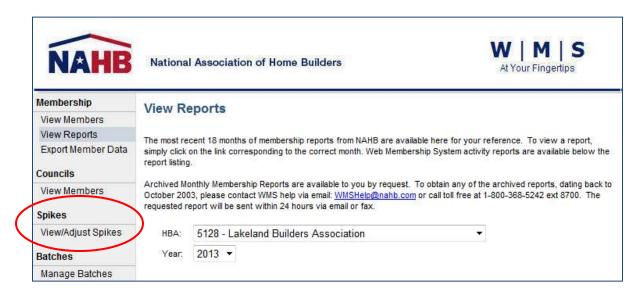
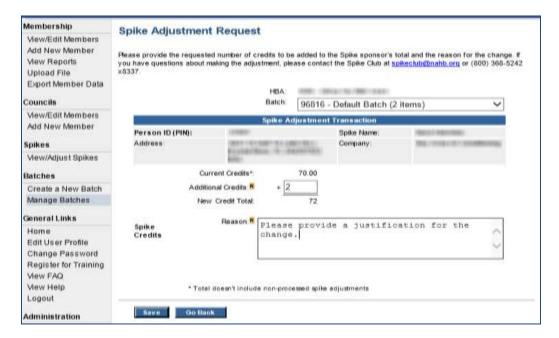
NAHB Spike Credit Adjustment Request

NEW! There is an exciting new tool available to HBA staff for requesting adjustments to Spike credits for your members. The form can be accessed through WMS by going to "View/Adjust Spike Credits" from the WMS home screen.



Spikes who are members of your association will appear along with their current credit total. To request an adjustment, simply click on their PIN and fill out the form on the next screen.



Credit adjustment request will be batched and sent to NAHB with the monthly WMS processing. After review, if the adjustment is approved, the new credit total will appear on the following month's Spike Roster. There is a column on the Spike Club Roster to show Credit Adjustments that have been approved through WMS.

Sui	mmary			Batch History				
Transaction G			Qty E	stimated Cost	Date	Status	U	ser
Cancellation		0	\$0.00	5/13/2013	Un-submitted	1980	(98/2088)	
Company Information Change			0	\$0.00				
Contact Information Change			0	\$0.00				
HBA Information Change			0	\$0.00				
Leadership Change			0	\$0.00				
Member Type Change		0	\$0.00					
New Contact		0	\$0.00					
New Member		0	\$0.00					
New Spike		0	\$0.00					
Renewal			0	\$0.00				
Spike Adjustment Request			3	\$0.00				
Totals:			3	\$0.00				
Tra	nsactio	ons in this Batch	MSN	<u>4</u>	∑ompany Name	Contact Name	Member Type	Estimate Price
	3327528	Spike Adjustment Reques	st O	19:3	Major No.	FILE SECTION	Builder	\$0.0
	3327531	Spike Adjustment Reques	st 0	Allertin (FA tri	PER SE	Harris Harris	Builder	\$0.0
_ 0	3327533	Spike Adjustment Reques	± 0			The same of the same	Builder	\$0.0

For more information, please contact Mary Spooner at 800-368-5242 x8337 or via email at msspooner@nahb.org.