

Pro Focus | Pro Xtra Preferred

Access: Go to [HomeDepot.com](https://www.homedepot.com), click “My Account” and use your Pro Xtra email address to Sign in
Click “Forgot your password” to reset your password if you cannot access



Set Up

Add users to your account

- Link: [Add Users](#)
- If there are multiple people who shop for your business or manage purchasing, they can be added as Admins or Purchasers to set up their own profile on the account

Manage your payment methods

- Link: [Payment Methods](#)
- Add and view credit cards to track in-store and online purchasing
- Authorize cards to make phone sales easier or sign up for Text2Confirm

Create product lists

- Link: [Product Lists](#)
- Add products into lists in order to organize and simplify your purchasing
- Lists can be shared with others via email or printed



Shop

Quick add items to cart / list

- Link: [Quick Add](#)
- Easily add items into a list or your shopping cart by typing in the SKU number and quantity or by uploading the excel template provided

Schedule subscriptions

- Link: [Subscriptions](#)
- Schedule recurring orders for items you are buying regularly
- Take advantage of a 5% discount and free delivery for all your subscriptions

Create a quote

- Link: [Quotes](#)
- After you've added items into your shopping cart, you can save that cart as a quote to lock in the price for 7 days
- Quotes can be printed with or without prices or discounts to share with clients

Buy It Again

- Link: [Buy It Again](#)
- Shop directly from previously purchased items (online and in-store)

Enhanced Shopping Cart

- Link: [Shopping Cart](#)
- Easily add to, edit, organize and purchase your items
- Forgot something? Type in the SKU number to quick add to cart
- Add a PO/Job Name to keep purchases organized
- Select fulfillment type by item for convenient delivery or pick-up at the store
- Save cart as a quote or list to purchase later



Manage

Track purchases

- Link: [Purchase History](#)
- View and filter through all in-store and online purchases made with a registered payment method
- Export purchase summary or purchase details into Excel

Export to QuickBooks

- Link: [QuickBooks](#)
- Export purchase summary or purchase details directly into QuickBooks to make bookkeeping simple
- Purchases sync with both QuickBooks Online and QuickBooks Desktop

Business tools

- Link: [Business Tools](#)
- View purchasing trends like your Top Jobs, most purchased items, map of spend by store, and spend by department

Visit [Explore Features](#) for detailed guides on how to use these features and more on Pro Xtra Preferred