

# HOW TO USE CO-OP EASY

## BEFORE ACTIVITY OCCURS

1

Develop your marketing campaign ideas with input on the marketing plan with Check Point.

2

Consult the FAQ document and the Co-op Policies document for funding considerations.

3

Submit the project in the co-op dashboard **at least 30 days in advance** of the planned activity date: **earlier** that this is recommended.

4

Check Point approval on the project will be provided within **7** business days if all information is within the co-op policies.

## AFTER ACTIVITY OCCURS

5

Compile necessary invoices and proof of performance documents.

6

Consult the FAQ document and the Co-Op Policies for reimbursement considerations.

7

Complete the Co-Op claim for reimbursement of the marketing project within 45 days of the activity date.

8

Check Point approval on the claim for reimbursement will be provided within **7** business days if all information is within the co-op policies.