

# How to Submit a Claim in Max

1

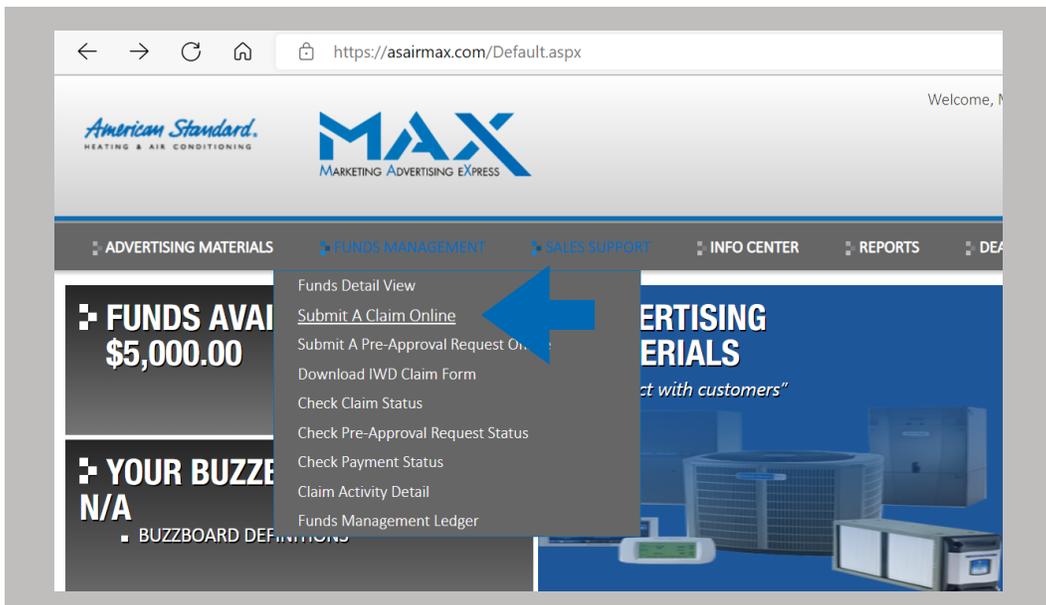
**Log into MAX through ASDealerNet**

ASDealerNet > Marketing Center > Marketing Advertising Express (MAX)



2

**Hover over Funds Management and select Submit a Claim Online.**



3

**Enter all activity information, then hit Next in the bottom righthand corner of the screen.**

A screenshot of the "SUBMIT A CLAIM" form. At the top, there is a progress bar with four steps: 1. Enter Activity Information (highlighted), 2. Supporting Claim Documentation, 3. Preview & Submit, and 4. Confirmation. The form is titled "Step 1: Enter Activity Information". It contains several fields: "Select Preapproval:" with a dropdown menu showing "--Select Preapproval--"; "Select Sales Plan:" with a dropdown menu showing "--Select--"; "Please be prepared to submit the following:" with a large empty text area; "Select an Expense Type:" with a radio button selected for "DSO"; "Select an Expense:" with a dropdown menu showing "--Select--"; "Category:" with a dropdown menu; "Select the prominent brand in the expense:" with radio buttons for "American Standard" and "Ameristar"; and "Select Fund:" with a dropdown menu showing "--Select--".

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- 4 You will now need to provide Supporting Claim Documentation. Once complete, hit Next in the bottom righthand corner of the screen.

The screenshot shows the 'SUBMIT A CLAIM' interface. At the top, a progress bar indicates four steps: 1. Enter Activity Information (checked), 2. Supporting Claim Documentation (active), 3. Preview & Submit, and 4. Confirmation. Below the progress bar, the text reads 'Step 2: Supporting Claim Documentation'. A message states: 'Claim #65955 has been created and will need the following documentation.' Below this is a text box containing 'An invoice showing the date of the show and a photo of the event booth.' Underneath the text box is a dropdown menu labeled 'Document Type' with '--Select--' selected. Below the dropdown is a dashed box labeled 'Select a Document to Upload:' with a blue cloud upload icon and the text 'Click to choose files or drag files onto this box.'

- 5 Preview your claim. After you preview your claim, hit Submit Claim. You will then receive confirmation that your claim went through.

The screenshot shows the 'SUBMIT A CLAIM' interface. At the top, a progress bar indicates four steps: 1. Enter Activity Information (checked), 2. Supporting Claim Documentation (checked), 3. Preview & Submit (active), and 4. Confirmation. Below the progress bar, the text reads 'Step 3: Preview & Submit'. A message states: 'Your Line Item has been successfully added to this claim. Your confirmation number is 65955. The following table shows all your activities. When all your activities have been added, you must click on the "Submit Claim" button for the system to send a notification to the verification center that a claim has been submitted. Failure to click the "Submit Claim" button could result in a delay in processing your claim.' Below this is a 'Please Note' section: 'Please confirm that you have uploaded all required documents for completion of this claim. Incomplete claims will not be processed as complete and paid without all required documentation. If you have not uploaded all documentation, please go back to step 2 and upload all required documentation.' To the right of the note is an 'Export to Excel' button. Below the note is a table with the following data:

Line Item	Expense Type	Vendor Name	Invoice Number	Invoice Date	
1	Events, Shows & Exhibits	test	11111	11/8/2022	Edit

At the bottom right of the interface are three buttons: 'Previous', 'Add Another Activity', and 'Submit Claim'. A large blue arrow points to the 'Submit Claim' button.