

# AFFILIATE MANUAL

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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".

WAY TO SHOP	EXTRAS	QUICK LINKS	CONNECT WITH US	
All Products	About Us	Privacy Policies	e 🛥	GET MORE FROM YO-KART
Featured Products	Become a Seller	Terms & Conditions		
Featured Shops	Advertise with us	Contact Us	CALL US	Enter Your Email Address SUBSCRIBE
Blogs	Affiliates		1800-272-172	
	FAQs		EMAIL US	PAYMENT OPTIONS
	Testimonials		contact.us@dummyid.com	
	Our Team			
			SELL WITH YO! KART	
			OPEN A STORE	

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.

Instant Multi Vendor Ecommerce System Builder		itta Eng	lish \$Currency
	Email Address	Password	
	-	0.000	rolgot rasswold?
	Affiliate Registeration		
	Personal Details Company Details	Payment Information	Confirmation
	Jsername*	Email*	
Make Money	Name*	Phone	
by becoming a Yo!kart Affiliate!			
Our affiliate program is easy & free to joint it enables you to earn revenue by referring potential customers to our website.	Password*	Confirm Password*	_
Whether you are a large content network, social media butterfly or a seasoned blogger, you can earn our standard 5.00% commission on referred purchases. For more information, please visit our FAQ page and don't forget to read our Terms & Conditions.			
	I Agree To The Terms & Conditio	ns	
	REGISTER		

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
    - o If Bank
      - Account Holder Name
      - Bank Account Number
      - Swift Code
      - Bank Address
    - o 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.





Dashboard parker@dummyid.com
Dashboard
My Account
My Credits
Logout

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	Affiliate				
Dashboard     Sharing	Information		EDIT 🛷	Credits	
Sharing	Personal Addres	s Information		Total	\$20.00
Profile	Name	parker			
My Account	Email	parker@dummyid.com		Revenue	
<ul> <li>My Credits</li> <li>Change Password</li> <li>Change Email</li> </ul>	Phone Member Since	124578 09/05/2018		Total Revenue	\$20.00





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

Quick Filters	Sharing Information		
Sharing	Affiliate Sharing Information Text You May Copy Invitation Link Below http://yokart-v8-1.staging.4demo.biz/hom	z/affiliate-referral/5af27c06bcd9c	
Profile ▲ My Account — My Credits ▲ Change Password Œ Change Email	Share On Facebook Post on Your Facebook Wall	Share On Twitter Send A Tweet to Followers	Share On Email Email Your Friend Tell Them About Yourself

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)





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	Profile		
Sharing	Account Information My Account Payment Info		
Profile		Username	
My Account		Parker	REQUEST TO REMOVE MY DATA
My Credits		Email	REQUEST MY DATA
Change Password	NO IMAGE AVAILABLE	parker@dummyid.com	
Change Email	UPLOAD	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 Email Name Purpose Of Request Data*	Request System Owner To Get Your Account Information login@dummyid.com Michael Williams	REQUEST
Request Data Email Name Purpose Of Request Data*	Request System Owner To Get Your Account Information	REQUEST
Email Name Purpose Of Request Data*	login@dummyid.com Michael Williams	REQ
Name Purpose Of Request Data <b>*</b>	Michael Williams	
Purpose Of Request Data*		
C	Click Here To Read The Policies Of Gdpr	2
	SEND REQUEST	
SAVE CHANGES		

NASSCOM

#### 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
    - o Cheque Payee Name
  - If Bank
    - Account Holder Name
    - o Bank Account Number
    - o Swift Code
    - o Bank Address
  - If PayPal
    - PayPal Email Account

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





Quick Filters	Profile	
	Account Information	
Sharing	My Account Payment Info	
Profile	Tax ID	
My Account		REQUEST TO REMOVE MY DATA
My Credits	Payment Method	REQUEST MY DATA
Change Password	Cheque 🖲 Bank 🔿 Paypal	
Change Email	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	Му Ассо	unt						
Choring	Search Tra	ansactions						
Sharing		Current Balance: \$20.00						
Profile My Account						REQUEST WIT	THDRAWAL	
My Credits Change Password	Kanarad						Deale distant constant	
Change Email	Keyword						Both-debit/credit	*
	From Dat	e					To Date	
			SEARC	н			CLEAR	
	Txn Id	Date	Credit	Debit	Balance	Comments		Status
	TN-0000040	12/11/2018	\$10.00	\$0.00	\$20.00	Signup Comr	mission Received.sHWETA Registered.	Transaction Completed
	TN-0000039	06/11/2018	\$10.00	\$0.00	\$10.00	Signup Comr	nission 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 prefereed payment method selected during making the withdrawal request.

Quick Filters	My Account
Sharing	Request Withdrawal Amount To Be Withdrawn [\$]*
Profile My Account My Credits Change Password	Current Wallet Balance \$20.00 Payment Method  Cheque Bank Paypal Cheque Name
<ul> <li>Change Email</li> </ul>	Other Info Instructions
	SEND REQUEST CANCEL

## 4.3. Change Password

Affiliate user can update their password from this section.





Quick Filters	Change Password
Sharing	Current Password*
Sharing	New Password*
Profile	
My Account	e.g. User@123
My Credits	Confirm New Password*
Change Password	
Change Email	
	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	Change Email	
Sharing	New Email* admin	
Profile	Confirm New Email*	
My Credits	Current Password*	
Change Password		
Change Email		
	SAVE CHANGES	
	Your email address will not change until you confirm it via email	