

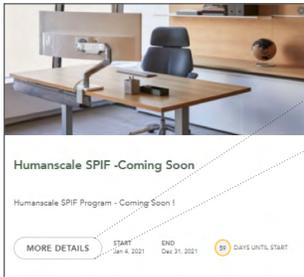
How to Claim a SPIF in Humanscale's New Portal



Submitting a claim in Humanscale's new incentive program is easy. Simply follow the steps below!

Step 1

Login to HumanscaleIncentives.com using the email address and password selected at sign up. Navigate to the Humanscale SPIF promotion by clicking the "More Details" button.



MORE DETAILS

Step 2

Once inside the promotion click on the "Submit Sale" button at the bottom of the screen which will open the Claim window. You will need your Acknowledgement Number (SO#) and Purchase Order (PO#) to submit a claim. These numbers are available on all Humanscale invoices. Do not include dashes or spaces when submitting these numbers.

If you wish to 'split' a SPIF with someone within your organization you can note this while submitting your claim by toggling the icon at the bottom of the window to "ON" where you will be prompted to provide the other users name, email address (this should be the email address they have registered in the portal with) and the percentage (%) of the total SPIF you would like to send to their account.

100% SPIF

Split SPIF

Step 3

You will then be asked to Review and Confirm the information provided. Once submitted you will receive confirmation that your claim as been successfully submitted and will be reviewed and processed by the Humanscale team for payout.

YES, I WANT TO SUBMIT THIS CLAIM