



**Instructions for Submitting NAERIC Advantage Payout Applications**  
**Payout applications must be submitted by the owner of record on the breed registry papers**

1. Locate the event in the list of NAERIC approved events.
2. Click on the link, "Apply for Advantage Rewards" at the bottom of the event listing.
3. Read the "Exact Details of the Bonus" so you know which classes are approved for NAERIC Advantage payouts. Do not apply for unapproved classes.
4. Fill out all fields that apply. **If you miss a required field, the application process will NOT move to the next step.**
5. When all required fields have been filled, click on "Verify Information."
6. The next page gives you the opportunity to double check all the information you have entered.
  - A. Make sure your email (this is how we will contact you if we need to) and mailing (this is where we send your check) addresses are correct. To correct an entry, click on the "Back" button in your browser or the "Edit Information" button at the bottom of the page.
  - B. If you have a grade (non-registered) horse, you must print the Horse ID form. Your veterinarian should verify your horse's microchip number using a universal microchip scanner/reader and sign the form. Send the completed Horse ID form to the NAERIC office along with color photos of your horse showing all markings. Email or mail color photos. Do NOT fax color photos as they will fax in black and white.
7. If you would like a copy of your application, click on the "Print" button. When you are finished, click on "Submit App to NAERIC."
8. The next page will tell you the application was submitted successfully. Read the **required documentation** needed to complete your application. Fax, mail or email requirements to NAERIC. You can submit applications for other classes in which you have qualified for Advantage payouts at the event. **Applications for additional separate approved events cannot be submitted until breed registry papers or microchip verification for grade horses have been submitted.** Allow 5 – 7 business days for papers or microchip verification to be processed in the office before submitting applications for additional events.