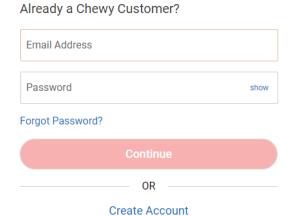


How to: Create a Listing Page

- 1. Navigate to the URL https://www.chewy.com/givesback
- 2. Select Join Now

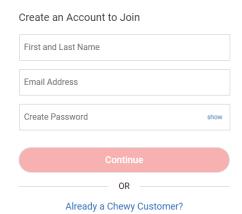


3. If you already have a Chewy account monitored by your organization, please select the "Already a Chewy Customer?" option and log-in with your normal Chewy.com credentials.

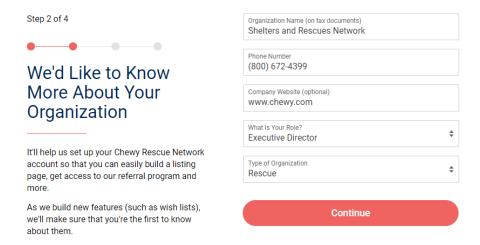


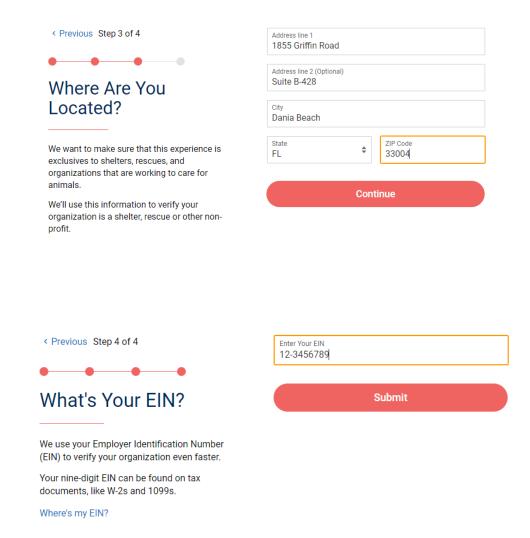
4. If you do not have a Chewy account monitored by your group, please select "Create Account"

Please note: the listing page will be linked to the Chewy account so please do not use your personal one to create the page.



5. Proceed with steps 2 thru 4 by entering the information requested.





6. Select Get Started to start uploading your group's logo and mission statement.

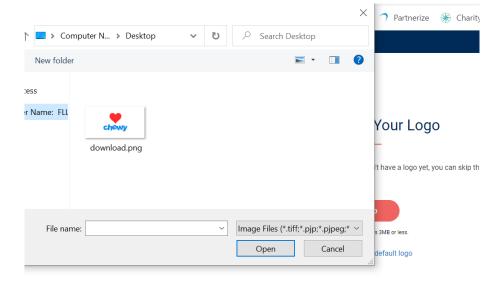
Thanks, We'll Take it From Here.



While we review your submission, you can start creating your organization's listing page.

Get Started

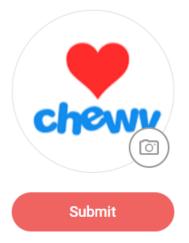
7. Select an image from your computer and upload it onto the site.



8. Resize as needed



9. Preview logo and press Submit



Upload a JPG, PNG, or GIF that's 3MB or less.

Skip this step and use a default logo

10. Include your group's mission statement and press Continue.

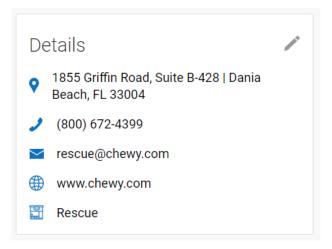
Tell Us About Your Rescue

The information you provide here will appear on your Chewy listing page. Your page is a great way for people to learn more about your organization. Be sure to include your mission and values, as well as any other important details. If you don't have a description, we'll use the one below for now. You can always change it later.

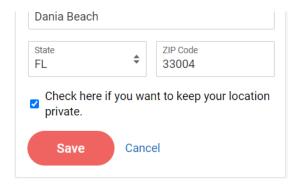
Our organization is committed to keeping pets safe, happy and healthy while they wait to be placed in a forever home.	
	883 Characters Left

Continue

11. If you'd like to mark your location and phone number as private select the pencil icon in the top right-hand corner of Details.



12. Check the box at the bottom that states, "Check here if you want to keep your location private" and select Save.



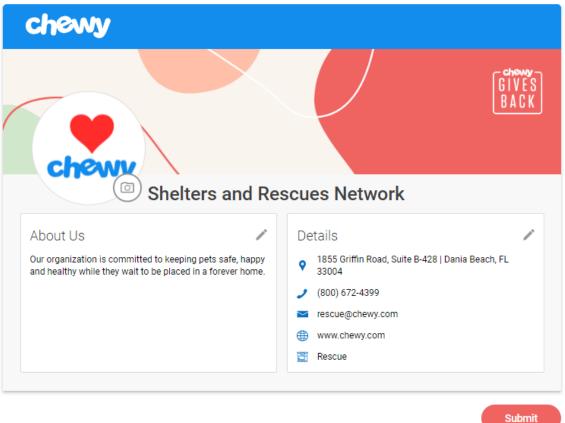
13. Your phone number will no longer appear, and you will see "Private" next to your address.



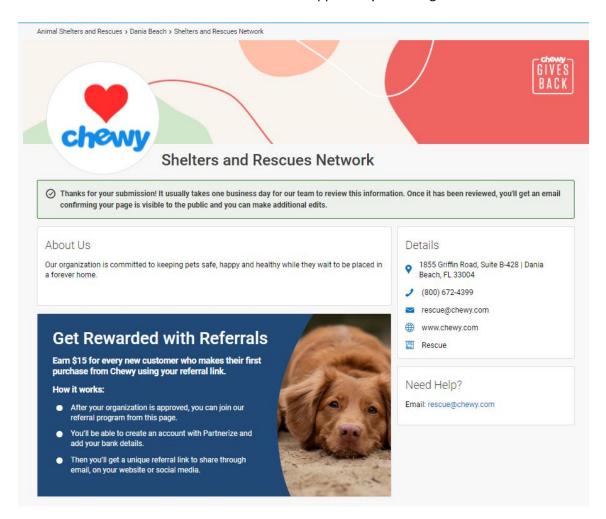
14. Review your listing to ensure all information is correct and press Submit.

Review Your Listing

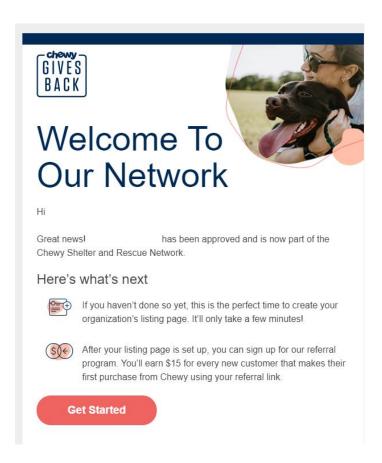
When our customers review your listing, this is what it'll look like. Click submit to send it to our Shelter and Rescue team for approval. After it's approved, you'll be able to make edits at your own convenience.



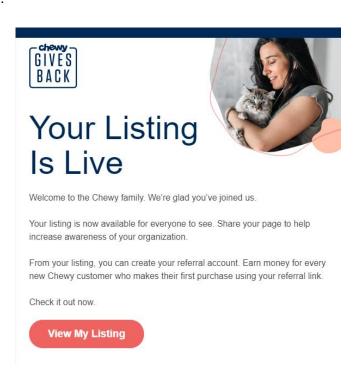
15. Your page will appear as the following until our Team has approved it. You will not be able to make any additional edits until our team has reviewed and approved your listing.



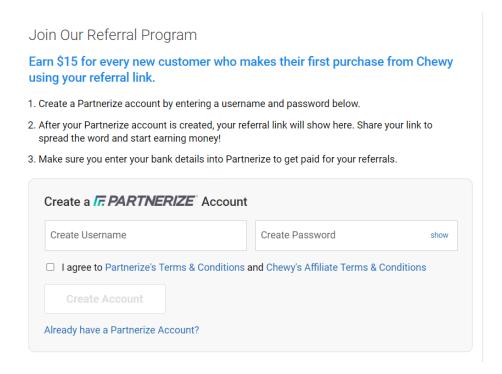
16. You will know that your organization has been approved once you receive the following email. If you have already uploaded your logo and mission statement nothing further needs to be done with this email. If your page has not been approved, you will receive a separate email with details.



17. Once your listing has been approved you will receive the following email. Select View My Listing to see how your page will look to the general public. You may also make any additional edits. All additional edits are submitted to our team for a final review.



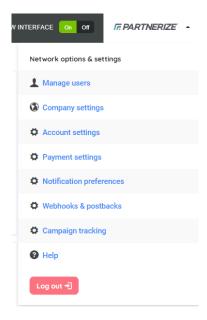
18. Now that your listing is approved, please log into your page to complete the "Join our Referral Program" section to link your unique tracking URL to your listing.



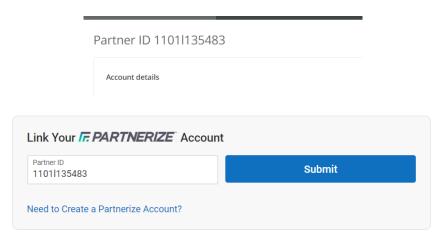
- 19. If you do not have a Partnerize account, please create a username and password and select the check box next to "I agree to Partnerize's Terms & Conditions and Chewy's Affiliate Terms & Conditions."
- 20. If you already have a Partnerize account, please follow the below steps to link it to your listing.

How to: Link your Partnerize account to your listing

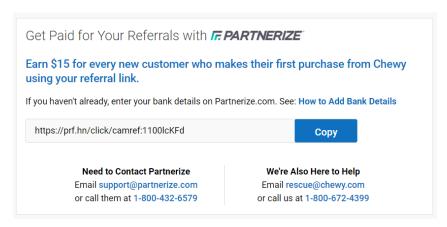
- Log into your Partnerize account https://console.partnerize.com/login/phg/en?
- Click on the Partnerize logo in the top right.
- Select Company Settings in the drop-down.



• Your Partner ID will show at the top left of the screen. Copy and paste your ID in the field below and click "Submit."

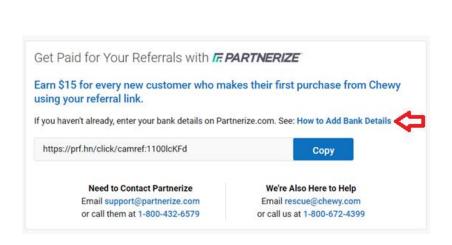


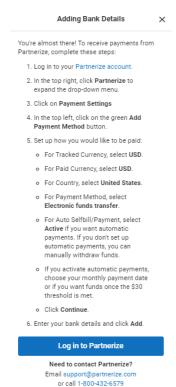
21. Once you've successfully linked your Partnerize account to the listing your page, your tracking URL will be present when you log in.



22. Log into Partnerize to upload your Bank details so you're able to dispense your funds when the minimum threshold is reached. Instructions to do so can be found by clicking "How to Add Bank Details".

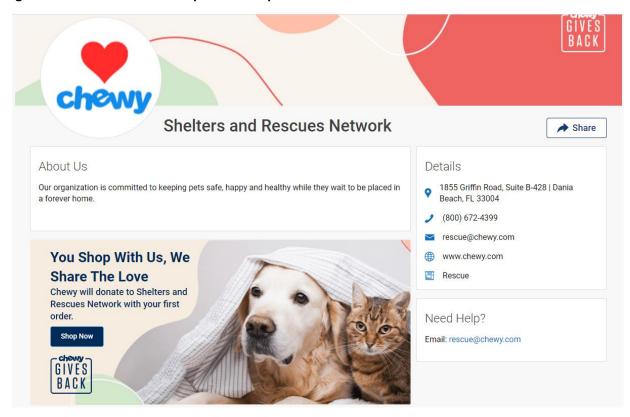
Payment Processes: You will receive your referral donations payment each month for the sales you generated two months prior (ex: you will receive January referral donations in mid-March). You will receive payment directly from Partnerize.





23. You can now share your Partnerize tracking link and/or your listing page in order to start tracking referral credits! Your listing will appear as the following to the public.

Please note: if you're logged into your account, you'll see your page from a partner standpoint. Feel free to sign out in order to see from a public standpoint.



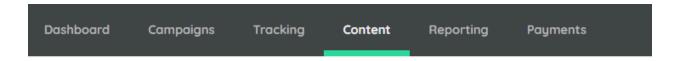
24. Your tracking link is attached to the dark blue "Shop Now" button. Once your supporters press this, they will be taken to the Chewy.com site in order to start completing their first purchase.

Have questions? Email rescue@chewy.com!



How To: find banners/images for program

- 1. Log into Partnerize account
- 2. Click on Content tab

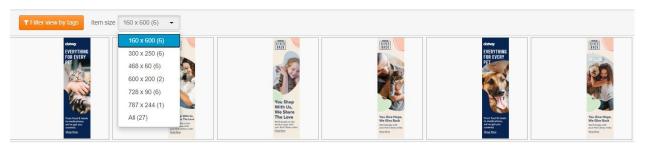


3. Click on either number under the Image or Text column

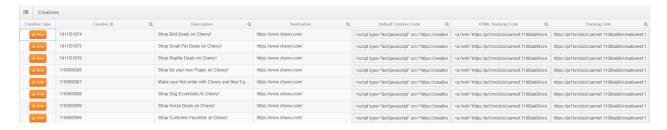


4. Our approved content will then populate toward the bottom which can be viewed by size or all at once if you're viewing images.

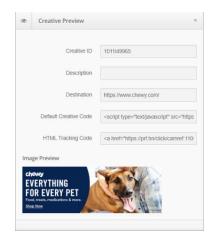
Images:



Text:



5. Click on the image you'd like to use for website and/or post and a new dialogue box will appear.



- 6. Copy and paste the HTML code onto your website.
 - a. There is a "Default" link and a "HTML" link. The Default link image may change depending on any seasonal promotions. "HTML" links will always be the standard image.

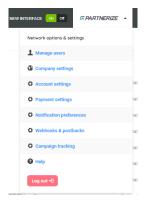
Note: Social media platforms such as Facebook and Instagram are not HTML compatible. Here's a work around that!

- 1. Follow Steps 1 5 of "How To: find banners/images for program"
- 2. When the new dialogue box appears right-click on the image
- 3. Select "Save Image" in order to save it onto your desktop.
- 4. Now you're ready to post!

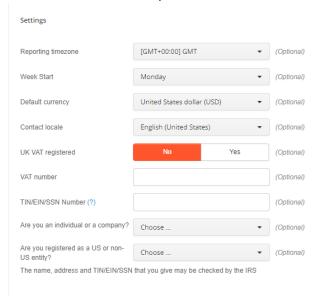
How to: change the currency to USD.

1. Log into your Partnerize account.

2. Select Company Settings in the drop-down menu.



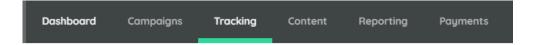
3. To the right of your screen you will see Default Currency



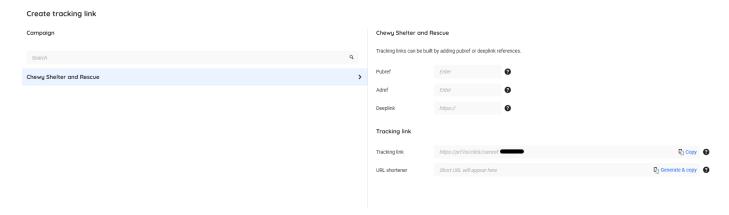
- 4. Change this to United States dollar (USD)
- 5. Press Save in the bottom left-hand corner
- 6. Navigate to the main dashboard
- 7. If you do not see the change reflected, please sign-out and back into your account.

How to: find your tracking link

- 1. Log into your Partnerize account
- 2. Select the Tracking tab



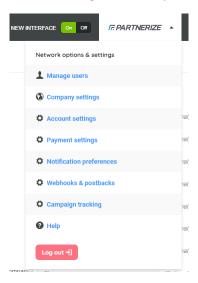
3. To the bottom right of the page you will see your tracking link in a dialogue box.



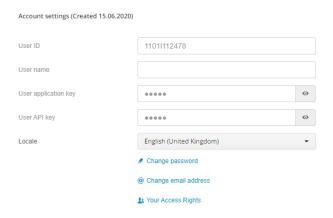
4. Click copy in order to copy your link to your clipboard so you can paste it via social, email, text, or onto your website.

How to: change your Partnerize account email

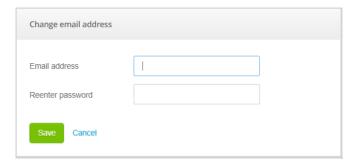
- 1. Log into your Partnerize account
- 2. Click on Partnerize logo and choose Account Settings in the drop-down menu



3. Select the "@ Change email address" option to the left.



4. In the new dialogue box that appears enter the new email you wish to use and your existing password.



Have questions? Email rescue@chewy.com!