



2025 Pro Partner® Checklist

Log into My.Rheem.com and locate the Digital Checklist available in your contractor profile. The digital checklist will help walk through signing up for the Pro Partner benefits that need additional actions within My.Rheem.com. **Not all benefits listed below are shown on the Digital Checklist.*

1. Quick Start Guide:

Download the Pro Partner Quick Start Guide and use along with your Checklist

2. Pro Partner Contractor Guide:

Review to understand all benefits and contractor responsibilities within each program

3. My.Rheem.com:

Upload your business logo
Verify that your profile information is accurate
Become familiar with the navigation and reporting

4. Contractor Serial Tool (CST):

Review the 2025 CashBack and KwikComfort® Promotions
Learn about the CST claim entry process
Set up your payment method in order to receive promotional rebate dollars

5. Residential KwikComfort® Financing:

Gather information about the KwikComfort® Financing programs
Make sure you are signed up prior to February 1st when promotions begin with Synchrony

6. Pro Profile:

Become familiar with the Pro Profile and how it can benefit your company
Set up your Pro Profile to include all of your company information to be included on Rheem.com/Find-a-Pro

7. Training:

Read about the Pro Partner Training program
Validate your NATE Certification within My.Rheem.com to be included on Rheem.com/Find-a-Pro
Assign up to five users to receive their free Pro Partner Interplay Licenses

8. ProClub Rewards:

Learn about the ProClub program, points and available gifts

9. WebSuite™:

Become familiar with WebSuite
Sign up for your free Base Package website or view rates on Core and LEADgen packages

10. RepBooster™:

Become familiar with RepBooster
Sign up for your free RepBooster Package or the discounted RepBooster Max Package

11. Online Appointment Booking:

Review the Rheem Pro Partner Online Booking Experience

12. Priority Rheem.com Dealer Listing:

Review your company's information on Rheem.com/Find-a-Pro to confirm everything is listed correctly on Rheem.com

13. Pro Partner Social Media Program:

Gather information about the Pro Partner Social Media Program
Sign up to take part in the Pro Partner Social Media Program
Join the private Rheem Pro Partner Facebook page

14. Pro Partner Recruitment Support Program:

Gather information about the Pro Partner Recruitment Support Program Powered by MilitaryHire
Sign up to take part in the Pro Partner Recruitment Support Program Powered by MilitaryHire

15. Tools to Be a Successful Pro Partner:

Take a look around My.Rheem.com and the Pro Partner dashboard and review all the great tools to help you be a successful Rheem Contractor and Pro Partner

16. Rheem Academy:

Visit Rheem Academy Graduate Studies school and start taking free online courses (available to everyone in your organization)
Become familiar with the process to upload outside industry training / course hours on Rheem Academy to meet the annual program requirement

17. Rheem Online Ratings & Reviews:

Learn about adding customer emails to send surveys
Become familiar with responding to reviews
Explore posting the reviews widget on your website

18. Creative Assets:

Download the Pro Partner logo from the Brand Guidelines and Creative Assets and start using it in your advertising
View, select and request available custom templates for professional television, radio, digital ads, outdoor, web, postcards and social media
Review all available advertising tools within My.Rheem.com > Marketing

19. My.Rheem.com BrandZone™:

Order Pro Partner promotional items and Pro Partner literature

20. Pro Partner Report Card:

Locate your Pro Partner Report Card to view your real-time program results / value
Sign up to receive your Monthly Pro Partner Report Card emails

21. My.Rheem.com Notifications:

Periodically check My.Rheem.com for notifications ("bell icon" upper right menu)



Questions? help@myrheem.com