## **2023 HBO Property Rebates**

2023 HBO Launches/Activations & Renewals with a 3-year minimum commitment (eff. Jan 1 – Dec 31, 2023)

## Claiming for your rewards is now easier than ever!

- 1. Visit www.HBOBulk.com and click on the respective sales vertical tab to access forms/information.
- 2. Locate the incentive program offer your property qualifies for and click the Submit button for the intended rebate to complete the digital Property Rebate form for electronic submission.
- 3. Complete the form for each property submission, upload attachments and follow all steps/instructions.
- 4. You will receive an e-mail from <a href="https://example.com">HBO.VM@warnermedia.com</a> requesting property's W9/ACH information.
- 5. You are all set! Please allow 6-8 weeks for review and payment processing.

## STEP-BY-STEP INSTRUCTIONS

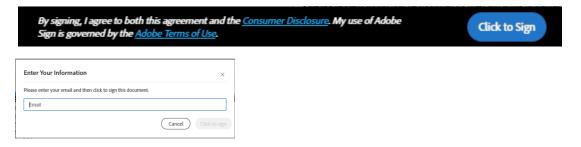
- > STEP 1: Click on the qualifying Property Rebate form to submit electronically.
- > STEP 2: Complete the form in its entirety and digitally e-sign at the bottom of the form.
- > STEP 3: Attach the required documents: fully executed agreement signed by the property and distributor, billing statement (if required field), and additional documents if applicable (i.e., addendum)

<u>IMPORTANT:</u> File size limit is 5MB, either reduce the file size OR split the agreement and attach as an additional file if size exceeds 5MB.

> STEP 4: E-sign the document and provide your e-mail address once all required fields have been completed.

Select "Clickto Sign" → You will be prompted to enter your e-mail address → Select "Clickto Sign"

<u>IMPORTANT:</u> Make sure you are using a valid e-mail 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 in order for the forms to be submitted to HBO for payment review and processing.)



> STEP 5: Check your inbox for an e-mail from Adobe Sign to confirm your e-mail address & click on "Confirm my email address".

<u>IMPORTANT:</u> Make sure to check your spam folder & add <u>echosign@echosign.com</u> e-mail address in your safe list, if needed.)

> STEP 6: Once you confirm your e-mail address, you will receive a final confirmation indicating your documents have been submitted and received by HBO. It will include a copy of the submitted documents for your records.

If you have any questions or issues, please reach out to our processing team at: HBOBulkSubmissions@warnermedia.com

Thank you for your continued support of HBO!