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# AFFILIATE USER GUIDE

A PARADIGM SHIFT in  
STAFFING & HUMAN RESOURCES

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# NOTICE

The present User Guide is made available to guide affiliates through the process of using the PeopleSmart.solutions online platform.

We would greatly appreciate your constructive suggestions as to how we can make this User Guide better for you.

Thank you for sending comments to: [affiliates@PeopleSmart.solutions](mailto:affiliates@PeopleSmart.solutions)

If you encounter any issue while using this User Guide, please contact us at [affilates@PeopleSmart.solutions](mailto:affilates@PeopleSmart.solutions)

# CONTENTS

<b>NOTICE</b> .....	2
WELCOME .....	4
REGISTRATION.....	5
NEW USER .....	5
EXISTING USER .....	5
LOST or FORGOT YOUR PASSWORD? .....	5
DASHBOARD .....	6
REQUEST AFFILIATE LINK.....	6
PROFILE .....	8
RESULTS and STATS .....	8
MISC INFORMATION .....	9
SUPPORT .....	9
HOW TO USE YOUR AFFILIATE CODE .....	10
WHAT YOUR CODE LOOKS LIKE .....	10
EXAMPLE .....	10
MAXIMIZE YOUR CODE .....	11
MARKETING STRATEGIES .....	12
FEEDBACK.....	12

## WELCOME

The focus of PeopleSmart.solutions is to facilitate the access to staffing for everyone.

In response to a growing need to offer a tool for people using this platform, an Affiliate program was introduced and this Guide represents our attempt to simplify its access, and to properly support our partners' efforts to generate traffic, while being financially rewarded in the process.

This is a basic Affiliate Program:

- Three-level program:
  - 4% commission on first level
  - 1% commission on second level
  - 1% commission on third level
- In most cases, only the products and services in the PeopleSmart.solutions Channel are commissionable
- Commissions are paid monthly (paid on the 14<sup>th</sup> of the following month) [monthly now, working towards weekly payouts, paid on the Thursday of the following week]

You do not need to be an employer or a job-seeker in order to participate as an affiliate, but if you are an employer registered with us, it could be of additional benefit to you to join PeopleSmart.solutions's affiliate system. By doing so, you earn a commission when one of your employees or anyone you invited becomes a user of PeopleSmart.solutions, and purchases any product or service on the platform (such as a resume, DISC Profile, etc.). Being a 3-level affiliate program, you get paid for the purchases made by the people you introduced to the platform, and the ones they introduced it to, and the ones they introduced it to.

For any question or comment about this program, email us at: [affiliates@PeopleSmart.solutions](mailto:affiliates@PeopleSmart.solutions)

## REGISTRATION

### NEW USER

On the main menu, select [Login] and [New user].

If the next screen offers you a selection of Memberships, select the desired membership and follow the instructions.

### EXISTING USER

If you already have an account, go to the Affiliate Dashboard using the Main Menu bar [Home] then click on [Affiliate Dashboard]

### LOST or FORGOT YOUR PASSWORD?

Note that for your protection we do not have access to your password, so we are not able to look it up for you.

To reset your password, simply try logging in and look for the link “Forgot your password?” Click on it, enter your email address when asked for, and you will receive an email back with the code to enter to reset your password.

You cannot reuse any old password!

All aspects of our Affiliate System are available through the Affiliate Dashboard which you can fully access once you are registered as an Affiliate.



## REQUEST AFFILIATE LINK

Assuming at this point that you have already registered and opted for one of the free or paid account types, your next step is to request your affiliate link.

Click on



IF NOT LOGGED IN

TO DO

### Request new affiliate account and link

Please fill out the following details in order to request a new licensee/affiliate link...

New user

Register if you don't have an account on the site yet. This option will create a new user and request an affiliate account linked to the use

Returning user

Username

CarolD

Password

\*\*\*\*\*

Login

IF/WHEN LOGGED IN

TO DO

### Request new affiliate account and link

Please fill out the following details in order to request a new licensee/affiliate link...

Account details

Name

Account e-mail

Username

Password

Repeat password

Contact details

Contact name

Company

E-mail

Address

City

Zip code

City

Country

State

Country

Phone

Payment options

PayPal

PayPal email

Provide your PayPal account email address to get paid via PayPal

Accept Terms and conditions

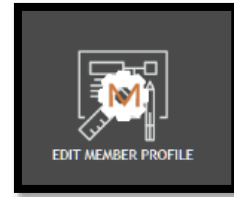
Enter the requested information:

- Contact information
- Username you would like to use
- Password you would like to use
- The Paypal account (email) to which we should send your commission payments
- Accept Terms & Conditions
- Submit request

## PROFILE

Select the EDIT AFFILIATE PROFILE icon to access, set up, review, and edit your

| EDIT AFFILIATE PROFILE |



profile.

## RESULTS and STATS

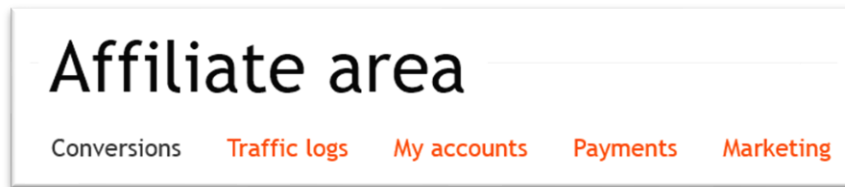
You can view and assess the results of your marketing efforts.

The Affiliate STATS & REPORTS page has five tabs:

- Conversions: shows what sales were converted, and other additional marketing metrics
- Traffic logs: shows when and where the referrals came from
- My Team accounts: the summary of each affiliate account you have in your team (see screenshot below)
- Payment: shows the affiliate commission payments that have been made to you
- Marketing: where you can find the marketing materials that may be available online and packages/kits available for purchase



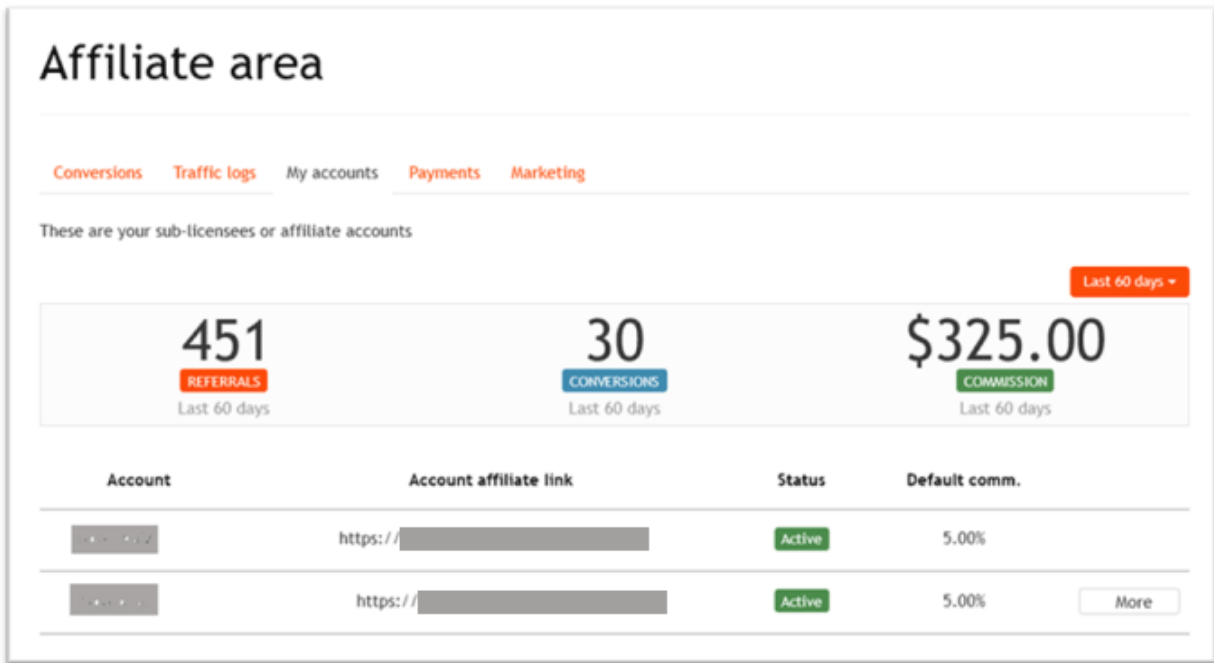
sales &



[ Affiliate Summary Dashboard sample needed here ]

Browse each tab for useful information.





Font Size, color, with greater contrast needed

This is an example only, not a guarantee of returns.

## MISC INFORMATION

On the Dashboard you will find links for miscellaneous information you may need to refer to from time to time, such as Terms & Conditions, and the platform’s Privacy Policy. Click on the icon representing the desired information.

| T & C | P |



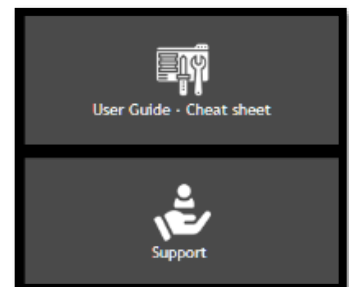
FAQ/ FUAQ:

- 

## SUPPORT

Two major types of support:

- Downloadable Affiliate Guide and DiSC Profile Interpretation Sheet (summary)
- Free Email support
- [Free Chat support?]



[ Icons are not clear – all caps font buttons are clearer]

On the Dashboard select the icon representing the type of support you may need.

## HOW TO USE YOUR AFFILIATE CODE

### WHAT YOUR CODE LOOKS LIKE

The affiliate code you will receive from us is always in the following format:

**?atid=x(xxx)**

Whereas:	
?atid=	Tells the system this is from an affiliate link
x(xxx)	This is the one to four digit number representing your affiliate code

It is very important to use your link the proper way in a link.

There should be only two ways to use it:

1. To link directly to the platform: <https://PeopleSmart.solutions/?atid=xxxx>  
This is the only time you place a “/” between the address and your affiliate code.
2. To link to anything else on the platform: add your link at the end of the full URL. E.g.  
<https://PeopleSmart.solutions/faq?atid=xxxx>

### EXAMPLE

Let’s assume you want to send visitors to the newest jobs listed on the platform. To create the link with your affiliate code:

1. In your browser, go to the page you wish to link to
2. Copy the full URL. For the present example, the URL for the newest listed jobs is:  
<https://PeopleSmart.solutions/index.php/component/jsjobs/newest-jobs?Itemid=>
3. At the very end of that URL now add your own affiliate code (?atid=xxxx) so that the new URL becomes:  
<https://PeopleSmart.solutions/index.php/component/jsjobs/newest-jobs?Itemid=?atid=xxxx>  
(make sure to replace the “xxxx” with the number allocated to you).
4. That now becomes the link you can use to refer visitors to that specific page, and the system will keep track of any purchase made by those visitors.
5. We recommend you use a “short link” to make it easier to remember and market. See details in the next section.

Note that once a visitor uses an affiliate link, there is for the system to stop tracking that visitor every time he/she comes to PeopleSmart.solutions, even if using a different affiliate code, except by deleting the initial code from our system.

## MAXIMIZE YOUR CODE

Here are few tips to help you maximize the use of your affiliate code

1. Integrate your link within one or a few words. Depending on what you use to send your link to your targeted audience, often you can embed a link. Using the example link created above, on your website or an email you could connect the link to the words “Check it out now...” (or whatever words you wish to use, so that the link itself will be read by the browser or email program.
2. If you like, we can tie your website address to your affiliate code, so that visitors going to PeopleSmart.solutions through your website would automatically be credited to your account, whether that link included your code or not. [This is how you request this: ]
3. If you are one of our:
  - a. Resources
  - b. Service Providers (teacher, TrainOprenneur, coach, etc.), and/or
  - c. Suppliers

we strongly recommend you use your affiliate code every time you promote your courses, trainings or event. Keep in mind that your URL can become extremely long, so you may want to use one of the “short link” options mentioned in this section.

4. It may be a good idea to consider using what is called a “short” or “tiny” URL. Basically, you take your long URL and create a much shorter one to send out to people For example, the link created above would change from  
`https://PeopleSmart.solutions/index.php/component/jsjobs/newest-jobs?Itemid=?atid=xxxx`  
to  
`https://zippi.link/allnewjobs`

There are several online services available but we recommend using zippi.link as it is simple, free, and effective.

Warning: although our platform recognizes short URLs, some people have experienced issues with short links when their browser would not recognize that link as valid or as a safe address. The end-result is that if you do not use the direct links or short links by zippi.link certain people may decide not to click on that link, so use that option with that in mind. On the other end, when your link is extremely long, some people may also have the same reaction.

5. Using the banners found under “Marketing Tools” (one of the tabs in the Affiliate Area mentioned earlier) offers a simple way to promote the platform.

## MARKETING STRATEGIES

There are numerous ways to use your affiliate code and countless potential strategies that can be used to promote the PeopleSmart.solutions platform and for you to be financially rewarded for your efforts.

Please contact us at [affiliates@PeopleSmart.solutions](mailto:affiliates@PeopleSmart.solutions) to discuss your plans. We want to support you every way we can, because our success depends directly on the success of each PSS affiliate, resource, service provider, supplier, and partner.

## FEEDBACK

We take pride in our work on this platform. We would greatly appreciate your feedback, especially with constructive criticism about this User Guide, and/or about our affiliate program in general.

Over time it will get even better, but we need to know what our users think and how we can support them to the best of our abilities.

Please email us at [affiliates@PeopleSmart.solutions](mailto:affiliates@PeopleSmart.solutions)

Thank you  
for using PeopleSmart.solutions!