

AFFILIATE MANUAL

PREPARED BY :
FATBIT TECHNOLOGIES

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TECHNICAL SUPPORT

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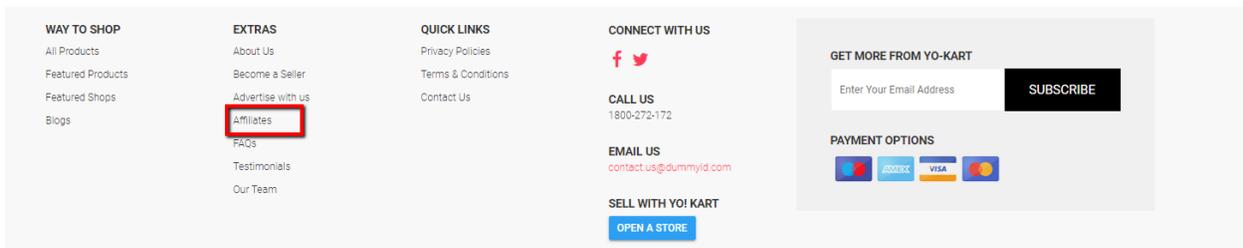
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1. Affiliate Module

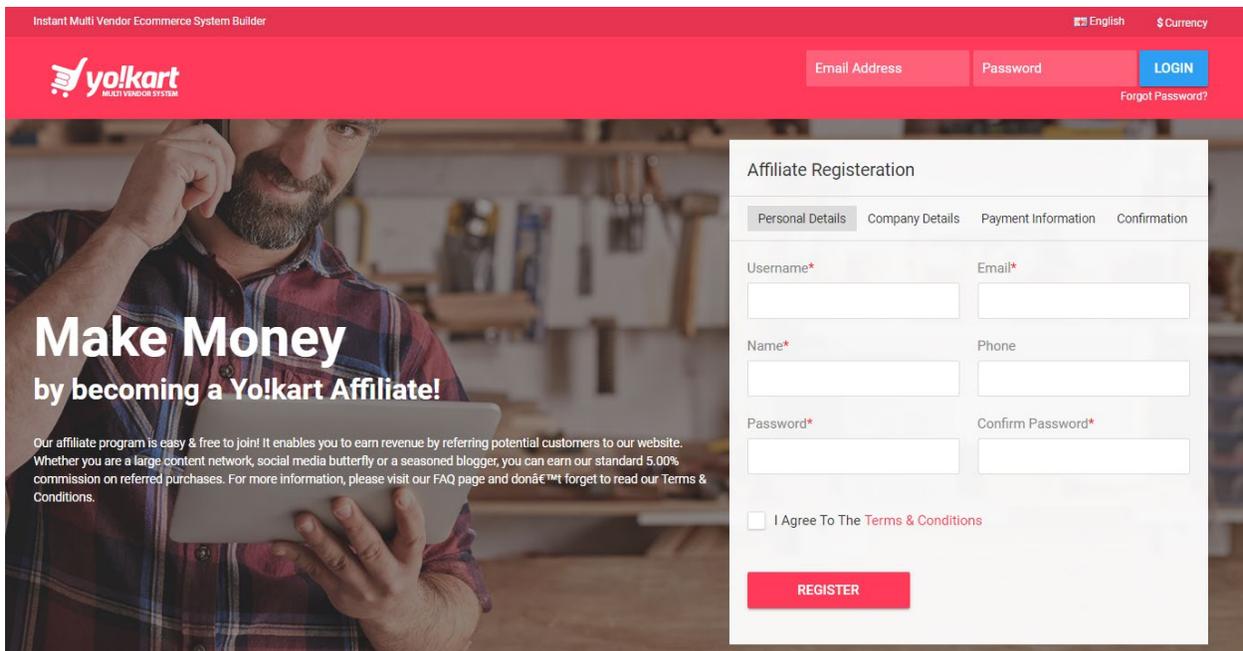
Users can register on the website as an Affiliate to earn money on the website. Affiliate users need to share the affiliate URL through which buyers can register themselves. Further, if the buyer is registered on the website and purchasing then the Affiliate will get virtual credits to their wallet as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

1.1. Registration

Users can register as an Affiliate by clicking on the link provided in the footer “Affiliates”.



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



For registration, users need to submit the following details.

1. Personal Details

- Username
- Email
- Name
- Password
- Confirm Password
- Phone Number
- 2. Company Details
 - Company
 - Website
 - Address Line 1
 - Address Line 2
 - Country
 - State
 - City
 - Postal Code
- 3. Payment Information
 - Tax ID
 - Payment Method
 - If Cheque
 - Cheque Payee Name
 - If Bank
 - Account Holder Name
 - Bank Account Number
 - Swift Code
 - Bank Address
 - If PayPal
 - PayPal Email Account

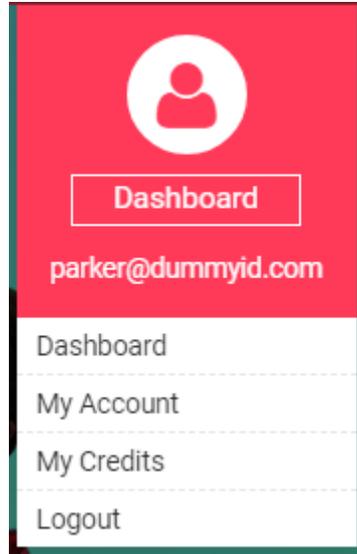
After successful registration, the affiliate user needs to verify the registered email, only then the system will allow logging into the website.

1.2. Login

The system contains a single login form for all the users including affiliate user. Upon clicking the Sign In option from the top navigation bar, a login popup window will be displayed. The affiliate user can login to the system here.

2. Dashboard

After successful login, the user needs to select the Dashboard option by clicking their name displaying at top right corner.



Affiliate user will be redirected to their Dashboard area where they can check/manage the following parameters:

1. Personal Information
2. Address Information
3. Credit/Wallet Balance
4. Sharing
5. Profile Information

Quick Filters

- # Dashboard

Sharing

- ← Sharing

Profile

- # My Account
- ≡ My Credits
- 🔒 Change Password
- ✉ Change Email

Affiliate

Information EDIT ✎

Personal Address Information

Name	parker
Email	parker@dummyid.com
Phone	124578
Member Since	09/05/2018

Credits

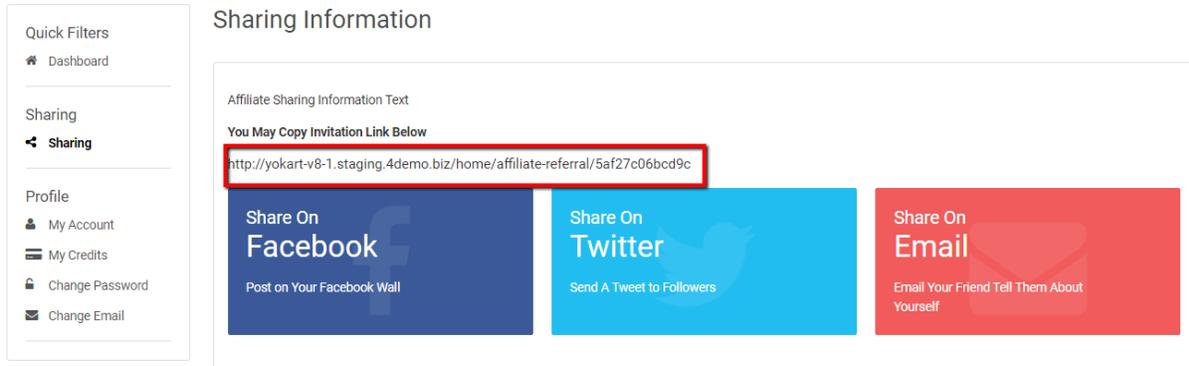
Total \$20.00

Revenue

Total Revenue \$20.00

3. Sharing

By clicking on sharing option from the left navigation bar, the user will be redirected to Sharing Information page.



The Affiliate user can share the Affiliate link by the following methods.

- Copy the invitation link and share the URL.
- Share the invitation link on Facebook/Twitter/Email.

Users that register using the shared link by the Affiliate user will be assigned as users of that particular affiliate. The affiliate would receive commission for registration & purchases made by those assigned users on the website (Commission and Registration amount received would be set by the Admin)

4. Profile

Affiliate user can manage the following sections under the “Profile” tab of the navigation menu:

1. My Account
2. My Credits
3. Change Password
4. Change Email

4.1. My Account

Affiliate users can manage account information such as profile details and payment information under this section.

My Account Tab

Affiliate user can edit profile details such as:

1. Customer name
2. Date Of Birth
3. Phone no.
4. Company
5. Website
6. Address
7. Country
8. State
9. City
10. Postal Code
11. Payment Info

Affiliate user cannot edit their Username, as it is a unique field that is used in database records. Email Address cannot be edited from this page but the same can be done from the “Change Password” and “Change Email” section mentioned in this document.

Affiliate user can upload or remove their profile image from this section. The user also has the feature to select the default dashboard to be displayed after login.

- Quick Filters
- Dashboard
-
- Sharing
- Sharing
-
- Profile
- My Account**
 - My Credits
 - Change Password
 - Change Email

Profile

Account Information

[My Account](#) [Payment Info](#)



NO IMAGE AVAILABLE

UPLOAD

Username

Parker REQUEST TO REMOVE MY DATA

REQUEST MY DATA

Email

parker@dummyid.com

Customer Name*

parker

Date Of Birth*

Phone

124578

Company

Parker Tell

Website

Address Line1*

#24

Address Line2

Country*

Australia ▼

State*

South Australia ▼

City

sydney

Postalcode*

74178

SAVE CHANGES

Upon clicking the **Request to Remove My Data** button, affiliate user can submit a request with the admin to remove their account data like personal data, payment information etc as per GDPR rule.

Upon clicking the **Request My Data** button, affiliate user can submit a request with the admin to share all their account data as per GDPR policies.

Account Holder Name*

Request Data Request System Owner To Get Your Account Information

Email

Name

Purpose Of Request Data*

[Click Here](#) To Read The Policies Of Gdpr

SEND REQUEST

SAVE CHANGES

Payment Information Tab

Affiliate user can manage their payment information from this tab. Following details can be managed under the payment information tab.

1. Tax ID
2. Payment Method
 - If Cheque
 - Cheque Payee Name
 - If Bank
 - Account Holder Name
 - Bank Account Number
 - Swift Code
 - Bank Address
 - If PayPal
 - PayPal Email Account

These payment methods would be used while placing withdrawal requests from the My Credits page.

Quick Filters

- Dashboard

Sharing

- Sharing

Profile

- My Account**
- My Credits
- Change Password
- Change Email

Profile

Account Information

My Account **Payment Info**

Tax ID

REQUEST TO REMOVE MY DATA

REQUEST MY DATA

Payment Method

Cheque Bank Paypal

Bank Name

Account Holder Name

Bank Account Number

Swift Code

Bank Address

REGISTER

4.2. My Credits

List of all the transactions will be displayed under this section. Affiliate user can also send a fund withdrawal request to admin from this section. They can also search for a particular transaction by using following search filters:

1. Keyword
2. Transaction type (Credit/Debit/Both)
3. From date & To Date

- Quick Filters
 - 🏠 Dashboard

- Sharing
 - 🔗 Sharing

- Profile
 - 👤 My Account
 - 📄 **My Credits**
 - 🔒 Change Password
 - ✉️ Change Email

My Account

Search Transactions

Current Balance:

\$20.00

[REQUEST WITHDRAWAL](#)

SEARCH

CLEAR

Txn Id	Date	Credit	Debit	Balance	Comments	Status
TN-0000040	12/11/2018	\$10.00	\$0.00	\$20.00	Signup Commission Received.sHWETA Registered.	Transaction Completed
TN-0000039	06/11/2018	\$10.00	\$0.00	\$10.00	Signup Commission Received.Anup Rawat Registered.	Transaction Completed

Upon clicking the **Request Withdrawal** button, affiliate user will be redirected to the Withdrawal Request page from where they can send funds withdrawal request to the admin. The Admin will transfer money to the affiliate user on the preferred payment method selected during making the withdrawal request.

- Quick Filters
 - 🏠 Dashboard

- Sharing
 - 🔗 Sharing

- Profile
 - 👤 My Account
 - 📄 **My Credits**
 - 🔒 Change Password
 - ✉️ Change Email

My Account

Request Withdrawal

Amount To Be Withdrawn [\$]*

Current Wallet Balance \$20.00

Payment Method

Cheque
 Bank
 Paypal

Cheque Payee Name

Other Info Instructions

SEND REQUEST

CANCEL

4.3. Change Password

Affiliate user can update their password from this section.

- Quick Filters
 - Dashboard
- Sharing
 - Sharing
- Profile
 - My Account
 - My Credits
 - Change Password**
 - Change Email

Change Password

Current Password*

New Password*

e.g. User@123

Confirm New Password*

SAVE CHANGES

4.4. Change Email

Affiliate user can change their email address from this section. NOTE: Affiliate users will need to verify their new email address for changes to take effect in the system.

- Quick Filters
 - Dashboard
- Sharing
 - Sharing
- Profile
 - My Account
 - My Credits
 - Change Password
 - Change Email**

Change Email

New Email*

Confirm New Email*

Current Password*

SAVE CHANGES

Your email address will not change until you confirm it via email