



How to Submit a Receipt Help Sheet

Welcome to the Westbury Pro Rewards Program!

Submitting receipts to receive cash rewards is easy. Please use the steps below to guide you through the process.

Upon receiving your acceptance email for the Westbury Pro Rewards Program please click the **activate your account link**. Once you have activated your account you can begin to upload receipts using the steps noted below:

1. Gather your receipts.
 - If you do not have a digital copy of your receipt create a digital image by taking a clear picture of the receipt or scanning the receipt using a printer. The receipt file/ image must include the following items:
 - Store name
 - Date of purchase
 - Westbury products purchased
 - Payment confirmation
 - You can combine multiple receipts into one pdf file. The file limits are:
 - Size: 10 mb
 - Page Count: 100 pages or less
2. Log in to your account on westburyprorewards.com
3. Click the UPLOAD INVOICE text.
4. Click SELECT IMAGE to choose the file (receipt) you want to upload or drag and drop your file. (We accept jpeg, .png, .pdf and .gif file types)
 - Files must be submitted one at a time.
 - The system will not accept multiple files uploaded at once.
 - Attempting to submit more then one file will cause an error and invalidate your submission.
5. Click the SUBMIT INVOICE button.
6. You will receive a confirmation via email of your receipt submissions.
7. Continue to upload additional receipts using the same process.
Please note: Receipts must be uploaded within 45 days of purchase date.
8. Once your receipts are processed, you will receive a confirmation email within 72 hours.

