

How to Request a Preapproval in Max

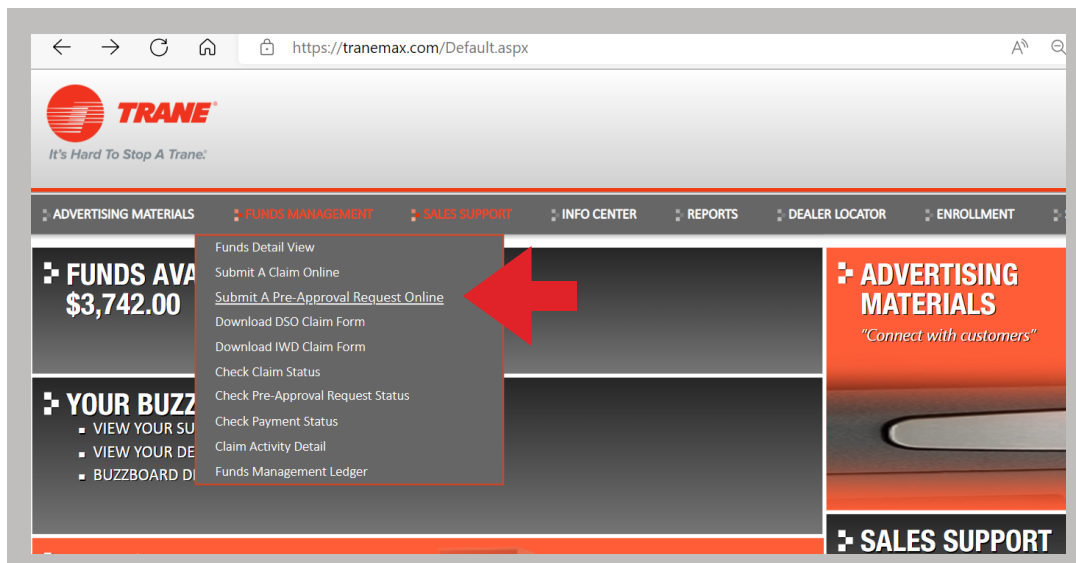


1 Log into MAX through ComfortSite

Comfortsite> Marketing Center > Marketing Advertising Express (MAX)



2 Hover over Funds Management and select Submit a Preapproval



3 Complete all the information needed for your Preapproval and then click Submit Request at the bottom of the page. MAX will then send a confirmation number and respond within 8 business hours.

The screenshot shows a portion of the Preapproval Request form. It includes a text input field, an 'Add URL' button, and a note: '(Total claim documentation cannot exceed 50 MB)'. Below this, there is a warning: 'Preapproval request without uploading proper documents will result in an incomplete request'. At the bottom, there are two buttons: 'Clear Form' and 'Submit Request', with a red arrow pointing to the 'Submit Request' button.