How to process a Corporate Partnership

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Procedure for processing Corporate Partnerships:

New Corporate Partners:

1. Signed agreement is received and sent to sales@hbanet.org
2. HBA Central business development staff forwards to CR administrative staff for processing
3. CR administrative staff enters account information into HBA database system and generates invoice.
4. CR administrative staff provides an introduction email and invoice to the assigned Account Manager.
5. Account Manager sends welcome and introduction email to account with invoice attached.
6. Account manager works with account to make sure they begin to receive all benefits.
7. HBA Central business development staff will make an introduction email to appropriate Regional and Chapter leadership for better assimilation into the HBA.
8. Account Manager connects regularly with company (cadence) and provides midyear and annual reviews of partnership.

Renewing Corporate Partners:

1. Signed agreement is received and sent to assigned Account Manager
2. Account Manager forwards to CR administrative staff for Processing.
3. CR administrative staff will enter renewal into system at appropriate partnership level and generate invoice.
4. CR administrative staff will send invoice to Account Manager.
5. Account Manager will provide company with invoice and begin to work with account in fulfillment of benefits.
6. Account Manager provides midyear and annual reviews of partnership.

Should you need additional materials to refer to, please see the current Corporate Partner Packages and Applications