



2024

DEALER ADVERTISING CO-CP PROGRAM





The Trane® Dealer Advertising Co-op Program is designed to help you stimulate Trane residential and light commercial product sales by sharing the cost of your qualifying advertising. This guide is intended to provide key details, but see the official guidelines in your co-op sales plan for program specifics.

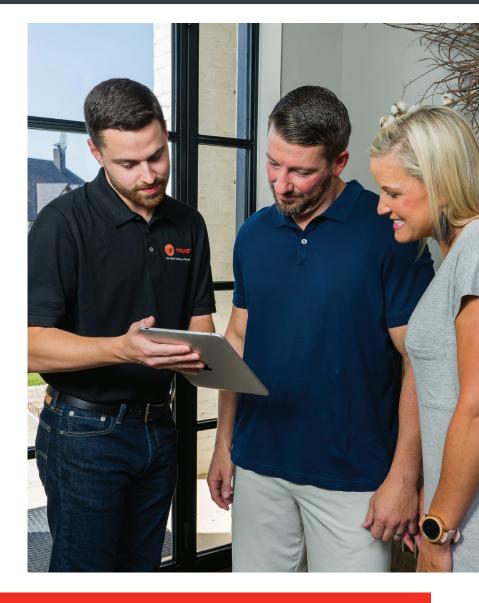
Take It To The MAX

Getting the most value out of your co-op dollars just got easier.

Meet MAX: a web-based tool that opens up a world of highly accessible, business-boosting marketing resources. MAX, short for Marketing Advertising eXpress, provides everything you need to quickly create ads. Included in this easy to use system are:

- 1. Ad Builder
- 2. Image Library

MAX is a tool designed as a result of Trane's response to dealer input and appreciation for a commitment to our brand, to make your co-op dollars work as hard as you do to generate leads and close sales. Continual improvement is part of the formula for success. We invite you to send your feedback on how MAX could be even more valuable to support@tranemax.com.



This guide is valid for the January 1, 2024 through December 31, 2024 program. Please refer to your distributor and your co-op sales plan for official language.





MAXimize Your Advertisements

To use your co-op dollars productively and increase your competitive edge, you need a tool that allows you to market as efficiently and effectively as possible. MAX was designed to be intuitive and easy to use, with new templates to communicate both the Trane brand AND your brand.

Access MAX 24/7 from: ComfortSite > Marketing Center > MAX (Marketing Advertising eXpress)

Customizable ad templates available on MAX:



CREATIVE RESOURCES (Continued)



Choose between two types of ad templates:

RTR (Ready To Run)

Quick & easy static templates allow you to add your own logo and company contact information using a pre-made ad.

BYO (Build Your Own)

Customizable templates with several options to choose from and more dealer space!

Downloadable material available on MAX:



Logos



Product Photography





Web Banners

Radio & TV

All radio & TV ads have a customizable area for both offer and dealer tagging.



All available radio ads can be listened to on MAX.

You may also download production quality ads that have an area for custom offer and dealer information.



All available TV ads can be viewed on MAX.

You may also download production quality ads that have an area for custom offer and dealer information.

Pre-approval is strongly recommended for all ads to ensure co-op eligibility, and can be requested from your distributor's local marketing contact.



Eligible Media	Ad Requirements	Claim Requirements
Television or Cinema	:15, :30 & :60 ads: Approved Trane or TCS logo at least 50% size of dealer logo and at least one Trane mention in audio/voiceover	Proof of Cost: Copy of Invoice Proof of Performance: Finalized produced ad OR notarized script detailing audio and visual ad components
Radio (including digital) or Podcast	:15, :30 & :60 ads: One Trane mention in audio/voiceover ("It's Hard to Stop a Trane" tagline counts as 1 mention)	Proof of Cost: Copy of Invoice Proof of Performance: Finalized produced ad OR notarized script detailing audio components
Printed Materials: Direct Mail, Door Hangers, Printed Newsletter, Newspaper, Magazines and Yard Signs	Approved Trane and/or TCS logo at least 50% size of the dealer logo OR approved Trane and/or TCS logo with additional Trane element (Trane product photo, promotion, offer, creative image. Logo must be in the ad. (No competitive brands or imagery)	Proof of Cost: Copy of Invoice Proof of Performance: Copy of Printed Piece or Ad (electronic form is acceptable)
Dealer Outdoor Building Signs: Static or Electronic	For electronic building signs, only the cost of the sign is co-op eligible. No installation or maintenance costs. Approved Trane and/or TCS logo Federal Heath preferred vendor	Proof of Cost: Copy of Invoice Proof of Performance: Photo of installed sign and for electronic copy of art card



Eligible Media	Ad Requirements	Claim Requirements
Billboards (static or electronic)	Approved Trane and/or TCS logo at least 50% size of the dealer logo OR approved Trane and/or TCS logo with 1 additional Trane element (Trane product photo, promotion, offer, creative image). (No competitive brands or imagery)	Proof of Cost: Copy of invoice Proof of Performance: Photograph or art card of billboard

Eligible Media	Ad Requirements	Claim Requirements
Over the top (OTT)	:15, :30 & :60 ads: Trane Logo and at least one Trane mention in audio/voiceover	Proof of Cost: Copy of Invoice Proof of Performance: Finalized produced ad OR notarized script detailing audio and visual ad components

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Eligible Media	Ad Requirements	Claim Requirements
Website/Landing Page /Mobile Site Development and Continued Maintenance/Hosting	Approved Trane and/or TCS logo on the main page No competitive logos or imagery -Brands serviced may be listed by name Include at least 2 of the following elements: - Trane product pages(s) - Trane product images(s) on main page - Trane related articles/blog - Equipment offers specific to Trane - Wells Fargo or SNAP financing page per guidelines	Proof of Cost: Copy of Invoice Proof of Performance: Website URL Trane reserves the right to audit website to validate ongoing compliance Amount reimbursed may be prorated based on % of website dedicated to HVAC (vs. plumbing, etc.) "Trane" cannot be used in newly created URL domain names.
Search Engine Optimization (SEO)	Approved Trane and/or TCS logo on main page No competitive logos - Brands serviced may be listed by name Include at least 2 of the following elements: - Trane product pages(s) - Trane product images(s) on main page - Trane related articles/blog - Equipment offers specific to Trane - Wells Fargo or SNAP financing page per guidelines	Proof of Cost: Copy of Invoice Proof of Performance: Website URL Trane reserves the right to audit website to validate ongoing compliance Amount reimbursed may be prorated based on % of website dedicated to HVAC (vs. plumbing, etc.)
Pricebook Digital	Only Trane Equip, Parts & Supplies may be represented Pricebook Digital is the only vendor approved for co-op Dealer must maintain their own contract with Pricebook Digital and submit for reimbursement	Proof of Cost: Pricebook Digital Invoice



Eligible Media	Ad Requirements	Claim Requirements
Online Banner/ Display Ads Desktop or mobile ads	Approved Trane and/or TCS logo at least 50% size of the dealer logo OR approved Trane and/or TCS logo with 1 additional Trane element (Trane product photo, promotion, offer, creative image). (No competitive brands or imagery) If promoting financing, click through link must direct to page with full financing disclaimer	Proof of Cost: Copy of Invoice Proof of Performance: Copy of digital ad Destination URL or screen shot of destination URL/landing page if promoting a financing offer
Digital Video/ Pre-roll Ads	Approved Trane or TCS logo at least 50% size of dealer logo OR approved Trane and/or TCS logo with 1 additional Trane element (Trane product photo, promotion, offer, creative image). If promoting financing, click through link must direct to page with full financing disclaimer	Proof of Cost: Copy of Invoice Proof of Performance: Copy of digital ad Destination URL or screen shot of destination URL/landing page if promoting a financing offer
Keyword Search Advertising (PPC) Includes click-to-call ads	Only non-Trane branded HVAC related keywords are eligible (examples: AC repair, furnace maintenance, heating and air dealer, ac installation) Search engine ad must include Trane mention or promotional offer featuring Trane product If promoting financing, click through link must direct to page with full financing disclaimer	Proof of Cost: Copy of Invoice Proof of Performance: List of keywords Destination URL or screen shot of destination URL/landing page if promoting a financing offer



Eligible Media	Ad Requirements	Claim Requirements
	For GLS: Mediagistic or SearchKings must be used – these vendors have created specific GLS accounts for HVAC	Proof of Cost: Copy of Invoice or Report from Mediagistic or SearchKings; For Google Shopping Trane invoices are also accepted
Carrieland	Only HVAC leads from GLS are co-op eligible	Trane reserves the right to audit sales of Trane/RunTru equipment
Google Local Services Ads (GLS) /Google Shopping	For Google Shopping: SearchKings must be used and adhere to Trane program guidelines	on GLS HVAC leads and Google Shopping
	*TCS dealers who selected the Lead Generation growth benefit may co-op GLS leads after they have exhausted the \$3,500/\$6,000 growth benefit credit.	
	Covers agency fees for management of social media channels & paid social ads	Proof of Cost: Copy of Invoice
Social Media	Content must include Trane elements (logo, product, promotions, etc.) and comply with applicable laws and regulations.	Proof of performance: Trane reserves the right to audit social media activity to validate ongoing compliance
Management & Ads	"Special financing available" is acceptable; No Specific term or rate finance offers may be included in social media advertising. No targeted or sponsored posts are allowed. Must comply with Wells Fargo guidelines.	
	Approved Trane and/or TCS logo at least 50% size of the dealer logo in a prominent part of the email (ex. Header, above the fold, leading	Proof of Cost: Copy of Invoice
Email Marketing	content, etc.) and comply with applicable laws and regulations.	Proof of Performance: Copy of Email
Online Local Listing Management	DAC Group's Local Presence Management (LPM) and review monitoring program fee; one-time fee to transfer reviews to trane. com (for non-TCS dealers & Distributors)	Proof of Cost: Copy of Invoice from DAC Group
	Register at: trane.dacgroup.com Program is free for TCS Dealers	

MEDIA SPECIFIC GUIDELINES: OTHER MEDIA



Eligible Media	Ad Requirements	Claim Requirements
Sponsorships	Include a promotional element (TV, radio, billboard, direct mail, digital ad, etc.) Follow media guideline requirements. If event sponsorship, include prominent Trane signage with approved Trane logo Benefits (tickets, suite access, parking passes, VIP passes, etc.) are not eligible for reimbursement as separate line items but can be included as added value in packages Pre-approvals are strongly encouraged.	Proof of Performance: -Copy of sponsorship contract -Final produced promotional element -Photograph of Trane Signage at event -Charity events are excluded from this category unless they meet requirements as stipulated under sponsorships
On-hold Messaging	Mention Trane at least 1 time for every :60 seconds of audio	Proof of Cost: Copy of Invoice Proof of Performance: Final produced on-hold message recording
Events, Shows & Exhibits	Trane signage with approved Trane and/or TCS logo at 50% size of the dealer's logo Trane products must be on display (cost of product is not eligible) No competitive products/brands on display	Proof of Cost: Copy of Invoice Proof of Performance: Photos of event and/or exhibit showing Trane signage and product display Deposit claims: Event date, location and deposit invoice (due within 90 days of invoice date or activity date). The claim can be reimbursed out of the fund year for either the invoice date or the activity.

MEDIA SPECIFIC GUIDELINES: OTHER MEDIA



Eligible Media	Ad Requirements	Claim Requirements
Vehicle Wraps/ Full Designs	Approved Trane and/or TCS logo at least 50% size of the dealer logo in a prominent location on a minimum of 2 sides Trane logo decals should be claimed under Branded Merchandise category Signature graphics is preferred vendor	Proof of Cost: Copy of Invoice Proof of Performance: Photo of vehicle minimum of 2 sides
Branded Uniforms & Apparel	Approved Trane logo and/or TCS logo Preferred vendors Branded Merchandise: PSG Geiger; traneresidentialbrandstore.com; Metro Printed Products Uniforms: Wayne Enterprises (ComfortSite > Marketing Center)	Proof of cost: Detailed invoice from vendor showing all expenses Proof of performance: Picture of item purchased showing approved Trane logo If items are ordered via Trane's preferred vendor, proof of performance is not required
Branded merchandise, promotional items & vehicle decals	Trane logo and/or TCS logo at least 50% in size to the dealer/IWD logo if applicable *Preferred vendors:* *Branded Merchandise:* PSG Geiger; transeresidentialbrandstore.com; Metro Printed Products *Vehicle Wraps:* Signature Graphics (ComfortSite > Marketing Center)	Proof of Performance: photo of item purchased (with Trane logo shown) If items are ordered via Trane's preferred vendor(s), photos of the items are not required Gift certificates are not eligible Only custom brochure/flier (not available from Metro) printing expenses are eligible

MEDIA SPECIFIC GUIDELINES: OTHER MEDIA



Eligible Media	Ad Requirements	Claim Requirements
Product Literature	Trane and RunTru consumer literature ordered on ComfortSite > Order Center > Marketing Materials	Proof of Cost: Copy of invoice from Metro
CallSource	Tracking for leads through marketing mediums	Proof of Cost: CallSource Invoice Proof of Performance: Signed affidavit from vendor stating only Trane Products are represented
Podium	Online reputation management and customer interaction/reviews	Proof of Cost: Podium Invoice

SALES SUPPORT

Eligible Media	Ad Requirements	Claim Requirements
Warranty	Cost of extended warranty for Trane and RunTru installed equipment by AIG or JB warranties	Proof of Cost: Invoice from AIG or JB Warranties. Either individual or complete report from dealer of all claims within 90 days.
Field Service Management (FSM)	Approved vendors as stipulated in the Trane Comfort Specialist Sales Plan are co-op eligible. ServiceTitan (including Marketing Pro), FieldEdge, Aptora, Housecall Pro, Jobber, P3, Payzerware, ServiceFusion, Workiz, and FieldPulse.	Proof of Cost: FSM Invoice For dealers that have selected FSM as a TCS growth benefit, payout for co-op will be after they have utilized their TCS funds and should not exceed total yearly cost of FSM.
NATE Certification	Certification and testing fees are eligible for reimbursement	Proof of Cost: Nate invoice Name and Dealer
EGIA Training	EGIA membership	Proof of Cost: EGIA invoice 50% co-op eligible
Trade Warriors	For program costs as established by Trane Technologies.	Proof of Cost: Invoice from Trane

Continued on next page



INELIGIBLE EXPENSES REIMBURSEMENT, including but not limited to:

- · Barters or trades for equivalent value
- · Call centers and answering services
- Charitable or political contributions
- Classified ads
- Customary business expenses such as office equipment, supplies, vehicles and software
- Event, entertainment and travel expenses not tied to an approved sales incentive plan
- Market research
- Production expenses for individually produced creative
- Services performed by distributor or dealer employees
- TCS program fees
- Uniform rental and cleaning services
- Hiring of Personnel



GENERAL ADVERTISING REQUIREMENTS



Follow these key guidelines to ensure your ads are eligible for co-op:

- · Feature Trane products exclusively.
- Meet Trane Brand Identity Guidelines as posted on ComfortSite: MAX Info Center
- Contain the proper Trane logo and/or Trane Comfort Specialist (TCS) logo (if eligible)

 Note: Both logos are not required to be shown together.
 - The Trane logo must also contain the "It's Hard To Stop A Trane." tagline
 - RunTru logo may be used in advertising as a standalone brand
 - Trane/Mitsubishi Electric products can be included in advertising when presented as a secondary product to Trane (i.e. Trane/Mitsubishi Electric product must be less than 50% of ad space.)

 For complete co-branded logo requirements, see the Mitsubishi/Trane Logo Usage Guide on MAX.
- Promotional and financial messages must specify the product, promotion/offer, dates plus any Trane and legal disclaimers.
- · Dealers must be identified as "independent" Trane dealers.
- Advertising must meet all standards for responsible advertising (e.g. no false or misleading offers, offensive materials, etc.).
- Locomotive themes/pictures/photography will render an ad ineligible for reimbursement.



BRAND/LOGO GUIDELINES



Approved Logo Use

This is the lockup of the Trane logo with the tagline. This unit is comprised of the Trane logomark, the Trane logotype, and the Trane tagline. The size relationship shown here must be maintained in all its applications. These elements, the size ratio of each element to one another, and their position in relation to one another should never be altered, resized, redrawn or modified in any way.

An appropriate amount of space (diameter of 1 logomark) should be left between the Trane logo and other information, such as product names and other logos.

The smallest the logo can be used to still be clear and effective is 1.25" wide in print or 125 pixels.





TRANE RED

PANTONE BRIGHT RED C

C / 0 R / 255

M / 88 G / 43

Y / 100 B / 0

K / 0 HEX / FF2800

TRANE GREY

PANTONE 430 C

C / 33 R / 124

M / 18 G / 135

M / 18 G / 135

M / 18 G / 135

Y / 13 B / 142

K / 40 HEX / 7C878E

TRANE LIGHT GREY

PANTONE 427 C

C / 7 R / 208

M / 3 G / 211

Y / 5 B / 212

K / 40 HEX / 7C878E

K / 8 HEX / D0D3D4

BRAND/LOGO GUIDELINES (CONTINUED)



Approved Logo Use



The preferred Trane logo and tagline format shown is used for most media. Its consistent use provides a consistent appearance and ensures the proper relationship between the Trane symbol and logotype. The tagline should appear as shown in Black.



Optional application of the logo in Trane Red on a Black background with tagline dropped out to White. Trane Red must be knocked out of Black background and not an overprint.



Dropout of a color. The logo should always appear in White. Do not use any other color combination.



The logo and tagline dropped out to White on a printed Black background.



The logo and tagline in Black printed on a White background.

Incorrect Logo Use



Do Not stretch, skew or distort the logo.



it s riaid to stop A riaile.

Do Not create new or unapproved logo lockups.



It's Hard To Stop A Trane."

Do Not alter the proportions of the symbol and logotype or adjust the positioning of the logo elements.



Do Not add words to the lockup.



Do Not use the Trane logotype alone.



Do Not add a drop shadow or other special effects.



It's Hard To Stop A Trane.

Do Not recreate the logo in unapproved colors.



Do Not outline the logo.



Do Not use the Trane logomark without the Trane logotype.

It's Hard To Stop A Trane.

Do Not use the Trane tagline alone.



TCS (Trane Comfort Specialist) Badge Use



The preferred way to reproduce the Trane Comfort Specialist (TCS) logo is in color.





80% black or PMS 7417 should be used when reversing the logo out of a background.

When the color version cannot be used in black & white print media, the TCS logo may be reproduced in one color or grayscale. 80% black should be used.

Colors	Pantone	4-Color Process
Trane Red	7417	C 0% M 88% Y 100% K 0%
Trane Grey	80% Black	C 0% M 0% Y 0% K 80%
50% to 10% Black Gradient	50% to 10% to 50% Black Horizontal Gradient	50% to 10% to 50% Black Horizontal Gradient

Buffered Zones



The TCS logo must always be at least the width of the house on the logo away from any other object, except when paired with the Trane logo or other logos/marks and a vertical line is used.

BRAND/LOGO GUIDELINES (CONTINUED)



Approved RunTru Logo Use



The smallest the logo can be used to still be clear and effective is 1.25" wide in print or 125 pixels for screens.





NOTE: The horizontal lines in "RUN" should always be white except when used in "Reversed" instance.



LOGO SPACING

An appropriate amount of space (width of 1 'TRU' in logotype) should be left between the RunTru logo and other information, such as product names and other logos.

RUNTRU LOGO COLORS



TRANE RED (PREVIOUS PAGE)
PREFERRED COLOR TO BE USED FOR THE
RUNTRU LOGO TYPE AND ENDORSEMENT



TRANE GRAY (PREVIOUS PAGE)
PREFERRED COLOR TO BE USED FOR THE "TRU" LOGO
TYPE WHEN USED ON WHITE BACKGROUND



ON WHITE

This is the preferred RunTru logo lockup. Its use across all mediums provides a consistent appearance and ensures the proper relationship between the logo elements.



ON BLACK

Optional application of the logo and endorsement with "Tru" in white on a black background. The horizontal lines in "Run" should stay white. Trane Red must be knocked out of the black background and not an overprint.



ONE COLOR

The logo, underline, and endorsement in black may be printed on a white background for black-andwhite-only applications.



REVERSED

When used on a colored background, always use the one-color white logo. Do not use any other color combination. The white logo may also be used on a black background, in place of the "On Black" version, when color is not an option.

BRAND/LOGO GUIDELINES (CONTINUED)



Trane Home

This is the Trane Home Moniker design. Per best practice instructions on the following pages, this Moniker must always be utilized with the Trane Residential logo to reinforce these branded services, but never shown as a side-by-side lockup. The icon is part of the moniker and should never be used separately from the logotype. The Trane Home Moniker is currently available in Trane Red. Black and Reversed can be used when necessary. The Trademark symbol must always be shown.

An appropriate amount of space (diameter of 1 logomark) should be left between the Moniker and other information, such as product names and other graphics. The Moniker should never be placed directly next-to, above, or below the Trane logo. The moniker should be placed appropriately, but still accompanied by the Trane logo somewhere on all print and digital placements. Wherever the moniker is used, the Trane logo should also be visible.





REVERSED:

BLACK:





CLEAR SPACE: Height/Width of logomark



1.25"

PRINT MINIMUM



125 pixels

WEB MINIMUM

ASSEMBLED IN THE USA CLAIMS



"ASSEMBLED IN THE USA" CLAIMS

"Made in America" and "Assembled in the USA" are strictly regulated legal claims.

No Trane products qualify for the claim "Made in America." Do not make this claim or similar claims such as "Manufactured or Produced in the USA." Do not imply this claim by using images such as American flags or maps of the United States.

Certain Trane products do qualify for "Assembled in the USA."

Because we have a mix of assembled and sourced products, we cannot make unqualified statements about the brand. You cannot say the following: Trane products are Assembled in the USA.

Example of what you can say:

The S9X2 gas furnace is Assembled in the USA (or alternately) in Trenton, NJ.

(See qualifying products listed below)

OUTDOOR UNITS

Assembled location: Tyler, TX

4TTV Condensers	4TWV Heat Pumps
4TTZ Condensers	4TWZ Heat Pumps
4TTX Condensers	4TWX Heat Pumps
4TTR Condensers	4TWR Heat Pumps
4TTB Condensers	4TWB Heat Pumps
4TTA Condensers	4TWA Heat Pumps
4TTA Condensers	4TWA Heat Pumps
2TTB Condensers	2TWB Heat Pumps
4TTM (Only serial #'s 14011 and later)	4TWL Heat Pumps
ATTI Canadanaana	

4TTL Condensers

GAS FURNACES

Assembled location: Trenton, NJ

TUHM Gas-Fired Furnaces TUH Gas-Fired Furnaces TUX Gas-Fired Furnaces	TDHM Gas-Fired Furnaces TDH Gas-Fired Furnaces TDX Gas-Fired Furnaces
S9V Gas-Fired Furnaces S9B Gas-Fired Furnaces	S9X Gas-Fired Furnaces
S8X Gas-Fired Furnaces TUC Gas-Fired Furnaces	S8B Gas-Fired Furnaces TDC Gas-Fired Furnaces
TUD Gas-Fired Furnaces TUE Gas-Fired Furnaces	TDD Gas-Fired Furnaces TDE Gas-Fired Furnaces

OIL FURNACES

Assembled location: North Judson, IN

THV Oil Furnaces
TLR Oil Furnaces
TDF Oil Furnaces

PACKAGED UNITS

Assembled locations: Panama City, FL | Smith, AR

4TCY Cooling Packaged Models 4TCC Cooling Packaged Models 4TCX Cooling Packaged Models

AIR HANDLERS

Assembled location: Vidalia, GA

GAM Air Handlers 4TXC Cased Coils GAF Air Handlers 4TXA Un-Cased Coils **TEM Air Handlers 4CXC Cased Coils** 4TEE Air Handlers 4TXF Flat Coils 4TEC Air Handlers **4NXC Cased Coils** 4TFB Air Handler 4NXA Un-Cased Coils GMU/V OTWH Air Handlers **4PXC Cased Coils TAM Air Handlers** 4PXA Un-Cased Coils **GAT Air Handlers 4TEH Air Handlers**

PACKAGED HEAT PUMPS

4TGB Air Handlers 4TFE Air Handlers

Assembled locations: Panama City, FL | Smith, AR, | Tyler, TX

4WCZ Heat Pump Packaged Models4DCZ Heat Pump Packaged Models4WCY Heat Pump Packaged Models4DCY Heat Pump Packaged Models4WCX Heat Pump Packaged Models4WCC Heat Pump Packaged Models4WHC Heat Pump Over/Under Models

CASED COILS

Assembled location: Trenton, NJ

GAS ELECTRIC PACKAGED HEAT PUMPS

Assembled locations: Panama City, FL | Smith, AR

4YCZ Gas Electric Packaged Models4YCY Gas Electric Packaged Models4YCX Gas Electric Packaged Models4YCC Gas Electric Packaged Models

WHY ADVERTISING DISCLOSURES ARE NEEDED



Disclosing the details of a promotional offer is incredibly important because it helps customers make informed choices. Accurate and prominent credit terms and costs are also important because they help:

- · Customers understand their financing options.
- Build trusted, positive experiences with your customers.
- Prevent the risk of litigation and damage to your reputation.

What happens if I don't follow the advertising laws and regulations?

Wells Fargo and third-party advertisers like you are equally responsible for complying with the advertising laws or it may result in penalties like fines, reputation damage, and other negative consequences for all parties.

Are compliance requirements for all financing programs the same?

Different state and federal laws apply to consumer finance programs. Guidelines from other credit card program providers do not replace ours, which are based on Wells Fargo policy. All requirements may not transfer across finance providers.

State and federal laws and regulators that mandate specific rules when promoting financing include, but are not limited to:

- UDAAP (Unfair, Deceptive and Abusive Acts & Practices) laws
- Truth in Lending Act (TILA); including Regulation Z
- The Federal Trade Commission (FTC).

For full disclaimer guidelines, visit:

https://retailservices.wellsfargo.com/programs/df3080921/en_US/pdfs/advertising_requirements.pdf



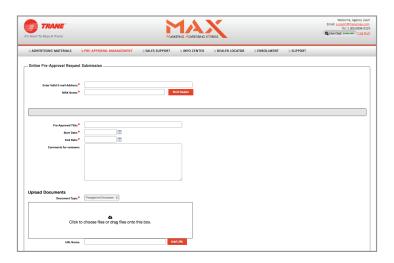
CO-OP PRE-APPROVAL PROCESS



You can submit your ads for co-op pre-approval to MAX before the activity is initiated. Pre-approval requests submitted through the MAX site are processed within eight business hours.

To access the pre-approval process in MAX:

- 1. Hover your cursor over the "Pre-Approval Management" drop down menu, click "Submit a Pre-Approval Request Online".
- 2. Complete the required fields on the pre-approval request screen, upload a proof of your ad and then click "Submit Request".
- 3. You will be notified of your pre-approval request status by email within 8 business hours.



Managing Pre-approval Email Communications

Pre-approval email communications will be sent to the email address entered with the pre-approval and all contacts listed in your MAX "My Profile".

You can manage your company contacts by clicking on the "My Profile" link at the top right hand corner of MAX. Contacts can be added or removed from this list.

If you encounter any difficulties with the preapproval process, contact MAX support at 855-808-9229 or support@tranemax.com.



MAX SUPPORT

The MAX Support Team is here to help whenever you need assistance. They can be reached from 9am to 6pm EST.

• Phone: 855-808-9229

• Email: support@tranemax.com

Live chat available on the site



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