

KEY TO EXCELLENCE

Reach For The Stars



“The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.”

– Vince Lombardi, Former NFL head coach

The *Key to Excellence* program has a long-standing tradition of honoring Financial Statement Accounting Managers for exemplary performance and achievement. These outstanding individuals provide immeasurable contributions to their dealerships and to Honda, which uses the information they provide when making key business decisions.

Submitting monthly financial statements and performing other routine tasks are part of your responsibilities as a Honda Financial Statement Accounting Manager. Not only is ensuring timeliness and accuracy important, it can lead to rewards and recognition for you.

Completing the Basics

Once your Dealership Personnel Training System (DPTS) number has been assigned to job code SAFSAM, you're automatically enrolled and eligible for awards in the *Key to Excellence* program. However, to keep your eligibility, you need to annually review, complete, and/or verify that your personal information under the Personal Profile page on the program website is current. This ensures you receive program-related information and messages, updates, as well as any awards.

Note: Contact your dealership INTERACTIVE NETWORK (iN) System Administrator should you have questions or require additional assistance with your DPTS number.

Review Your Profile

To ensure your information is correct on the Personal Profile page, follow these steps:

1. Log in to HondaInfo.ProgramHQ.com.
2. Enter your DPTS number as the user ID and your last name as the password.
3. Select the Personal Profile tab.
4. Enter, update, and/or confirm all required fields.
5. Provide a valid email address.

Receiving Award Points Is as Simple as 1, 2, 3

To be eligible to receive award points each month, you will need to:

1. Prepare an accurate financial statement.
2. Transmit the financial statement to American Honda Motor Co., Inc., via the iN by the required posted deadline.
3. Verify that the financial statement you submitted was “Rec'd by AHM” by viewing your transaction status on the iN.

2015 Financial Statement Accounting Manager Program

Recognizing Excellence

Your monthly submission of your financial statement is scored based on accuracy and timeliness. If you receive a score of 85 or higher, award points will be issued to your **exclusively yours® card**, as follows:

Score Received	Award Points Issued
100	30
95	20
90	15
85	10

Scoring Financial Statement Accounting Managers' Performances

Log in to the iN, and follow these steps for more information about the scoring criteria:

1. Go to **Business Office**.
2. Select **Business Management Alerts and FAQs** in the left navigation bar.
3. Scroll to **Question 16** – What Do the Numbers Mean That Are in the Comment Section of the Financial Statement Grading Report?
4. Click the question for additional details regarding how a financial statement is graded and points are given in different categories.

Please note: You may also review the Grading Codes on HondaInfo.ProgramHQ.com.

Receiving Your Reward

Remember, each award point you receive equals one dollar of purchasing power. Use your **exclusively yours card** to shop for more than 3,000 name-brand items in the Rewards collection at AwardHQ.com, as well as purchase items at select retail, travel, and online merchants that accept Discover, as listed on EYCardOnline.com.

Opportunity for Additional Award Dollars

If your dealership participates in the dealer-match component of the *Key to Excellence* program, you may be eligible to receive extra award dollars. Encourage your Dealer Manager to sign up today if your dealership is not currently participating.



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Excelling Toward Perfection – The 100% Club

Perfection doesn't happen overnight; it's something you work toward by consistently performing at the highest level. If you attain a perfect score of 100 – month after month – you will earn membership in the premier **100% Club**. To be eligible, you must:

1. Stay enrolled at the same dealership for the entire calendar year (January through December financial statements)
2. Receive a perfect score of 100 – based on accuracy and timeliness – each month on your Accounting Manager Key to Excellence Financial Statement Grading Report

Benefits of Membership in the 100% Club

- Recognition on the Honda Info website
- 100 additional award points
- A certificate of achievement

A Commitment to Excellence

By maintaining a focus on accuracy and timeliness, you will build upon success repeatedly throughout the year. The 2015 *Key to Excellence* program will recognize your sustained efforts and perseverance—and reward you for reaching the pinnacle of success in the *Key to Excellence* program.

Program Details

Transfer of Awards – Award points cannot be transferred to another Financial Statement Accounting Manager. All award-point deposits are considered income to the Financial Statement Accounting Manager to whom they were issued.

Tax Liability – Financial Statement Accounting Managers will not receive a 1099 from American Honda Motor Co., Inc., unless the point value of the award issued exceeds the amount required for tax reporting. However, the dealership is responsible for reporting earnings on dealer-issued award points.

Disclaimer – American Honda Motor Co., Inc., reserves the right to modify or cancel the Honda *Key to Excellence* program at any time at its sole discretion. If the program is canceled or modified, award points will expire on the expiration date printed on the **exclusively yours card**.

Additional Support Available

Program Headquarters

Website	HondaInfo.ProgramHQ.com
Telephone	1-866-224-0612
Email	Honda@ProgramHQ.com

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Website	EYCardOnline.com
Customer Service	1-888-842-0336
Awards Website	AwardHQ.com



Prepaid cards are issued in connection with a loyalty, award, or promotion program. Prepaid card is issued by Blackhawk Network California, Inc. Discover® and the Discover Acceptance Mark are service marks used by Blackhawk Network California, Inc. under license from Discover Financial Services. Card is point based with 1 point = \$1. No cash access or recurring payments. Can be used at select merchants that welcome Discover® in the U.S., see website below. Card valid for up to 24 months; unused points will be forfeited at 12 a.m. ET the last day of the month of the valid thru date. Card terms and conditions apply, see EYCardOnline.com.



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