

New to SPIFF? Need a refresher on how to work SPIFFs? We've got you covered.

SPIFF claims for all orders can only be done online through the dealer portal and require that you register for an account. Please note you **have 90 days from order date (not ship date)** to submit a SPIFF. Any SPIFFs not claimed within 90 days can no longer be claimed.

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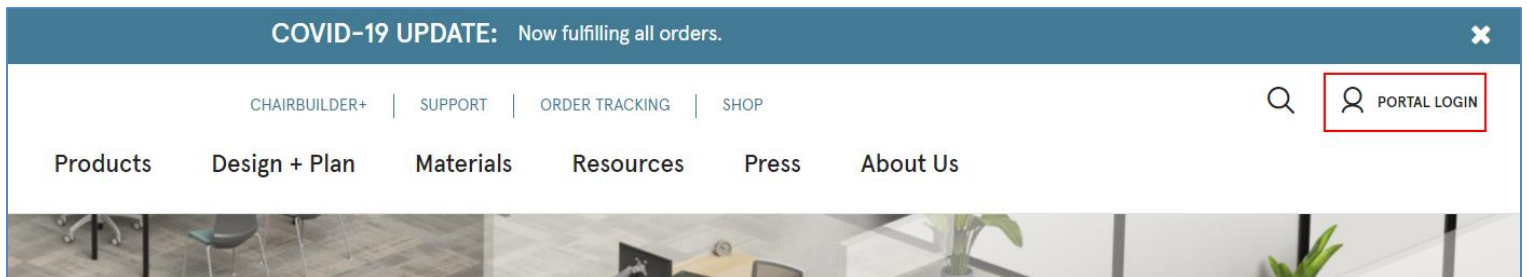
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Detailed SPIFF Instructions

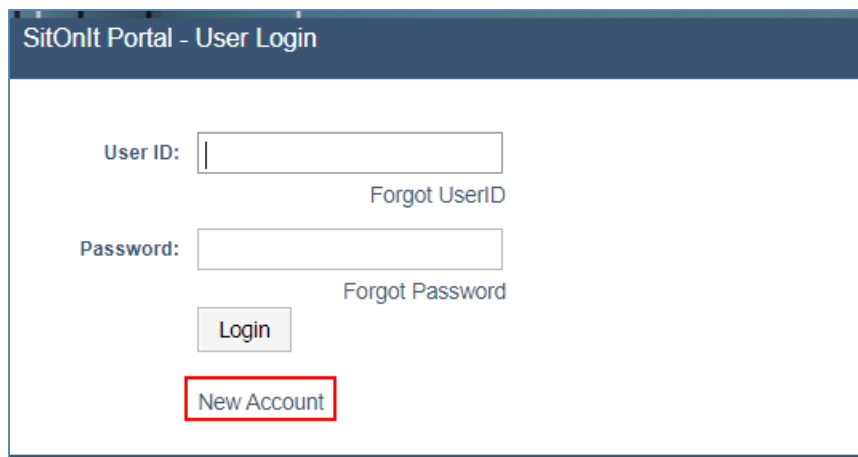
Registering

Go to www.sitonit.net and click on **Portal Login** at the upper right corner of the page, bookmark the Portal login page: <https://myportal2.sitonit.net>

**Only one registration is required for all Brands*



Click New Account



The image shows a screenshot of the "SitOnIt Portal - User Login" form. The form has a dark blue header with the text "SitOnIt Portal - User Login". Below the header, there are two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is a link that says "Forgot UserID". To the right of the "Password:" field is a link that says "Forgot Password". Below the "Password:" field is a "Login" button. At the bottom of the form, there is a "New Account" button, which is highlighted with a red box.

On the **User Registration** screen, create a **User ID** (preferably not your email address) and provide your **First Name**, **Last Name** and **Email Address**.

In the **SPIFF Users** section, select “**SPIFF**” in the **Account Type** drop down menu. (**denotes mandatory fields*)

The screenshot shows a web form titled "User Registration" with a dark blue header. Below the header, it says "Fields that have * are required." The form contains several input fields: a text box for "*User ID:" with a note "Create a User ID of your choice. Email address is not recommended."; a text box for "*First Name:"; a smaller text box for "Middle Initial:"; a text box for "*Last Name:"; and a text box for "*Email Address:". Below these is a section for "SPIFF Users select 'SPIFF'" containing a dropdown menu for "*Account Type:". At the bottom of the form are two buttons: "Cancel" and "Next".

Detailed SPIFF Instructions

Enter Social Security Number, Address, City, Country, Zip and Phone Number

In the Required for Viewing Orders section, enter Dealer Name or Dealer ID and your Dealer (Billing) Zip then click Search.

On the pop-up window, select your dealership by clicking on the radio button next to your Dealer ID then click OK and then Submit

You will receive an email confirming receipt of your registration. Once your registration is approved, you will receive another email with your password.

User Registration

Fields that have * are required.

I want to claim SPIFFs

* SSN:

Job Title:

* Address:

Address2:

* City:


* Country:

* State/Province:

* Zip/Postal Code:

* Phone:

Extension:

 I want to join the DSR Kickstart Program

Required for Viewing Orders

* Dealer Name Or ID:

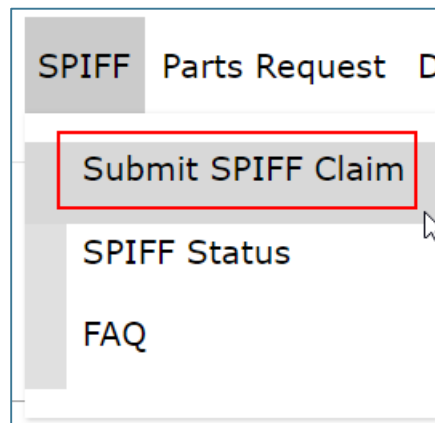
* Dealer Zip:

Detailed SPIFF Instructions

Claiming a Spiff


Log in to the Portal

On the Main Menu, click SPIFF then Submit SPIFF Claim



Enter either the SO# or the PO# on the allotted field and click Next

NOTE: Please allow 48 hours from placing your order before claiming a spiff

 **SUBMIT SPIFF/POINTS CLAIM - STEP 1 OF 3**

Please enter either the sales or purchase order number for the claim that you would like to file.

NOTE: Please allow 48 hours from the day you place your order before claiming the SPIFF.

SO Number

PO Number

Next

Detailed SPIFF Instructions

Select the lines you want to claim or select the checkbox in the column header to select all lines then click **Next**

SO Number:
PO Number:
Order Date: 3/30/2021

<input type="checkbox"/>	Qty Claiming	Available Points	Line	Model Description
<input type="checkbox"/>	<input type="text" value="3.0"/>	1200	1	Lumin Task, Light Task, Basic, Navy Shell, Fog Base, Silver Frame, Unassm in Crtn

You must agree to the SPIFF Terms and Conditions to continue

TERMS AND CONDITIONS OF THE SPIFF PROGRAM

- Order will be available to be claimed **AFTER 48 HRS** from placing it
- SPIFF Payments are not automatic - Each order placed must be claimed for SPIFF payment online.
- Chairs must be sold at **STANDARD DEALER NET**
- SPIFF must be claimed within **90 CALENDAR DAYS** from **ORDER DATE** regardless of ship date
- Your dealership must pay our invoice in full **BEFORE** a SPIFF check is issued
- Checks are issued for single or cumulative orders that total a SPIFF(s) of **\$100 OR MORE** every 3 to 4 weeks
- Checks for single or cumulative **SPIFF(s) LESS THAN \$100** are issued at the end of each quarter
- **SPIFF checks will be mailed around the 15th of every month to your SitOnIt Sales Representatives for distribution**

Agree

Decline

The next screen is a summary of the claim to be submitted. If everything is correct, click **Submit** to submit the claim

SUBMIT SPIFF CLAIM - STEP 3

The following claim information will be submitted. Please confirm that this information is correct and click submit.

SO Number	Line ▲	Ship To Name	PO Number	Order Date	Claim Date	Chairs Claimed
766144	1	STERLING MOVERS	164962SI61	11/15/2012	1/10/2013	24

Submit

Cancel

Detailed SPIFF Instructions

You can click on the [Print Confirmation Page](#) link to print out the confirmation and save for your records.



SUBMIT SPIFF CLAIM - DONE

The claim has been submitted!

Please check [Spiff Status](#) for updates to the claim. Your reference # is: 634934329630253630

SO Number	Line ▲	Ship To Name	PO Number	Order Date	Claim Date	Chairs Claimed
766144	1	STERLING MOVERS	164962SI61	11/15/2012	1/10/2013	24

[Print Confirmation Page](#)

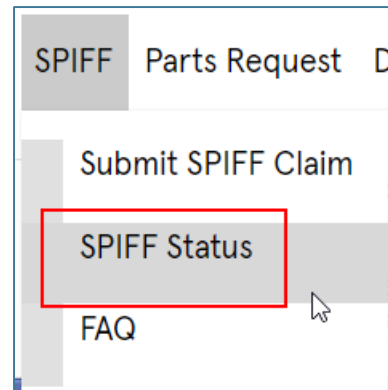
Detailed SPIFF Instructions

Viewing my SPIFFs

To view or get status of the SPIFFs you've claimed, follow the below steps:

Log in to the Portal

Select SPIFF then SPIFF Status on the main menu



The first column gives you a status of your SPIFF

Click on the drop-down menu next to "Expand" to view the Claim Status Legend.

You can click on the Reference # to view details on a SPIFF such as the line, quantity or any payment detail such as check date and check # (only available if the Status is PAID)

Status	SO Number	PO Number	Order Date	Claim Date	Reference #	
Received	2			3/30/2021	3/31/2021	637528034
Collected	2			2/19/2021	2/26/2021	637499518
Collected	2			2/18/2021	2/26/2021	637499518
Received	2			2/18/2021	2/26/2021	637499517
Collected	2			1/26/2021	2/5/2021	637481329
Collected	2			1/8/2021	2/5/2021	637481329
Collected	2			1/22/2021	2/5/2021	637481329
Collected	2			12/16/2020	1/5/2021	637454658
Collected	2			12/17/2020	1/5/2021	637454658
Collected	2			12/17/2020	1/5/2021	637454658
Collected	2			7/31/2020	12/9/2020	637431207
Collected	2			10/15/2020	12/9/2020	637431206
Collected	2			11/25/2020	12/9/2020	637431206
Paid	2			7/9/2020	10/15/2020	637383693
Paid	2			7/31/2020	10/15/2020	637383693
Collected	2			9/22/2020	10/15/2020	637383633
Paid	2			8/19/2020	10/15/2020	637383632
Paid	2			7/31/2020	10/15/2020	637383632
Paid	2			7/31/2020	10/15/2020	637383632
Collected	2			10/5/2020	10/15/2020	637383631

Page 1 of 44 (865 items) < Prev 1 2 3 4 5 6 7 ... 42 43 44 Next >

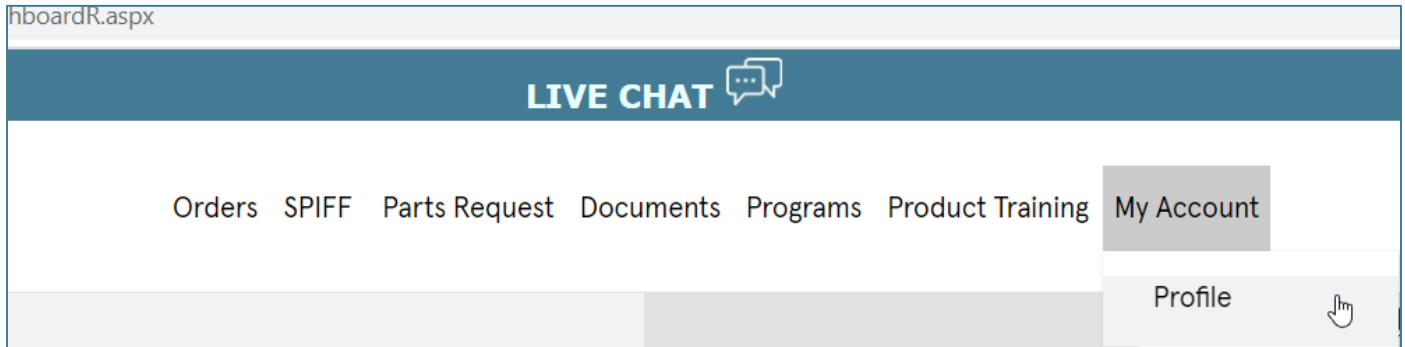
Claim Status Legend

Expand

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Updating My Profile

Click **My Account** > **Profile** and update your information, as needed. Don't forget to hit **Save** at the bottom of the page



Orders SPIFF Parts Request Documents Programs Product Training My Account

Profile

User ID: [Redacted]

Premier Solutions #: [Redacted]

*First Name: Brian

Middle Initial: [Redacted]

*Last Name: [Redacted]

*Email: [Redacted]

*Address: [Redacted]

Address2: [Redacted]

*City: [Redacted]

*Country: UNITED STATES

*State: California

*Zip: [Redacted]

*Phone: [Redacted]

Extension: [Redacted]

Job Title: [Redacted]

* Account Type: Dealer Sales

I want to claim SPIFFs

Changing Dealership

If you have changed dealerships, please login and go to My Account > Profile. Please scroll to the **Required for Viewing Orders** section. Enter your new Dealer ID (obtained from your acknowledgement) and your new dealership's zip code.

Click **Search** to look up your new dealership.
Click on the radio button next to your dealership and click **OK**.
Be sure to click **Save** at the bottom of the page.

The screenshot shows a form with the following fields and options:

- *Country: UNITED STATES (dropdown)
- *State: California (dropdown)
- *Zip: 94010 (text input)
- *Phone: 714-995-4800 (text input)
- Extension: (text input)
- Job Title: (text input)
- *Account Type: Dealer Sales (dropdown)
- I want to claim SPIFFs

Required for Viewing Orders

- *Dealer ID: [Redacted] (text input)
- *Dealer Zip Code: 90630 (text input)
- Dealer Name: [Redacted] (text input)
- Search (button)

The screenshot shows a dialog box titled "Dealers" with the following content:

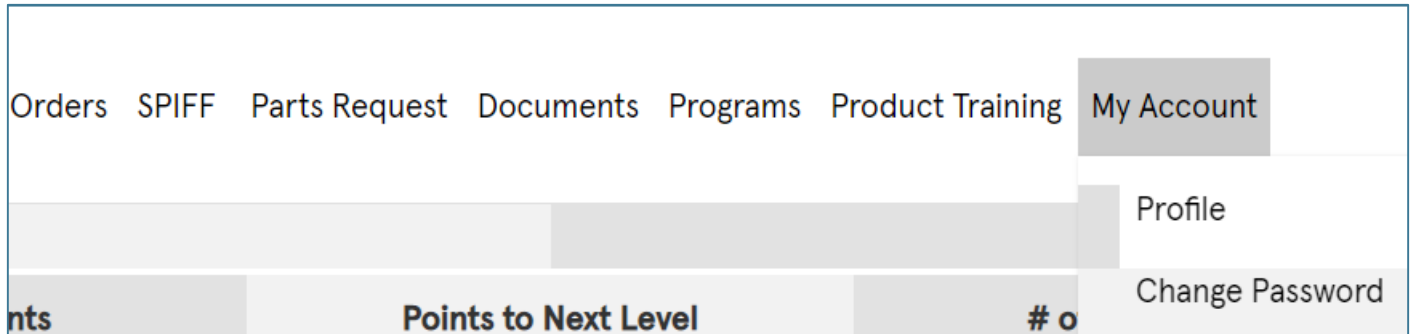
Please select the correct item from the list below.

#	Dealer ID	Dealer Name	Zip Code
<input checked="" type="radio"/>	[Redacted]	HOUSE ACCOMMODATION	90630-5245

Buttons: OK, Cancel

Changing my Password

You can change your password by click **My Account** > **Change Password**



Forgot My Username or Password

A [Forgot UserID](#) or [Forgot Password](#) link is available on the portal to obtain these information.

SitOnIt Portal - User Login

User ID: [Forgot UserID](#)

Password: [Forgot Password](#)

[New Account](#)

Detailed SPIFF Instructions

Contacting the SPIFF Administrator

To contact the Spiff Administrator, click the mail icon on the right hand side of the portal home page

The screenshot shows a web browser window with the URL myportal2.sitonit.net/Campaigns/PSPDashboardR.aspx. The page features a navigation bar with "LIVE CHAT" and a mail icon in a red box. Below the navigation bar, there are links for "Orders", "SPIFF", "Parts Request", "Documents", "Programs", "Product Training", and "My Account". A "Full Dashboard" link is also present. The main content area displays SPIFF statistics:

Current Level	Current Points	Points to Next Level	# of SPIFF Claims	\$
	56,734		6	20

Complete the form and select **Spiff Inquiry** on the **Type** drop down and click **Submit**. Our Spiff Desk team will respond to you within 24-48 hours

Reports Product Training Admin My Account

Contact Us

Contact Name:

Email:

Type: ▼

SO#:

Subject:

Description:

Detailed SPIFF Instructions

Downloading Spiff Flyers or Current Promo

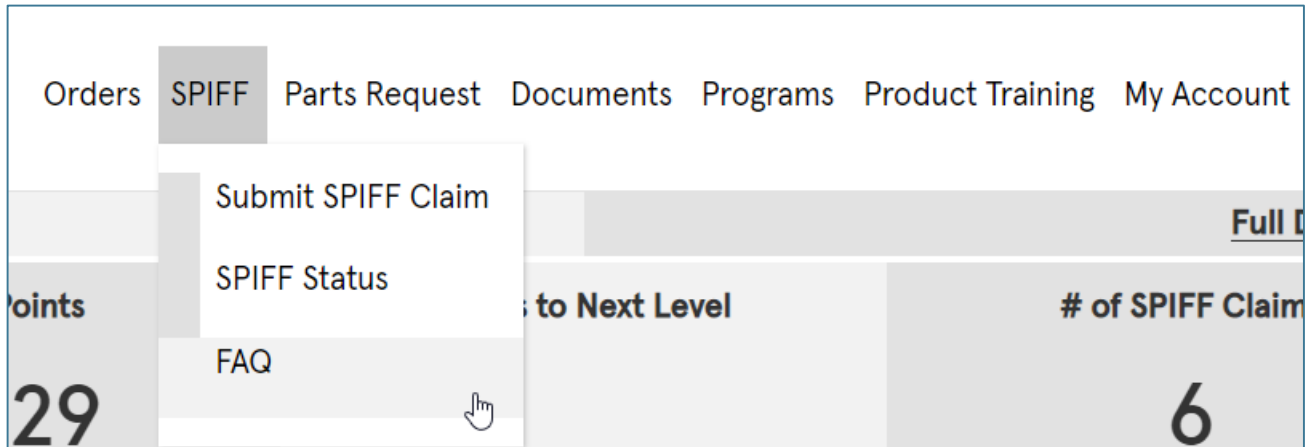
From the portal home page, hover over Documents > Download



Downloads				
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>				
Categories	Products	File Type	Title	
			spiff	
Launch, Product, Promotions, SPIFF	Baja	PDF	Baja 2X SPIFF Promo	
Product, SPIFF	Achieve, Amplify, Anytime, Aviera, Baja, Cameo, Composium, Envoy, EON, Focus, Focus 2.0, Focus Side, Freelance, Glove, Gobi, InFlex, Ioniq, Kickstand, Knack, Lumin, Mavic, Mezzanine Tables, Mika, Mobio, Motif, Movi, Nano, Non-Stop, Novo, OnCall, Pasea, Prava, Qwiz, ReAlign, Relay, Rio, Rowdy, Screens, Sector, Sonar, Switchback, Tensor, Torsa, TR2, Vectra, Visit Modular, Wit, Wit Side	PDF	SitOnIt Seating GSA Spiff Program	
Promotions, SPIFF	Motif, Screens, Sector	PDF	Screens SPIFF Incentive Flyer	
Product, Promotions, SPIFF	Achieve, Amplify, Anytime, Aviera, Baja, Cameo, Composium, Envoy, EON, Focus 2.0, Focus Side, Freelance, Glove, Gobi, InFlex, Ioniq, Kickstand, Knack, Lumin, Mavic, Mezzanine Tables, Mika, Mobio, Motif, Movi, Nano, Non-Stop, Novo, OnCall, Pasea, Prava, Qwiz, ReAlign, Relay, Rio, Screens, Sector, Sonar, Switchback, Tensor, Torsa, TR2, Vectra, Visit Modular, Wit, Wit Side	PDF	SitOnIt Seating SPIFF Program	
Product, Promotions, SPIFF	EON, Mobio, Novo, Reya, Switchback, Wit	PDF	Work from Home SPIFF Program	
Training Documents		PDF	Create SPIFF Portal Account	
Promotions, SPIFF	Pasea	PDF	Pasea 2X SPIFF Promo	
Premier Solutions Program, SPIFF, Training Documents		PDF	SPIFF Program FAQ	

View Spiffs Frequently Asked Questions

From the portal home page, hover over SPIFF > FAQ



SitOnIt • Seating® **PSP** PREMIER SOLUTIONS PROGRAM

Orders SPIFF Parts Request Documents Programs Product Training My Account

SPIFF PROGRAM FAQ

View the following Frequently Asked Questions before contacting the Portal Administrator:

- [How do I change my password?](#)
- [How do I update my profile?](#)
- [I work for a different dealer now. How do I change that?](#)
- [How do I claim a SPIFF?](#)
- [How can I review my SPIFFs?](#)
- [How can I contact the SPIFF Administrator?](#)
- [I forgot my User ID](#)

How do I change my password?

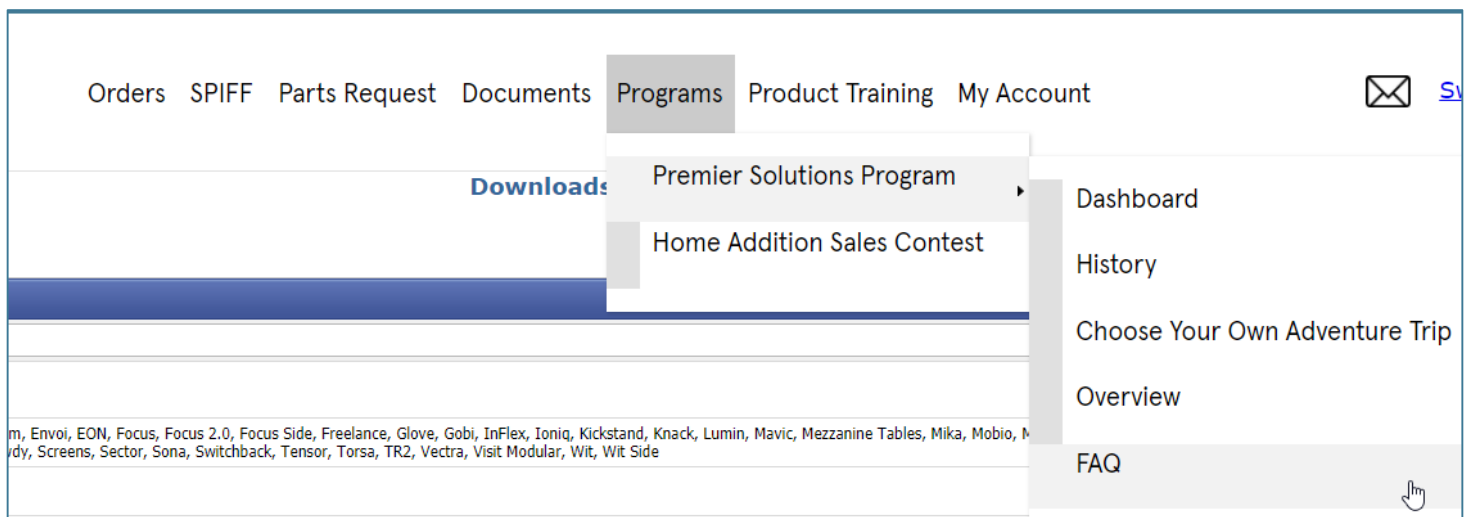
You can change your password any time by logging in to the Portal and following the steps below:

- Log in to the Portal.
- On the main menu, click on **My Account** then click **Change Password**.
- Enter your current password in the top field.
- Enter and confirm your new password. Passwords must have at least seven characters.
- Retype your new password in the Confirm New Password field.
- Click **Submit**. You will be able to use your new password on your next log in.

Accessing My PSP Status

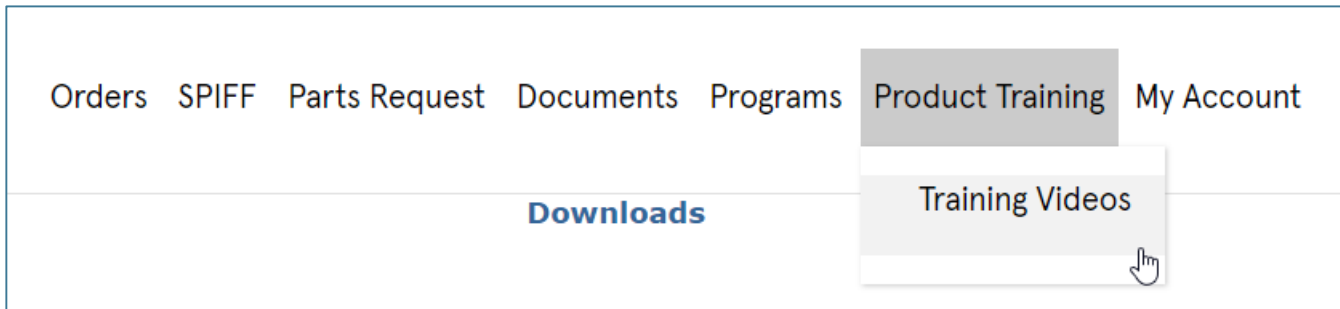
From the portal home page, hover over **Programs > Premier Solutions Program**.

Here you have access to the Dashboard, your PSP history, and other PSP program details



Accessing Training Videos

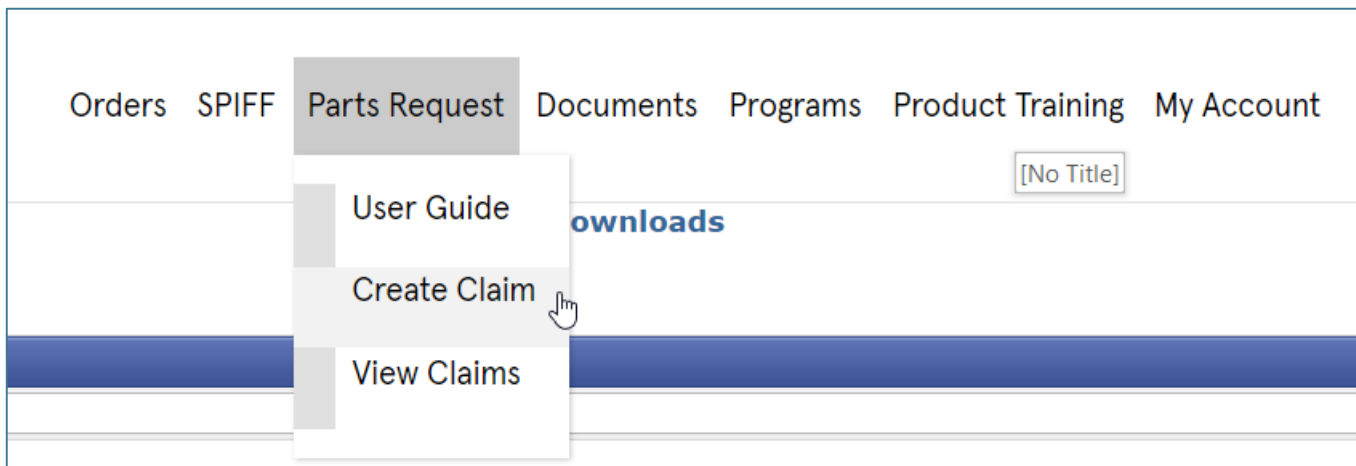
From the portal home page, hover over **Product Training** > **Training Videos**



Submitting an Online Parts Request Claim

From the portal home page, hover over **Parts Request** > **Create Claim**.

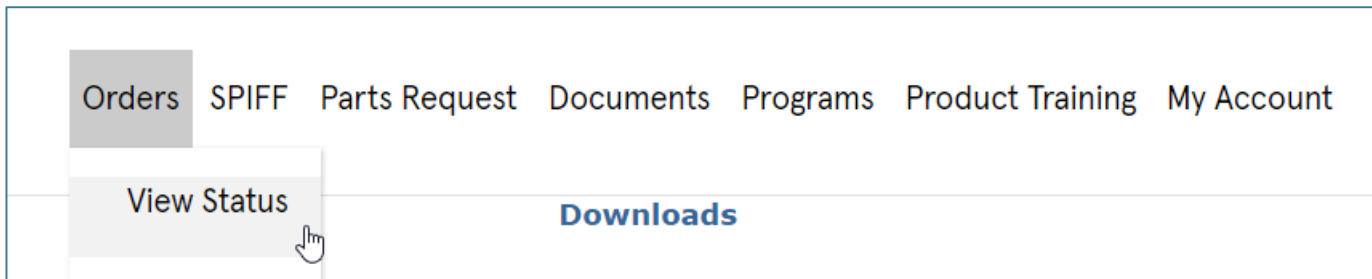
You are also able to view previously submitted claims by clicking **View Claims**



Detailed SPIFF Instructions

View Status of an Order

From the portal home page, hover over **Orders > View Status**



Enter the **SO/PO Number** on the field and click **Search** to view the status of your order. Click the **Sales Order number** to view the acknowledgment

Please enter either the sales order or purchase order number for the order that you would like to view.

SO/PO Number:

Purchase Order	Sales Order	Dealer ID	Dealer Name	Order Date	Order Status
██████████	2398934	██████████	██████████	2/19/2021	Delivered