



GALLUP-McKINLEY
COUNTY SCHOOLS

Home Depot

User Manuel

2024-2025

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Getting Started

To request an account with Home Depot under Gallup McKinley County Schools, contact the **GMCS Account Manager**.

Requirements to become a Home Depot Pro X user under GMCS you must first have the following:

- PCard
- GMCS email address
- Signed Home Depot onboarding form – form must have signed approval from a supervisor.

The restrictions of this program will mimic that of the PCard Program.

- Spending limits will be the same as your PCard spending limit.
- You must have a **Wells Fargo PCard PO** in place before any items may be purchased.
- You will also need to complete and submit a reconciliation packet after each purchase using the Pcard.

NOTE: Admin can access and see every purchase made under GMCS, including:

- List of items purchased, quantity, and cost.
- Delivery address (if applicable)
- Payment method

Gallup McKinley County Schools is tax exempt and only with a Home Depot Pro X account under GMCS will you be authorized to use tax exemption.

Gallup McKinley County Schools Account Manager:

Breana Kesner

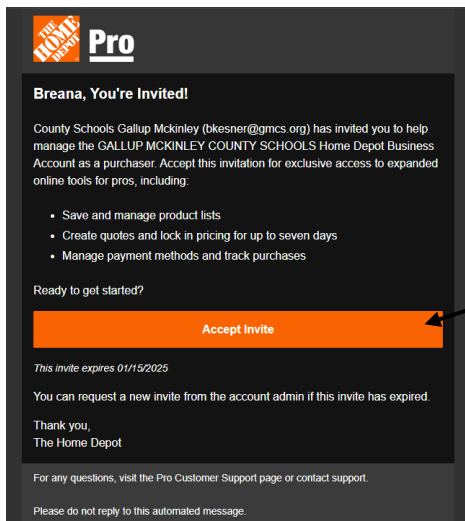
Procurement Buyer / Business Office

(505)721-1084

bkesner@gmcs.org

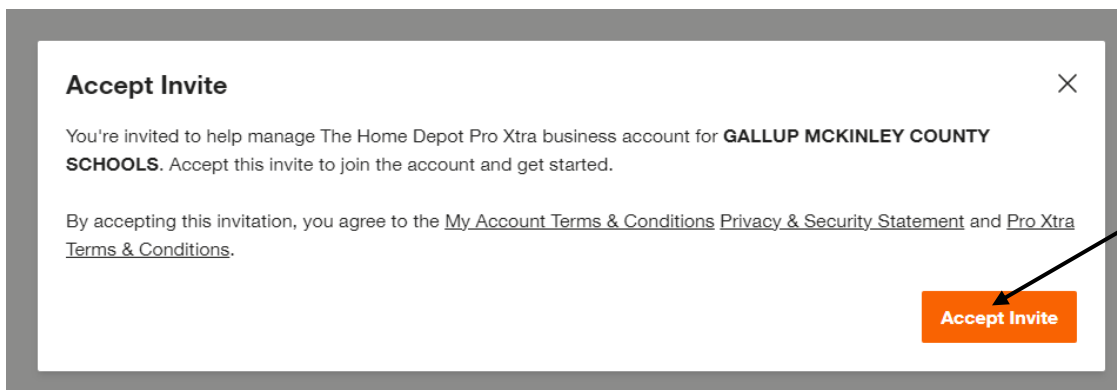
Activate your Home Depot ProX Account

Once you have been approved, you will receive an Invite email from Home Depot.



Accept the Invite

You will then be redirected to the Home Depot website, and you will verify again that you accept the invite.



Enter Your Email Address

[Back](#)

Email Address

Continue

Enter your GMCS email address

You will receive a verification code that will be your secondary authentication.

Verify



Verification Code Entry

Enter the verification code we sent at
11:01 AM to (***)***-8172

Verification Code

Enter Code



Keep me signed in ⓘ

Uncheck if using a public or shared device.

Verify

Cancel

Not getting the code?
More sign in options will be available in

2 Seconds

Log Out



Select your account

Personal Account

Breana Kesner

(505) 728-8172

Enter Account

Pro

Gallup Mckinley County Schools

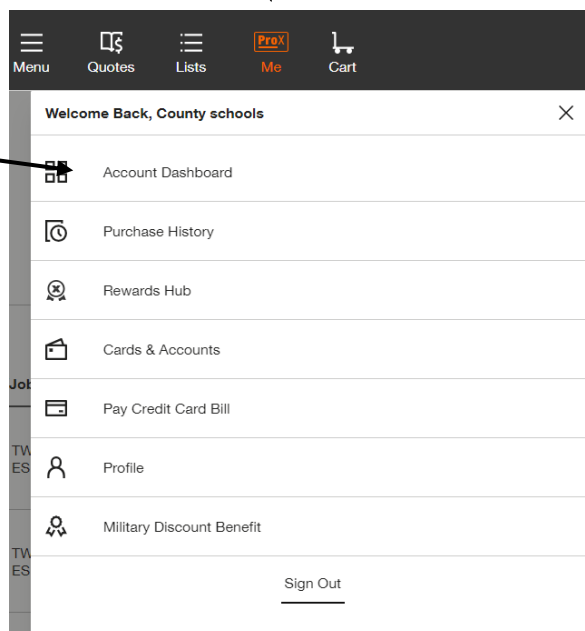
Purchaser
(505) 721-1084

Enter Account

Note: If you have a personal account with Home Depot, you will get this pop up.

Make sure to choose the correct account

Click on ProX and Select Account Dashboard



Once in “Account Dashboard” scroll down to “Account Details”

This is where you will set up Addresses and your Pcard information will be entered as your “Default Card”

NOTE: Home Depot does not accept Pos. Payments can only be made with Pcard.

Account Details

Addresses

You don't have a default address. Add, edit or delete your saved addresses for quick and easy checkout.

[Set Default Address](#)

Cards & Accounts

Add credit cards, gift cards, PayPal and other payment methods to see all your online and in-store purchases.

[Set Default Card](#)

Security & Sign-In

View and edit your account email, password, contact phone and signed-in devices.

[Manage Sign-In](#)

Home Depot Credit Cards

Sign up for a Home Depot Credit Card or link an existing one to see current balances, view statements and make payments.

[View Card Offers](#)

Logging in to Make a Purchase

Login to your “The Home Depot Pro” account using your GMCS credentials.

Sign In or Create an Account

Sign in

Register

 **Are You a Pro?**
Get online tools to manage and grow your business – plus, Pro Xtra Members unlock more benefits and savings. [Learn More](#)

 Track Order

 Cards & Accounts

 Pay Credit Card Bill

 Military Discount Benefit

 Profile

 Product Lists

Verify you are logged in using your GMCS account

Need Help? Call 1-800-525-5000 or Text 33956

Pro

Gallup 9PM 87301

What can we help you find today?

Menu

Quotes

Lists

ProX Me

Cart

Pro Winter Storage

UP TO 30% OFF

Select Storage and Organization

Shop Now



Pro Special Buy of the Week

Shop Savings



Up to 40% Off Select Tools & Accessories

Shop Now



Bring the Heat to the Job

Shop Portable Heating



Pro Xtra MEMBER

Welcome, County Schools Gallup Mc...
GALLUP MCKINLEY COUNTY SCHOOLS

\$0

Pro Xtra Loyalty Spend

 Save Up To 20% On Paint Products
[View Paint Rewards](#)

Your Latest Orders

[Add Receipt](#) | [View All Orders](#)

Date	Status	Items	Order/Receipt #	PO/Job Name	Order Origin	Total
10/10/2024	Complete		00053-60672	TWIN LAKES TRAI...	#3514, Gallup	\$32.39
09/27/2024	Complete	 +3	00001-07953	TWIN LAKES	#3514, Gallup	\$31.44

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Online Ordering:

Search for the items you would like to purchase using the search bar at the top of the screen



Once you have found your items, add them to your cart.

A screenshot of a product page for a DEWALT MAXFIT ULTRA 1/4 in. Hex Steel Screwdriving Bit Set (30-Piece). The page shows a large image of the bit set in its yellow and black carrying case. To the right of the image is a sidebar with product details, including a list of features: 'Anti-snap design ensures 3X improved impact performance', 'Precision fit tip reduces cam-out', and 'Laser engraved size ID enables easy bit identification'. Below the features is a section for 'Gallup Store' with a status of '115 in stock'. There is a 'Number of Pieces' selector set to 30. Below that are two options: 'Pickup at Gallup' (Today, 115 in stock, FREE) and 'Delivery to 87301' (Thursday, Jan 9, 1,877 available, FREE). At the bottom of the sidebar are buttons for 'Add to Cart', 'Add to List', and 'Add to Quote'. A red arrow points to the 'Add to Cart' button. Another red arrow points to the 'Buy it Again' link in the top right corner of the page.

Best Seller Tool Savings

DEWALT
MAXFIT ULTRA 1/4 in. Hex Steel Screwdriving Bit Set (30-Piece)

★★★★★ (5617) Questions & Answers (16)

Anti-snap design ensures 3X improved impact performance
Precision fit tip reduces cam-out
Laser engraved size ID enables easy bit identification
[View More Details](#)

Gallup Store
✓ 115 in stock Alisle S2, Bay 001

Number of Pieces: 30
30 35 50 55 60 70

Pickup at Gallup Delivering to 87301

Pickup Today 115 in stock FREE

Delivery Thursday, Jan 9 1,877 available FREE

Get it as soon as today. Schedule your delivery in checkout.

+ 1 + Add to Cart

Add to List Add to Quote

Free & Easy Returns In Store or Online
Return this item within 90 days of purchase.
[Read Return Policy](#)

This area will show you how many are in stock at your local Home Depot

Choose Delivery or Pickup
Note: you can see how many are available with each option

Add to cart

You can also choose to get a quote.

Continue to do this until you have added all you wish to purchase, then go to your cart to “Checkout”.



Verify the items you wish to purchase

CART (1)

 Quick Add Share

[Remove All Items](#) [Save All to List](#)

 Detail View List View

Delivery

Delivering to 87301 (1 item)

 Your Delivery Cost: **FREE**

DEWALT
MAXFIT ULTRA 1/4 in. Hex Steel Screwdriving Bit Set (30-Piece)

Number of Pieces: 30

Pickup at Gallup

Delivering to 87301

Pickup

Today
115 in stock

FREE

Delivery

Friday, Jan 10
1,877 available

FREE

 **Get it as soon as tomorrow.** Schedule your delivery in checkout.

[Save for Later](#)[Save to List](#)

[Remove](#)

Your Order

Subtotal	\$12.97
Pro Xtra Savings	-\$3.00
Delivery	FREE
Sales Tax (determined in later step)	---

Total	\$9.97
--------------	---------------

You Saved **23% Off** Your Item

Have a Promo Code? 

PO/Job Name (optional)

Your PO/Job Name

Apply

Create a Quote (optional)

Quote Name

Save

* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.

Checkout

– Or



Add PO number (you must have a PO in place before any purchase may be made)

Checkout

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Delivery:



Secure Checkout

Edit Cart (1)

Delivery Address

First Name* Last Name*

Phone Number*
You'll receive texts at this number with updates on the status of your order.

Street Address*

Address Line 2 (optional)

ZIP Code* City, State

Enter ZIP Code to see City and State

☒ Text me updates on the status of my order
Message and data rates may apply and texts may be sent between the hours of 8:00 am and 9:00 pm. Privacy Policy at [www.homedepot.com/c/Privacy_Security](#). [Full Terms](#)

Continue

Your Order

Subtotal \$12.97
Pro Xtra Savings -\$3.00
Delivery FREE
Sales Tax \$0.00
Tax Exempt ID **9444943252** [Edit](#) | [Remove](#)

Total \$9.97

You Saved 23% Off Your Item

Have a Promo Code?

Place Order

The order confirmation and updates will be emailed to bknesner@gmcs.org
[Send order updates to another email](#)

Items in Cart (1 Item)

Earn Perks 4X Faster*

Earn \$36 in Perks Spend on a \$9 qualifying purchase when you join Pro Xtra, register and use your card. [Learn More](#)

You will see the "Tax-Exempt ID" that verifies tax exempt.

Complete all Require Fields

Then Continue

Verify Delivery Information:

Delivery Address **Breana Kesner**
640 S. Boardman Dr.
Gallup, NM 87301
(505) 721-1084

Edit

Delivery Options

Your Delivery Cost: **FREE**
If you select an upgraded delivery service, all items are included at that new cost.



DEWALT
MAXFIT ULTRA 1/4 in. Hex Steel Screwdriving Bit Set (30-Piece)
Qty: 1

☒ Get it by Friday, Jan 10 **FREE**

☐ Scheduled Delivery (Outside) **+\$8.99**
Get it Tomorrow

Continue

Your Order

Subtotal \$12.97
Pro Xtra Savings -\$3.00
Delivery FREE
Sales Tax \$0.00
Tax Exempt ID **9444943252** [Edit](#) | [Remove](#)

Total \$9.97

You Saved 23% Off Your Item

Have a Promo Code?

Place Order

The order confirmation and updates will be emailed to bknesner@gmcs.org
[Send order updates to another email](#)

Items in Cart (1 Item)

Earn Perks 4X Faster*

Earn \$36 in Perks Spend on a \$9 qualifying purchase when you join Pro Xtra, register and use your card. [Learn More](#)

Then Continue

Pickup:

Secure Checkout [Edit Cart \(1\)](#)

Pickup Person

Who is picking up this order?

First Name *

Last Name *

Phone Number *

☒ Text me when my order is ready.

Home Depot will send you a text message when your order is ready for pickup. Message and data rates may apply and texts may be sent between the hours of 8:00 am and 9:00 pm. Privacy Policy at [www.homedepot.com/c/Privacy_Security_Full_Terms](#)

[Continue](#)

Your Order

Subtotal \$12.97

Pro Xtra Savings -\$3.00

Pickup FREE

Sales Tax \$0.00

Tax Exempt ID [Edit](#) [Remove](#)

Total \$9.97

You Saved 23% Off Your Item

Have a Promo Code?

[Place Order](#)

The order information and updates will be emailed to [Dennis@homedepot.org](#)

[Send order updates to another email](#)

Items in Cart (1 Item)

Store Pickup

Payment Method

Verify the pickup person as well as the phone number.

If you would like notification when your order is ready, make sure to check the box.

Continue

Choose between “In Store Pickup” or “Curbside”

Note: If you choose Curbside, you must have the Home Depot App.

Continue

Pickup Person **County Schools Gallup Mckinley** [Edit](#)
(505) 721-1084

Store Pickup

Gallup

Pickup: Today

How would you like to pickup your items?

☒ In Store Pickup
We'll send an email with detailed instructions once you've placed your order.

☐ Curbside with The Home Depot App

[Continue](#)

Payment:

You should have already added your Pcard to your “Cards & Accounts” in the Home Depot website (see page 5).

Payment Method

Apply a Gift Card 

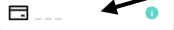
[Change Card](#) || [Add New Card](#)

☐ **PayPal** Buy Now Or Pay Later

☒ **VISA** **** *663 Exp 11/25 [Update This Card](#)

640 S. Boardman, Gallup, NM 87301

Confirm CVV *



PO/Job Name (optional)

Your PO/Job Name [Apply](#)

[Review Your Order](#)

When you get to payment Method,
make sure you verify your Pcard and
Confirm CVV

PO Number must be here

Review Your Order

In-store Purchase:

- Shop as normal
- When you go to pay, show the cashier your “Tax Exempt” QR Code or number.
- Pay with your Pcard and take your itemized receipt.