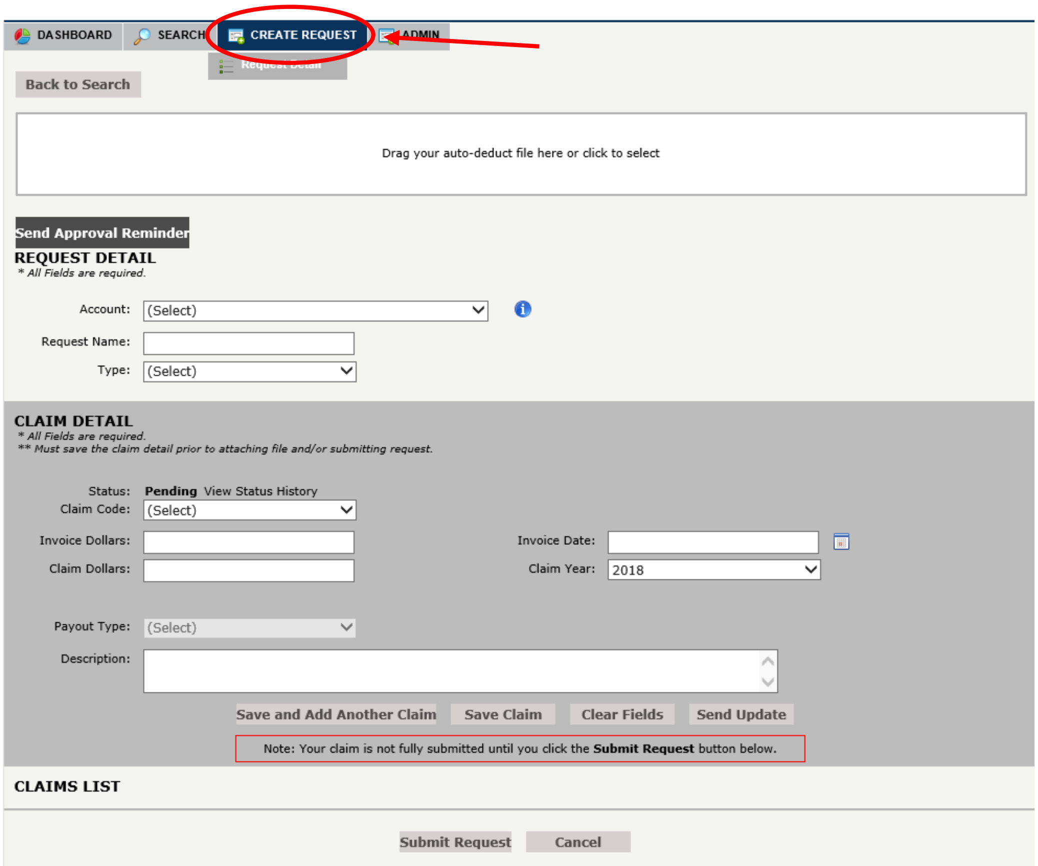
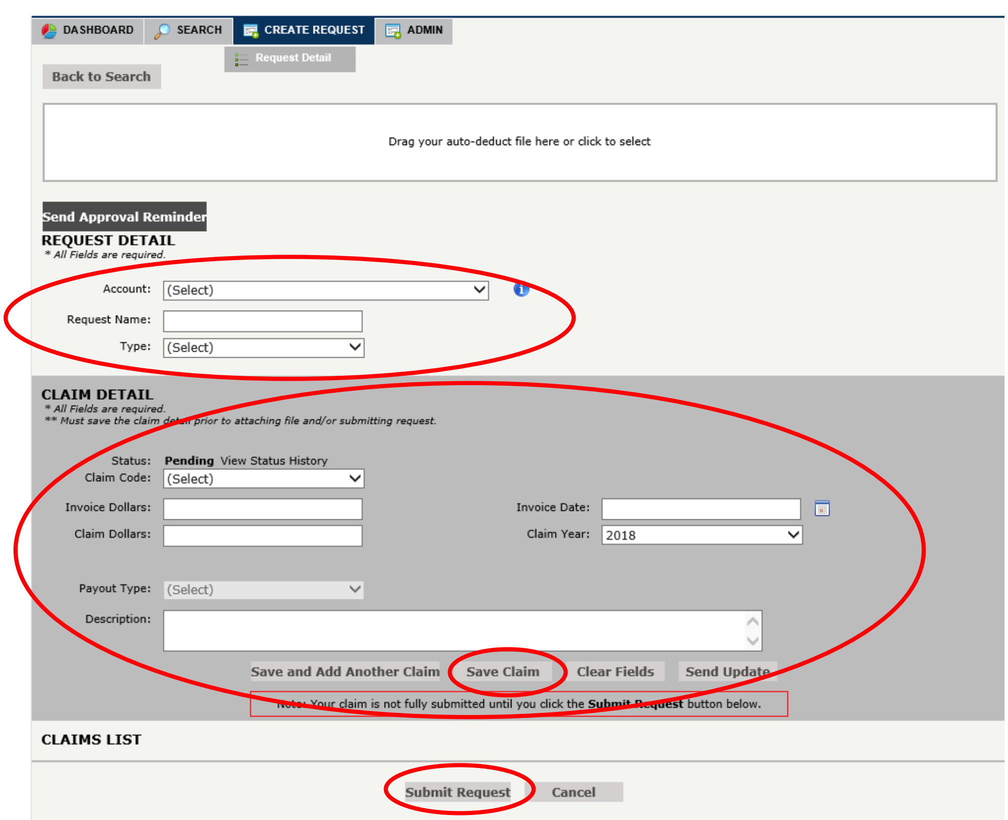
Submitting a Claim

1. Go to Create Request in the Dealer Investment Fund submission tool on Synergy.



2. Fill out all necessary fields and attach appropriate documents, save, then click submit (see pages 8–14 for itemized requirements).



3. You will receive an email notification when your claim is approved. Allsteel will debit your Dealer Investment Fund and issue a credit memo within 30 days of approval.
4. If your claim is denied, you will receive an email notification and an explanation. If you were missing necessary documentation, simply attach the missing information and resubmit the claim.

GUIDELINES FOR CLAIMS

- All co-op claims must be submitted within 60 days after qualifying event.
- Dealers will receive payment via credit memo within 30 days of approval.
- Claims are processed by the last week of each month.
- Expenses incurred before January 1, 2018, or after December 30, 2018, will not qualify for 2018 funding. All 2018 claims must be submitted by January 31, 2019.
- To be eligible for reimbursement, claim and pre-approval requests must be properly completed with proper documentation attached.
- Claims in Canadian currency will be converted to U.S. dollars.

GENERAL

- To receive access to the Dealer Investment Fund submission tool, email programs@allsteeloffice.com.
- An overview of eligible investments can be found on page 7 of the Dealer Program Guide.
- If the amount of your claim is greater than the balance in your account, payment will be issued up to the amount available. Under no circumstances are these funds to be deducted from your Allsteel credit account prior to claim processing.