



Affiliate Manual

-For Version 9.3-

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1. Affiliate Module

Users can register as an affiliate to earn money from the website. Affiliate users need to share the affiliate URL through which buyers can register themselves. Further, if the buyer has registered on the website and is purchasing through the affiliate URL, then the respective affiliate will get virtual credits to their wallet as per the settings defined by the admin through the admin console.

1.1 Registration

Users can register as an affiliate by clicking on the ‘Affiliates’ link provided in the footer of the website's homepage.

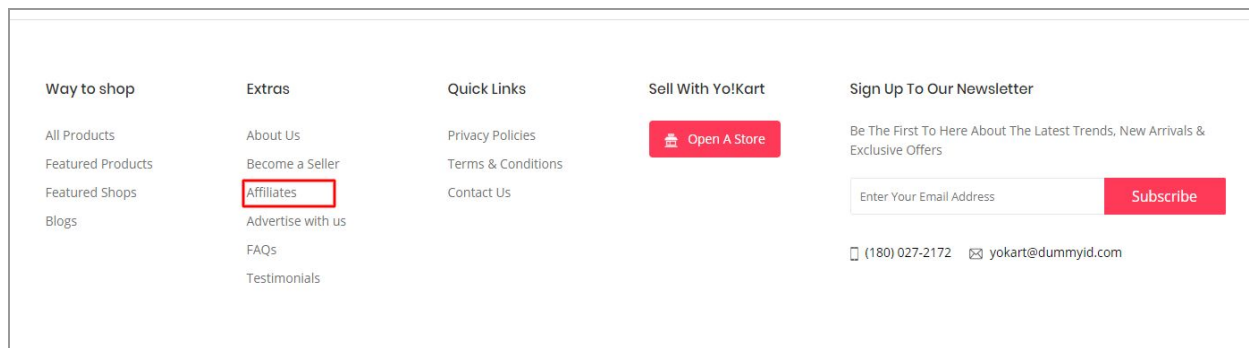


Fig. 1.1.1: Affiliates Link in the Footer of Website Homepage

Upon clicking the link, the user will be redirected to the ‘Affiliate Registration’ page (Figure 1.1.2). On the registration page, the user needs to fill the multi-tab signup form to create an affiliate account.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.

Affiliate Registration

Personal Details Company Details Payment Information Confirmation

Username*	Email*
<input type="text"/>	<input type="text"/>
Name*	Phone*
<input type="text"/>	<input type="text"/>
Password*	Confirm Password*
<input type="text"/>	<input type="text"/>

I Agree To The [Terms & Conditions](#)

Fig. 1.1.2: Personal Details tab in Affiliate Registration Form

A. **Personal Details tab:** As shown in figure 1.1.2, the user must:

- **Username*:** Enter the username to be used.
- **Email*:** Enter their email address.
- **Name*:** Enter their name.
- **Phone*:** Enter their contact number.
- **Password*:** Setup their password.
- **Confirm Password*:** Re-enter their password to confirm.

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Asterisk (*) next to a form control's label indicates it as 'required'.

- **'I Agree To The Terms & Conditions' Check-box:** Select the check-box to agree to the terms and conditions.

The user must click on the **'Register'** button to proceed further with the registration process.

B. Company Details tab: As shown in figure 1.1.3, the user must:

- **Company:** Enter their company name.
- **Website:** Enter their website name.
- **Address Line 1*:** Enter their personal address.
- **Address Line 2:** Enter their personal address.
- **Country*:** Select the residential country.
- **State*:** Select their residential state.
- **City:** Select their residential city.
- **Postal Code*:** Enter their postal code.

The user must click on the **'Register'** button to proceed further with the registration process.

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Affiliate Registration

[Personal Details](#)
 [Company Details](#)
 [Payment Information](#)
 [Confirmation](#)

<p>Company</p> <input style="width: 95%;" type="text"/>	<p>Website</p> <input style="width: 95%;" type="text"/>
<p>Address Line1*</p> <input style="width: 95%;" type="text"/>	<p>Address Line2</p> <input style="width: 95%;" type="text"/>
<p>Country*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Select ▼ </div>	<p>State*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Select State ▼ </div>
<p>City</p> <input style="width: 95%;" type="text"/>	<p>Postalcode*</p> <input style="width: 95%;" type="text"/>

Fig. 1.1.3: Company Details tab in Affiliate Registration Form

C. Payment Information tab: As shown in figure 1.1.4 (a), the user must:

- **Tax ID:** Enter their tax id.
- **Payment Method:** Select the payment method they wish to add.
 - i. **Cheque:** As shown in figure 1.1.4 (a), the user will need to enter their '**Cheque Payee Method**' to add this payment method.

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Asterisk (*) next to a form control's label indicates it as 'required'.

Affiliate Registration

Personal Details Company Details Payment Information Confirmation

Tax ID

Payment Method

Cheque Bank Paypal

Cheque Payee Name

Fig. 1.1.4 (a): Payment Information tab in Affiliate Registration Form

- ii. Bank: As shown in figure 1.1.4 (b), the user will need to enter:
- Bank Name: The name of the bank in which they have their account.
 - Account Holder Name: The name of account holder.
 - Bank Account Number: The account number of the user.
 - Swift Code: The swift code of the account.
 - Bank Address: The address of the branch in which the user has their bank account.

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Cheque
 Bank
 Paypal

Bank Name

Account Holder Name

Bank Account Number

Swift Code

Bank Address

Register

Fig. 1.1.4 (b): Payment Information tab in Affiliate Registration Form

- iii. **Paypal:** As shown in figure 1.1.4 (c), the user will need to enter their 'Paypal Email Account' when selecting this payment method.

Payment Method

Cheque
 Bank
 Paypal

Paypal Email Account

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Fig. 1.1.4 (c): Payment Information tab in Affiliate Registration Form

The user must click on the **'Register'** button to proceed further with the registration process.

- D. **Confirmation tab:** As shown in figure 1.1.5, a confirmation message is displayed which also requests the user to verify their email address and only then proceed with login.

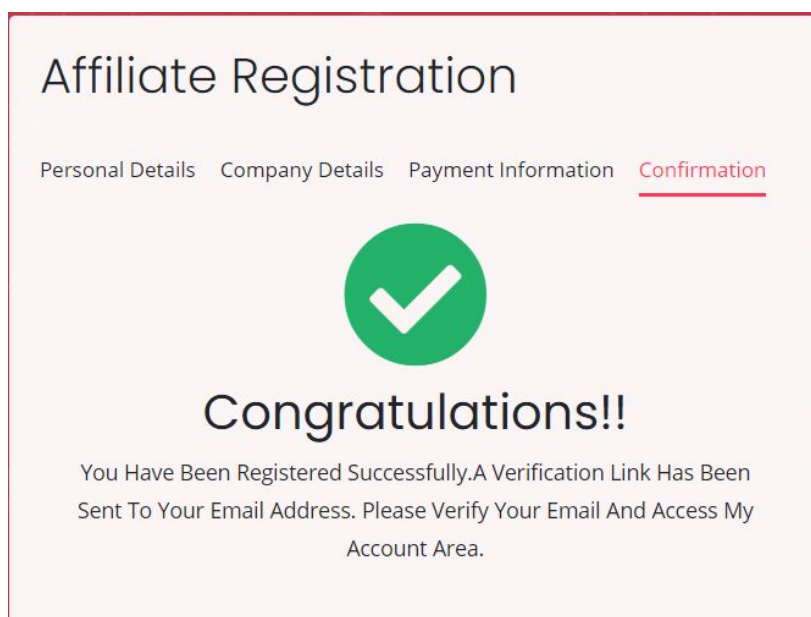


Fig. 1.1.5: Confirmation tab in Affiliate Registration Form

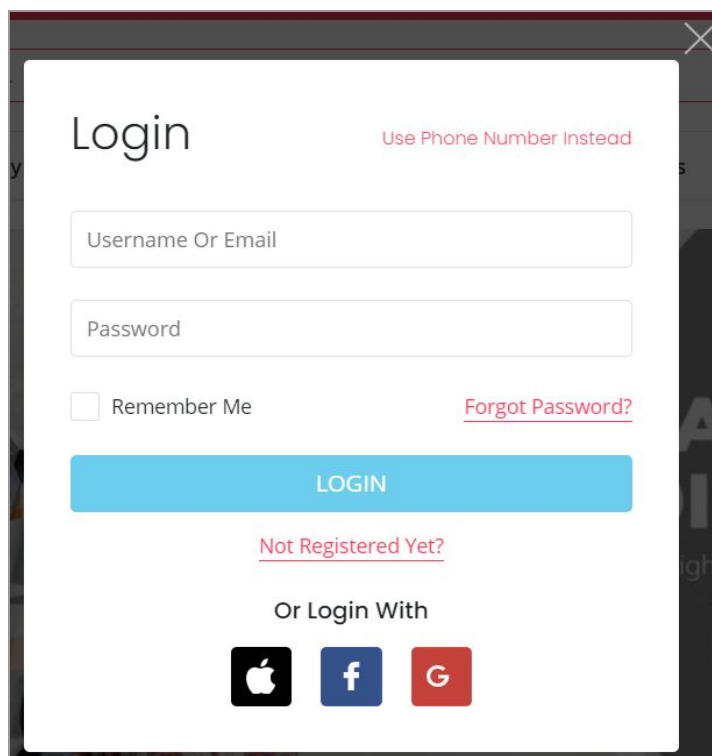
NB: If the admin has activated 'Request Approval' from their end, the registration request of the user as an affiliate will be forwarded. The user will only be able to access their account after admin approval.

1.2 Login

The system contains a single login form for all the users including affiliate users. Upon clicking the Sign In option from the top navigation bar, a login

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popup window will be displayed as shown in figure 1.2.1. The affiliate user can login to the system here.



The image shows a login form within a dark-themed popup window. The form has a white background and is titled "Login" in a large, dark font. To the right of the title, there is a link "Use Phone Number Instead" in red. Below the title, there are two input fields: "Username Or Email" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me" and a link "Forgot Password?" in red. A large blue button labeled "LOGIN" is positioned below the input fields. Below the button, there is a link "Not Registered Yet?" in red. At the bottom, the text "Or Login With" is followed by three social media icons: Apple, Facebook, and Google.

Fig. 1.2.1: Login Form

2. Dashboard

After successful login, the affiliate will be redirected to Dashboard as shown in figure 2.1. The various sections of this page are elaborated in further sub-modules.

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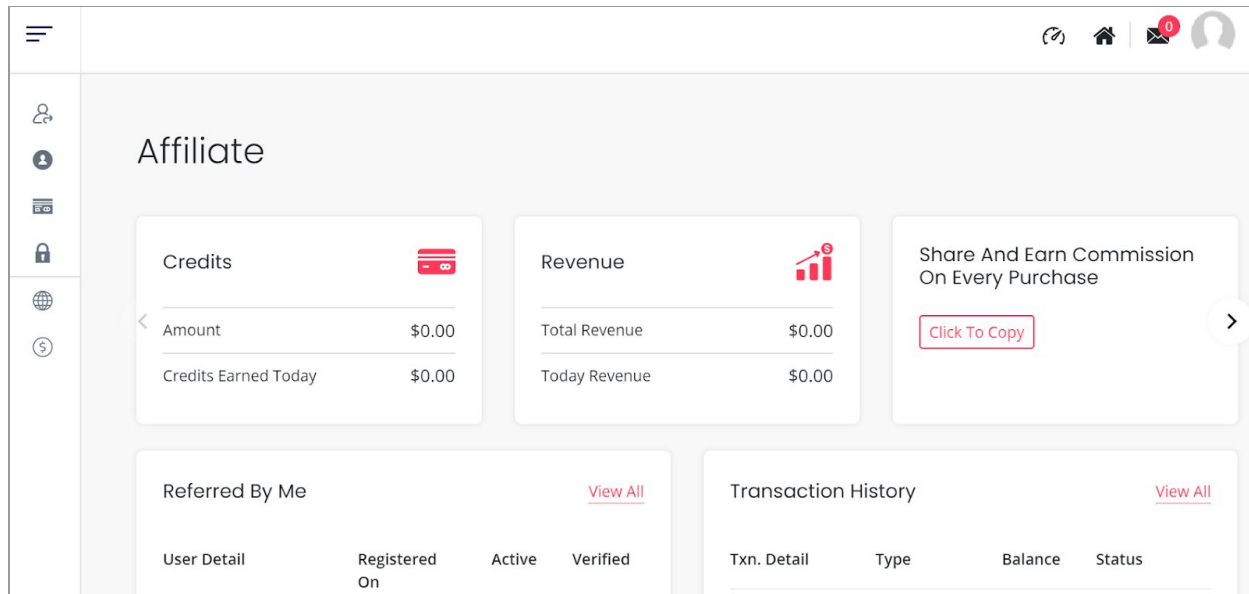



Fig. 2.1: Affiliate Dashboard

The top navigation bar includes several icons:

- User Icon**  : Clicking on this icon, the affiliate will be provided with two buttons as shown in figure 2.2. Clicking on **'Hi, XYZ'** will navigate the affiliate to **'My Account'** module. Clicking on the **'Logout'** button will log the affiliate out of their account.

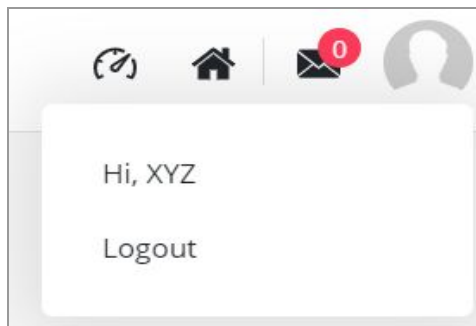



Fig. 2.2: User Icon

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- **Messages** : This is a shortcut button to access the messaging module. This icon will also display the count of unread messages. Clicking on this button will redirect the affiliate to the 'Messages' page as shown in figure 2.3.

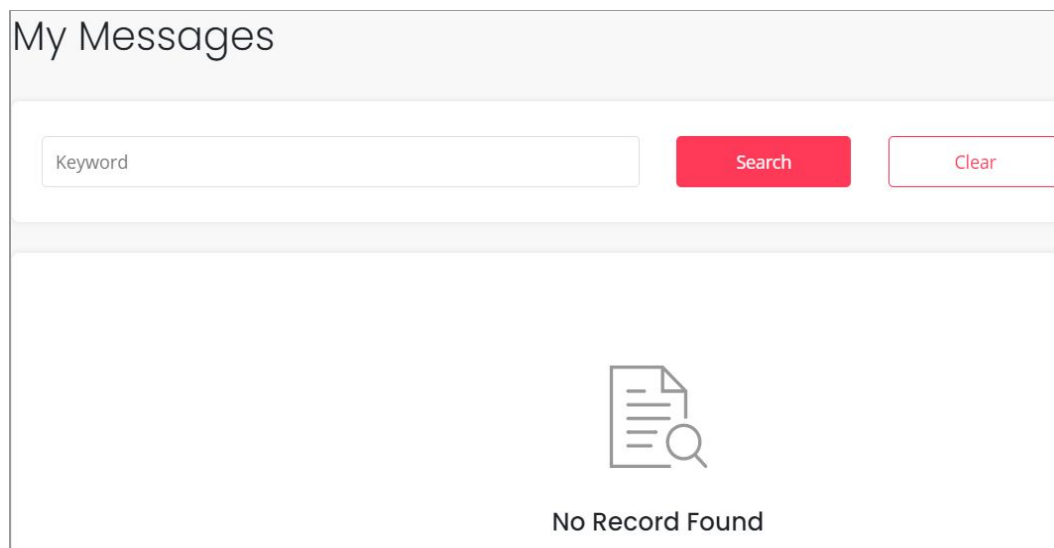




Fig. 2.3: 'My Messages' Page

- **Home Icon** : Clicking on this icon will redirect the affiliate to the front-end of the website in a new tab.
- **Dashboard** : Clicking on this icon will redirect the affiliate to Dashboard. Each time the affiliate logs in, they will see the Dashboard as their homepage.

The other sections of dashboard are:

- **Credits:** Total credits earned and the credits earned on current date (in default currency). Clicking on this section will redirect the affiliate to ['My Credits'](#) page.
- **Revenue:** Total revenue earned over affiliate user's timeline and total revenue earned on current date (in default currency). Clicking on this section will redirect the affiliate to ['My Credits'](#) page.

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- **Sharing Links:** On the Dashboard area, the Affiliate user can share the Affiliate link by the following methods (refer figure 2.4):
 - Copy the invitation link and share the URL.
 - Share the invitation link on Facebook /Email.



Fig. 2.4: Share The Invitation Link on Various Platforms

- **Referred By Me:** This section displays the list of users that registered on the website using the link shared by respective affiliate. These users will be assigned as the users of respective affiliates. The affiliate will earn commissions for their registration and purchases made through the website. Clicking on 'View All' will redirect the affiliate to '[My Referral](#)' page.

NB: The commission amount the affiliate will earn for registrations and on purchases are admin-manageable.

- **Transaction History:** The list of latest transaction details made by the affiliate using their wallet will be displayed in this section. Clicking on this section will redirect the affiliate to '[My Credits](#)' page.

3. Navigation Menu

3.1 My Referral

This page shows the list of all the users who have registered through the respective affiliate's URL.

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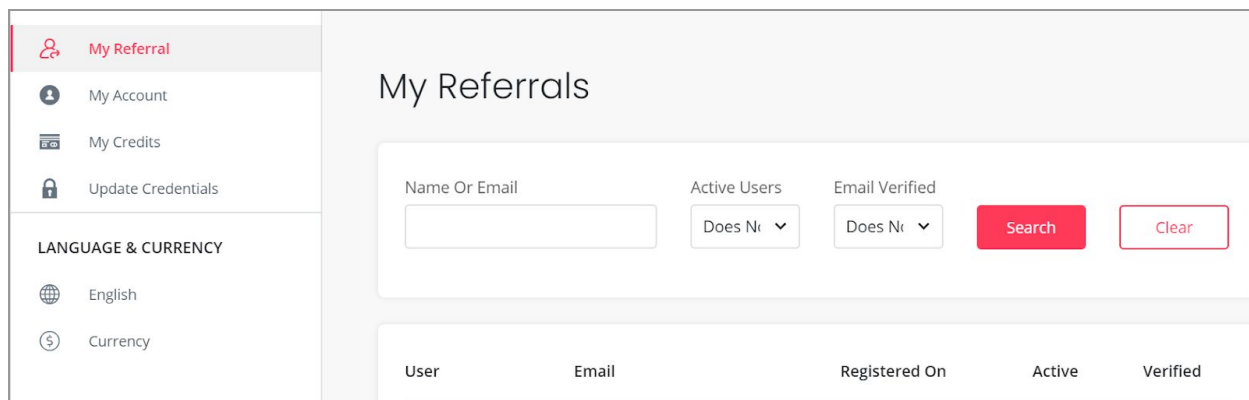


Fig. 3.1.1: My Referrals

As shown in figure 3.1.1, a search bar is provided on the top of this page along with a few search filters, using which the affiliate can search a particular referral by mentioning their name or email, their status or status of their email verification step.

3.2 My Account

It includes three different tabs.

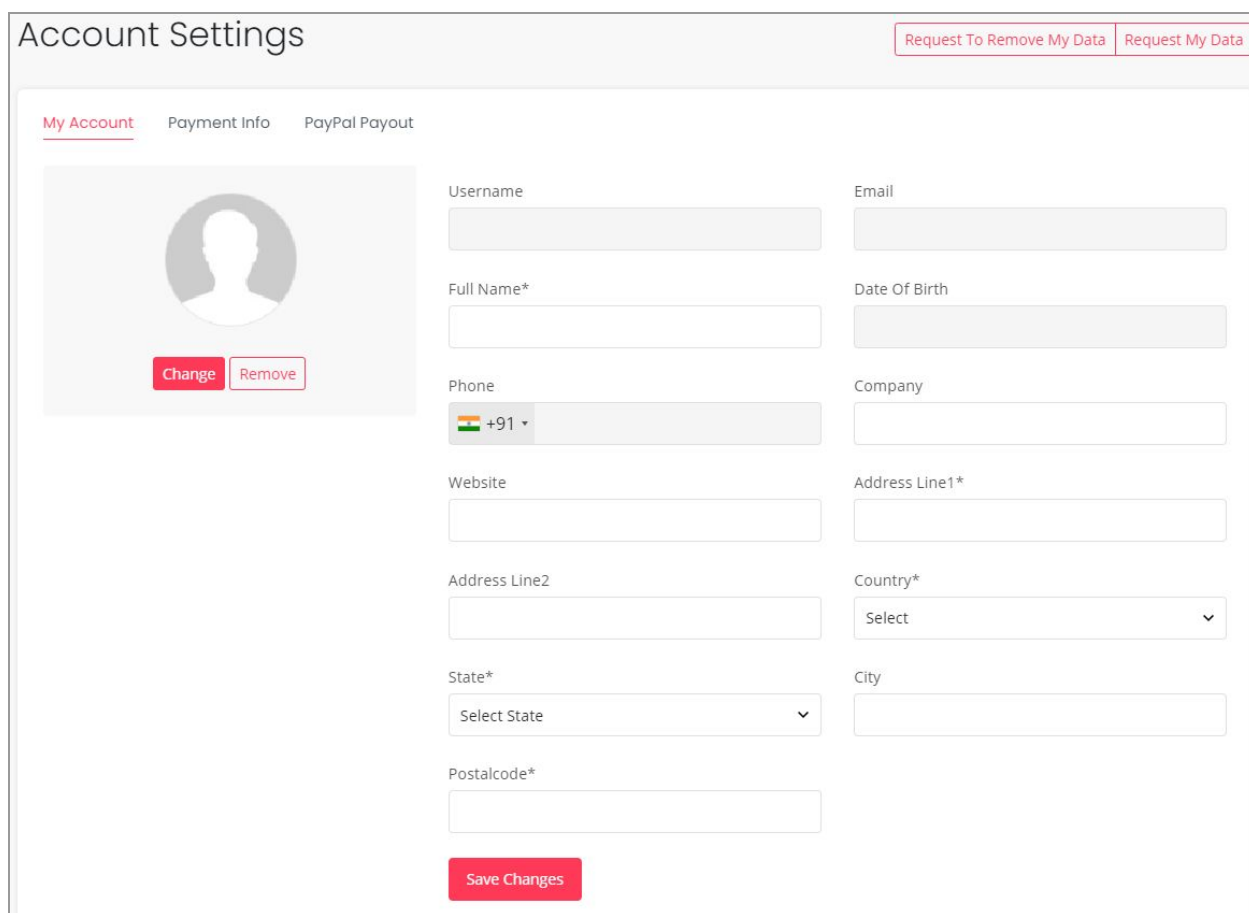
In the first tab which is 'My Account' the affiliate can add or edit their basic details. The affiliate cannot make all the changes repeatedly. Fields such as Username, Email ID, phone number and date of birth cannot be changed once entered. As shown in figure 3.2.1, the affiliate can add and modify following fields:

- **Profile Photo:** Upload/change their profile picture by clicking on the 'Upload' button provided below user icon.
- **Full Name*:** Enter/modify their full name.
- **Company:** Enter company name.
- **Website:** Enter website name.
- **Address Line 1*:** Enter their complete address.

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- **Address Line 2:** Enter their complete address.
- **Country*:** Enter the city in which they are located.
- **State*:** Enter the state in which they are located
- **City:** Mention the name of the city in which they are located.
- **Postal Code*:** Enter their postal code.

The seller must then click on the “Save Changes” button provided below to save the made changes.



The screenshot shows the 'Account Settings' page with the 'My Account' tab selected. The page includes a profile picture placeholder with 'Change' and 'Remove' buttons. The form fields are as follows:

- Username:** Text input field.
- Email:** Text input field.
- Full Name*:** Text input field.
- Date Of Birth:** Text input field.
- Phone:** Text input field with a country code dropdown set to '+91'.
- Company:** Text input field.
- Website:** Text input field.
- Address Line1*:** Text input field.
- Address Line2:** Text input field.
- Country*:** Dropdown menu with 'Select' and a downward arrow.
- State*:** Dropdown menu with 'Select State' and a downward arrow.
- City:** Text input field.
- Postalcode*:** Text input field.

At the bottom of the form is a red 'Save Changes' button. In the top right corner of the account settings area, there are two links: 'Request To Remove My Data' and 'Request My Data'.

Fig. 3.2.1: My Account tab

As per the guidelines of **GDPR (General Data Protection Regulation)**, every user has the right to protect their data by collecting, storing, altering,

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erasing or restricting it. Following these guidelines, two buttons are provided for this seller on the top-right corner of **'My Accounts'** page. They are:

- **Request to Remove My Data:** The affiliate can raise a request to the admin to remove their personal data. When the affiliate clicks on this button, a **'Truncate Request'** pop-message will appear as shown in figure 3.2.2. The affiliate can click on 'Yes' to proceed and 'Cancel' to go back.

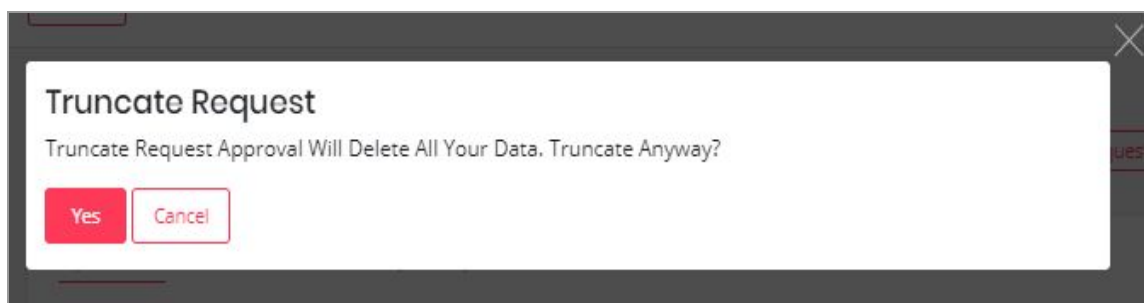


Fig. 3.2.2: Truncate Request

- **Request My Data:** The affiliate can raise a request to the admin to share their account information. When the affiliate clicks on this button, a pop-up **'Request Data'** form will appear. The affiliate must enter the reason for making such a request under the **'Purpose of Request Data'** text-box. To understand the policies of GDPR, the affiliate can click on the hyperlink provided with the message 'Click Here to Read the Policies of GDPR'. The affiliate must click on the **'Send Request'** button to submit the request.

The second tab is the **'Payment Info'** tab. In this tab, the affiliate can save their payment related information. These details will be accessed by the Admin in order to make any transactions to their users when they place ['Withdrawal Requests'](#).

As shown in figure 3.2.3 (a), the affiliate must choose a particular payment method among:

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- **Cheque:** As shown in figure 3.2.3 (a), the affiliate will need to enter their **'Tax ID'** and **'Cheque Payee Method'** to add this payment method.

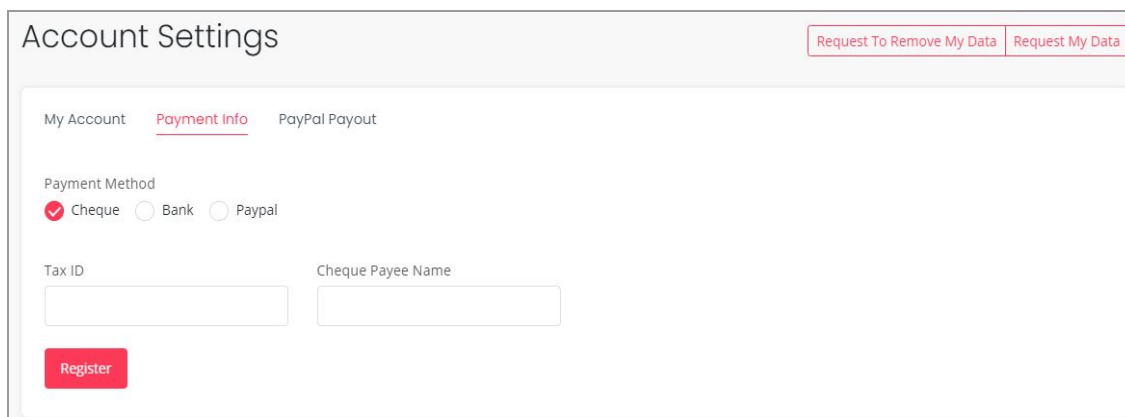
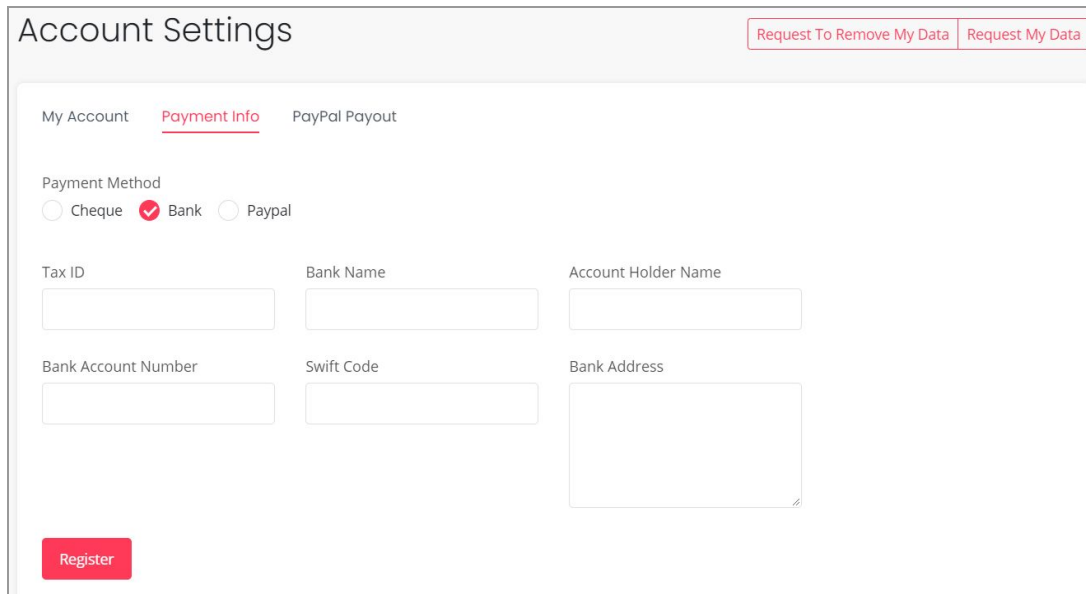


Fig. 3.2.3 (a): Selecting 'Cheque' in Payment Information tab

- **Bank:** As shown in figure 3.2.3 (b), the affiliate will need to enter:
 - **Tax ID:** Their tax id.
 - **Bank Name:** The name of the bank in which they have their account.
 - **Account Holder Name:** The name of account holder.
 - **Bank Account Number:** The account number of the user.
 - **Swift Code:** The swift code of the account.
 - **Bank Address:** The address of the branch in which the user has their bank account.

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Account Settings Request To Remove My Data Request My Data

My Account Payment Info PayPal Payout

Payment Method
 Cheque Bank Paypal

Tax ID

Bank Name

Account Holder Name

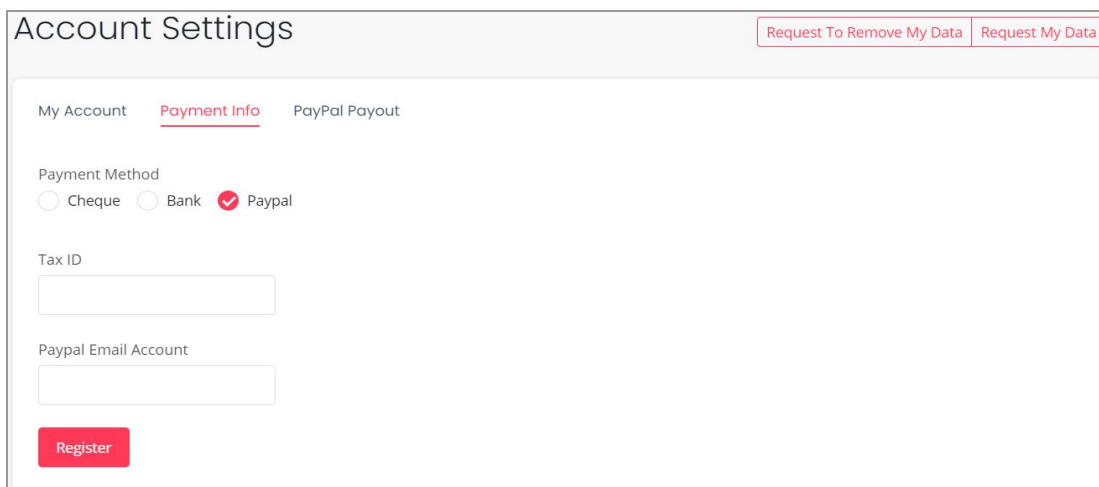
Bank Account Number

Swift Code

Bank Address

Fig. 3.2.3 (b): Selecting 'Bank' in Payment Information tab

- **Paypal:** As shown in figure 3.2.3 (c), the user will need to enter their **'Tax ID'** and **'Paypal Email Account'** when selecting this payment method.



Account Settings Request To Remove My Data Request My Data

My Account Payment Info PayPal Payout

Payment Method
 Cheque Bank Paypal

Tax ID

Paypal Email Account

Fig. 3.2.3 (c): Payment Information tab in Affiliate Registration Form

The third is **'PayPal Payout'** details tab (Figure 3.2.4). This tab is highly useful to the Admin since it makes it easy to transfer money to advertisers when

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they place '[Withdrawal Requests](#)'. It provides the advantage of making virtual transactions directly from within the portal. The process to be followed is also simpler. The affiliate must enter the details of their PayPal account by providing:

- **Email Id:** Enter their valid email id.
- **Paypal Id:** Enter their Paypal Id in this input field.

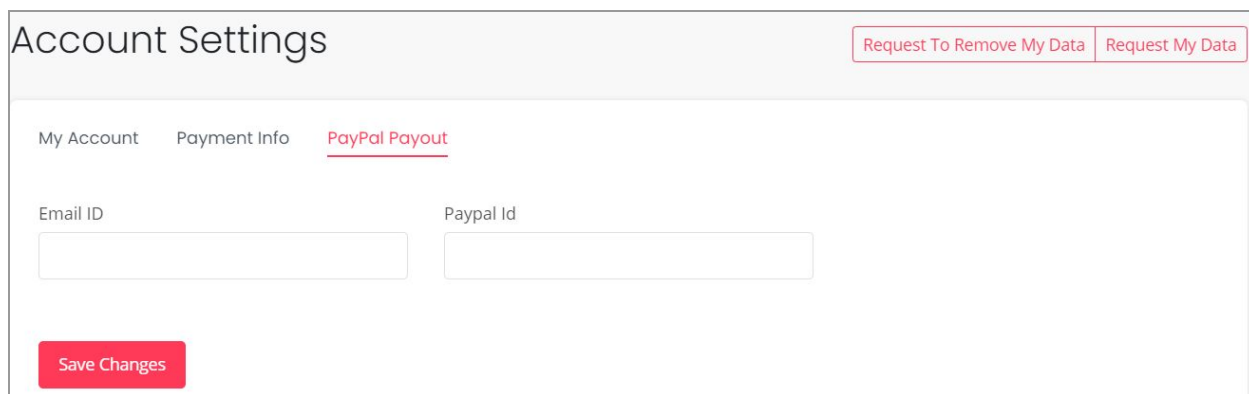


Fig. 3.2.4: PayPal Payout

3.3 My Credits

List of all the transactions will be displayed on this page. As shown in figure 3.3.1, a search bar is provided above the list using which the affiliate can search for a particular transaction by mentioning keywords, types of transactions or certain time period in the provided filters.

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My Credits

Available Balance:
\$0.00

Bank Payout ▾

Withdraw

Search Transactions

Keyword

Both-debit/credit ▾

From Date

To Date

Search

Clear

Transaction id	Date	Credit	Debit	Balance	Comments	Status

Fig. 3.3.1: 'My Credits' Page

The top section of this page displays the total balance available in the affiliate's wallet. The affiliate can withdraw their money and transfer it to their personal accounts from this section. To do so, the affiliate must select a payment method of choice from the drop-down list and click on the 'Withdraw' button.

- I. If the advertiser chooses the '**Bank Payout**' method from the drop-down and clicks on 'Withdraw' button, a 'Request Withdrawal' form will appear as shown in figure 3.3.2. The advertiser must:
 - **Amount to be Withdrawn [Default Currency]*:** Enter the amount to be withdrawn.
 - **Payment Method:** Select the payment method from options provided:
 - **Cheque:** Enter details like 'Cheque Payee Name'.

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- **Bank:** Enter the complete bank account details.
- **Paypal:** Enter the Paypal account details like 'Paypal Email Account'.

Request Withdrawal

Amount To Be Withdrawn [\$]*

Current Wallet Balance \$0.00

Payment Method

Cheque Bank Paypal

Cheque Payee Name

Other Info Instructions

Request
Cancel

Fig. 3.3.2: Request Withdrawal Form for 'Bank Payout'

The affiliate must click on the 'Request' button to place the request. A 'Withdrawal Request' will be forwarded to the admin on approving which the affiliate will receive their money through selected payment modes (Cheque, Bank Account or PayPal).

3.4 Update Credentials

An affiliate can update their email address, password and phone number from this section.

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NB: Affiliate will need to verify their new email address for changes to take effect in the system. Additionally, to update their new phone number, the affiliate will need to enter the OTP that will be forwarded to the previous contact number.

Update Credentials

Update Email

New Email*

Confirm New Email*

Current Password*

Your Email Will Not Change Until You Verify
Your New Email Address

Update Password

Current Password*

New Password*

e.g. User@123

Confirm New Password*

Update Phone Number

Old Phone Number*

+91 ▾

Your Phone Number Will Not Change Until You
Verify Your New Number

Fig. 3.4.1: Update Credentials



4. Language & Currency

An affiliate can change the language and currency settings from this section.

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Fig. 4.1: Language & Currency

Clicking on  icon the affiliate can change default language to be used at both, front-end and back-end. Clicking on  icon the affiliate can change the default currency to be used at both, front-end and back-end.

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