Welcome to LEAP

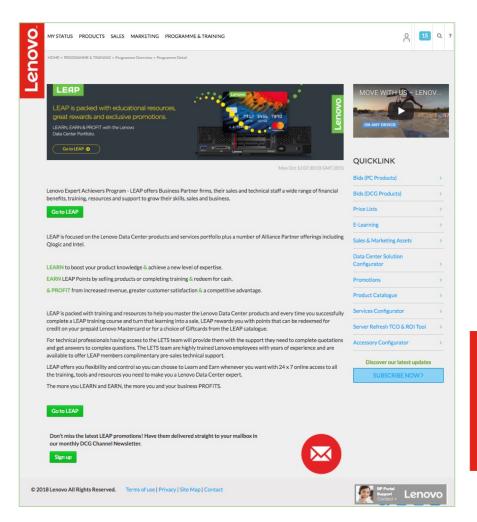
Step by Step user's guide



Access to LEAP

Access LEAP through your Lenovo Partner Portal.

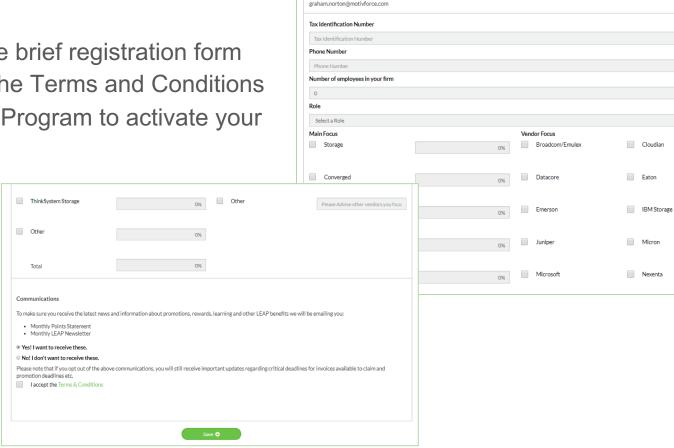
First you need to be registered and complete the requirements to benefit from the LEAP Program.





Registration

Complete the brief registration form and accept the Terms and Conditions of the LEAP Program to activate your account.



Registration

Graham Norton



Main menu



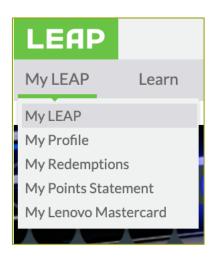
Top menú provides a summary of account information as

- user name
- available points
- shoping cart items
- relevant information about the LEAP program
- Help section with FAQs
- Contact us page to email to our helpdesk team in case you have any queries



My LEAP menu

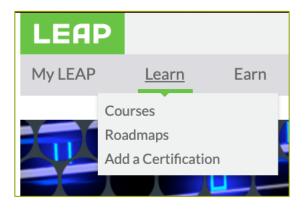
In this menu you will find all revlevent information from your LEAP account. Profile information, summary of points earned and redemprions placed and the Lenovo Mastercard page with all transactions made and available balance.





LEARN menu

In this menu you will find the available training courses and rodmaps. Also the Add certification page to enter any passed certifications into your LEAP account.



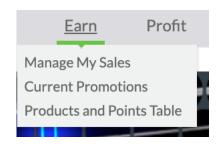


EARN menu

This menu provides Access to the Managa my sales page where all eligible invoices are loaded to be claimed.

Also the Current promotions are listed in this menú.

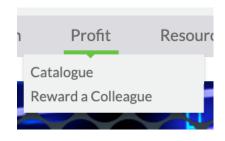
The products and Points table shows all eligible PN's and the points value they are worth in LEAP.





Profit menu

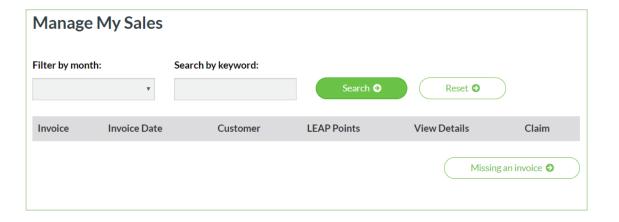
Provides Access to the Catalog page with all options to redeem your LEAP points and the Rewards a colleague tool in case you need to Split earned points with a partner.





Claim a sale

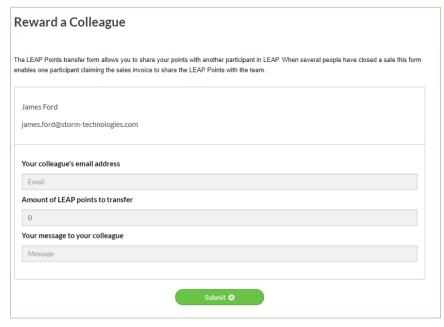
To claim a sale, go to your "Manage my sales" page under the "Earn" menu. Identify the sales you've made and claim them to obtain the points for your invoices. Please consider the points take 10 days to become available on your account.





Split a claimed invoice

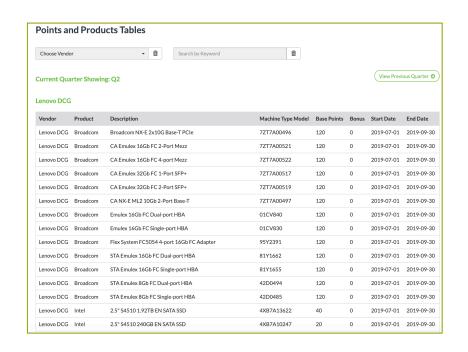
If you share a sale with a colleague, not a problem! You can claim the invoice and provide him with the amount of points corresponding to his proportion of the sale using the "Reward a colleague" tool located on the "Benefit" menu. Just add the email address registered on your colleague's LEAP account and the amount of points you would like to transfer. You can also include a message with a reference of the invoice in question.





Products and Points table

If you have any doubt in regards to the eligibility of any part number, refer to the Products and Points table on the Earn menu, to find the list of participant products and the points value. Also you will be able to validate any products with available promotional points.





Learn - Training courses

You can also obtain LEAP points by taking the available Learn courses. Each course is worth from 25 to 50 base points depending on the length. Also learn promos are implemented on a regular basis to increase your earned points!

Α	INKSystem STORAGE SOLUTIONS CCELERATE, OPTING AP points on Lenovo Education The			1200 LEAP points		Lenovo.				
Learn										
Business Partners can complete online training on your local Lenovo Business Partner Portal.										
A selection of current Lenovo training is listed here under Courses.										
The Lenovo Roadmaps listed will take you to the recommended training required for the Lenovo Certification Exams and Assessments.										
	Courses	Roadmaps								
Filter by course group:		†								
Course name			Code	Points	Duration	Take course				
Lenovo Basic Hardware In	nstallation Service Video		DSVC106	25	5	Take the Course •				
Lenovo TruScale Infrastru	cture Services		DSVC123	25	12	Take the Course •				
Lenovo Premier Support S	Service		DSVC113r2	25	12	Take the Course •				
Premier and TAM Service	Video		DSVC119	25	10	Take the Course •				
Simplified Support Service	es Course		DSVC112r2	25	10	Take the Course •				



Redeem your LEAP points

Now the fun part, redeem those earned points.

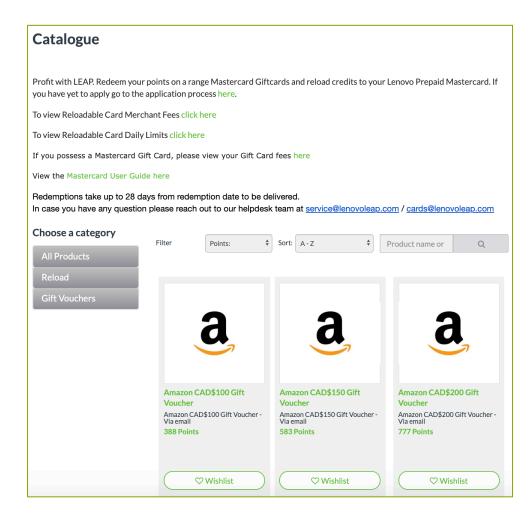
We have several options available for you to redeem your LEAP points: online vouchers from local stores, Mastercard Giftcards and the Lenovo reloadable Mastercard which allows you to redeem your points for cash.

Please find out next how to obtain these rewards.



Catalogue

To access your LEAP catalogue, go to the "Profit" menu and select "Catalog"
There you will find all the options available for you.





My Lenovo Mastercard

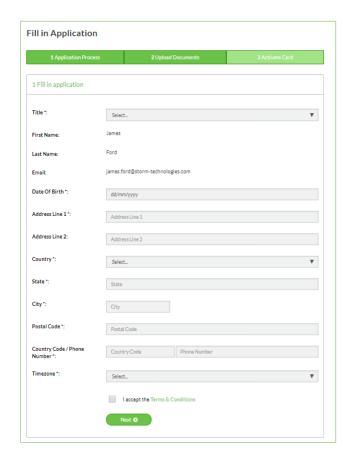
If you prefer to use your points to get anything you want, redeem your points for cash with your Lenovo Mastercard and go shopping!

To obtain your card, first you need to complete the application process detailed in next slide.



My Lenovo Mastercard - Application process

To apply for your Lenovo Mastercard, go to "My LEAP" and choose the last option: "My Lenovo Mastercard". Once there, complete the application form and submit a copy of your identification for the bank to process your request, and you will receive it to the mailing address you provide within the next 28 days.





My Lenovo Mastercard - Activation process

When you receive your new Lenovo realodabale Mastercard, keep the letter which comes with it. It contains the activation instructions you will need. Follow these instructions step by step to activate it and after 48 hours your card will be linked to your LEAP account and you will be able to reload it using your available LEAP points.



My Lenovo Mastercard - reload

Go to your catalogue and choose the reload option according to your available balance. Add it to the cart and process the order with your LEAP points.

Your Mastercard will be loaded with cash within 21 days.

Please consider the bank fees when you use your card and make sure to check your balance before you make any purchase or withdrawal.

We strongly recomend you to withdraw all the money out of your card opposite to using it as a regular payment option, to avoid multiples fees being applied to it.



FAQs

Need some Help?

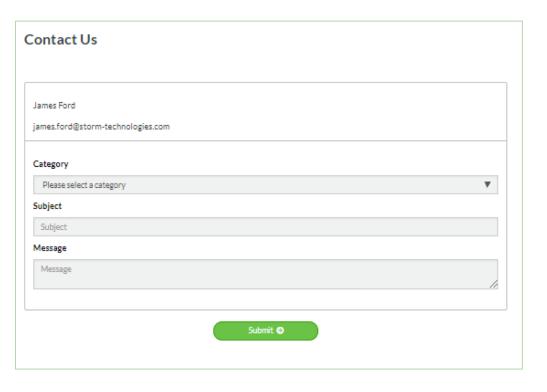
We have a list of FAQ's in the Help page on the top menu of your LEAP account.

There you will be able to find the answer to most of the relevant questions about the LEAP program and how it works.

LEAP				Cami Parks	Available Points: 69,654	Cart (0)	i About LEAP	Help	♦ Sign out
My LEAP	Learn	Earn	Profit	Resources					
Help									
Search by keyw	ord:								
			Searc	ch 😏					
General FAC	s								>
Learn FAQs									>
Sales FAQs									>
Rewards FAG)s								>
Reloadable N	Aastercard F	AQ's							>



Contact us



At any moment you require assistance, you just need to click on the

Contact us link and complete some basic information of the issue or concern you might have. A member of our team will provide you with assistance within the next 48 hours.

Our job is to help you benefit from LEAP.



Thank you and we look forward to rewarding you!

