a THREE*<br>year contract                                    |  |
|   |   |  |  | -  |  |
| PARTICIPANT INFORMATION   | Last Name:  |  |  |  |  |
| Tele  |   |  |  |  |  |
| Phone:  | Email:  |  |  |  |  |
| COMPANY INFORMATION   |   |  |  |  |  |
| Company Name:   |   |  |  |  |  |
| Company Headquarters Address:   |   |  |  |  |  |
| Oty:  |   | 51   | ate:   | 28   |  |
| Company Office Phone:   |   |  |  |  |  |
| Supervisor Name:  |   |  |  |  |  |
| PROPERTY INFORMATION  |   |  |  |  |  |
| Property Name   |   | Property Address:  |  |  |  |
| Oty:  | State:  | ZP   | Property P   | hone:  |  |
| Property Contact Name:  |   | Email:   |  |  |  |
| Launch or Renewal Date:   |   | Contract Expi  |  |  |  |
| Contract Terms  | Number of HBO Units   | Billed   |  | New Dooler ⊕ Renewal   |  |
| is the Property Seasonal? (Select Or  | et: (i) Yes (ii) No   | If Yes, Months of Ope  | eration  |  |  |
| DirecTV or DISH Account Number:   |   |  |  |  |  |
| Total Reward Request: \$  |   |  |  |  |  |
| REBATE GUIDELINES   |   |  |  |  |  |
| <ol> <li>Please keep a copy for your records and allow 6-8 weeks for<br/>review and processing. Rebate will be sent to the address on<br/>your W-9 form or issued via ACM/direct deposit of applicable.</li> </ol>  |   | HBO must be distributed in all guest rooms in the property at the time of submission to qualify. HBO linear service must also be associated with an a la certa rate. |  |  |  |
| Upon completion of rebate submis<br>sent to the e-mail address indicates  | <ul> <li>The property must enter into a binding, fully executed contract with the<br/>participating Sealitis Provider requiring carriage of seniors for a minimum<br/>of 3 years and HSO must be launched on a bulk-based basis as a part of<br/>sects contract during the program period.</li> </ul> |  |  |  |  |
| HBOVM # wbd.com requesting tax information (if applicable).<br>Payment for eligible properties will be processed upon<br>receipt of tax reporting information and complete paperwork.   |   | As not all Satellite Providers are authorized for this program, confirm, participation eligibility with associated distributor prior to authorized.                  |  |  |  |
| 2 For questions or inquiries, contact:  |   | <ul> <li>Each contract must be for senice commencing between January 1, 2025<br/>and December 31, 2025 and clearly state HIDD as a gromium offering.</li> </ul>      |  |  |  |
| HBOBulkSubmissions  |   | Rebate requests st   | Rebate requests should only be submitted for open and active properties. |  |  |
|   |   | <ul> <li>Reward will not be paid without complete tax information on file datest<br/>version of W-9 form) and all required rebate documents.</li> </ul>              |  |  |  |
|   |   | All requests for co<br>January 1 - Decement  | etracts executed and to<br>dury 21, 2025, west be a                      | hat have begun billing between<br>submitted by January 16, 2006. |  |
| VISIT OUR V   | EBSITE FOR INFORMATION A  |  |  |  |  |
|   | HRODEA  | LERS.CO  | M  |  |  |
| I have reviewed and agree to the t  |   |  | 44   | stein offt second COM boots                                      |  |
| seek chargeback of award should   |   |  |  |  |  |
| Signature:  |   |  |  | Date:  |  |
| Sealer Outlans program only available to particip<br>Secentiar 21, 2005. Eligible bulk properties inclu-<br>tationing are not eligible for Dealer Dotters. Univer-<br>tratindusials violating fire or as bathaff of a septicate<br>eligible participation in the Dealer Dotters program | aring satellite providers, subject to HBD's   | so's decretion and approve   | i. Properties must bunch   | or nenew between January 1, 2005 and                             |  |

#### STEP 3

Attach the fully executed agreement signed by dealer/retailer and property/customer.

| HBO DEALER DOLLARS                              |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| 2025 REQUEST FOR A                              | LAUNCH OR RENEWAL                                     |  |  |  |  |  |
| Upload supporting documents co                  | ofirming HBO service below:                           |  |  |  |  |  |
|   |   |  |  |  |  |  |
| Attachment 1: Fully signed & executed agreement | Attachment 2: Additional supporting documents, if any | Attachment 3: Additional<br>supporting documents, if any |  |  |  |  |

### **IMPORTANT**

The system's file size limit is 5MB - if your file size is larger, please reduce the file OR split the agreement and/or additional documents and attach as a 2nd and 3rd attachment, as needed.

Only the 1st attachment is required for the agreement, other supporting documents/addendums must be attached as a separate file.



## **2025 DIGITAL SUBMISSION INSTRUCTIONS**

Cancel

# **STEP-BY-STEP INSTRUCTIONS (CONT.)**

#### STEP 4

E-sign the rebate form and provide your email address - form must be signed by the individual receiving the rebate payment. All required fields must be completed to arrive at this step.

### 1. Select "Click to Sign"

Please enter your email and then click to sign this document.

Email

| By signing, I agree to this document, the <u>Consumer Disclosure</u> and to utilize electronic signatures. | Click to Sign |
|--|---------------|
| 2. Enter your email address once p   | rompted       |
| Enter Your Information   | ×             |

## Once you select "Click to Sign", the following message will appear

### Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "2025 HBO Dealer Dollars" until you've confirmed.

#### **IMPORTANT**

Make sure you are using a valid email address, and it is the same as what was entered on the rebate form.

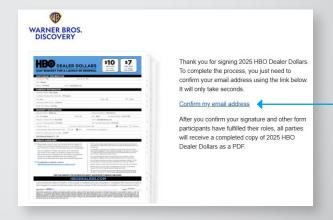
You will be required to validate the submission through Adobe Sign for the forms to be submitted to HBO for payment review and processing.

#### STEP 5

Check your inbox for an email from Adobe Sign to CONFIRM YOUR SIGNATURE within a couple of minutes. Once received, click on "Confirm my email address" – if you do not complete this step, your submission will NOT be received by HBO.

#### **IMPORTANT**

Check your spam folder if you have not received the email from **echosign@echosign.com** and add it to your safe list for future submissions.



#### STEP 6

Once the email address is confirmed, you will receive the below message and email confirming your submission has been received by HBO. The email will include a copy of the submitted rebate form and attachments, please keep for your records.

Your e-signing of 2025 HBO Dealer Dollars has been verified. A copy of the signed document is being sent to you.

2025 HBO Dealer Dollars has been completed Warner Bros. Discovery <echosign@echosign.com>

Property Rebates for your customers are available for digital submission at **HBOBULK.COM**.

If you have any questions or issues, contact our processing team at HBOBulkSubmissions@wbd.com.