

## Setting Up and Navigating Your Affiliatly.com Account

### 1) Getting Registered with Affiliatly - Simple & Easy!

- Affiliatly is a free website where you will be able to see how many sales you have made from your affiliate link.
- <https://www.affiliatly.com/af-1029765/affiliate.panel?mode=register> is the link to register for your affiliate account.
- Register with Affiliatly using your basic information (name, email, and password), a confirmation email will be sent to you by Affiliatly to activate your account.
  - NOTE: We recommend that you use the same email and password as in your customer account at [soulliftcacao.com](http://soulliftcacao.com), to make them easier to remember.
- Activate your account by clicking the link in the confirmation email, this will redirect you back to the login page (<https://www.affiliatly.com/login.html?affiliates=1>).
- Affiliatly may ask you to agree to the Affiliatly Terms & Service multiple times.
- Re-enter your login info to access your Affiliatly homepage. Be sure that you are registering under the “Affiliates (Publishers)” page.
- You will receive a second confirmation email from Affiliatly containing your Affiliate Link.

### 2) Homepage Use

- Once logged in, you will be able to view the Affiliatly homepage, where you can see how many visitors you have sent to [soulliftcacao.com](http://soulliftcacao.com), and the number of orders you have referred through your affiliate link.

### 3) Affiliatly Profile Set-Up and Payment Information - IMPORTANT

- The bar close to the top of your Home Page shows two icons: a house (homepage), and person (profile)
- Select the Person icon that will take you to your Profile settings.
- The fourth row down says “Payment by.” Select “More Info” and choose the payment preference that you submitted in the initial affiliate application: PayPal or Venmo, and your email for that account
- Fill in the requested information and “Save.”

- NOTE: This information will not be used, saved, or sold by Affiliatly, it is only for the records of Soul Lift Cacao to pay affiliates.
- In the “Payment by” row you’ll see your “Payout Threshold,” which will have the set amount of \$25. That means you’ll be eligible to receive a payout once you earn \$25 in commissions.
  - This amount will be increased if you reach the threshold twice in one month.
- Affiliates have the option opt in or opt out, of receiving an email notification from Affiliatly when you make a sale through your affiliate link, and when you receive a payment from Soul Lift Cacao.

#### 4) Affiliate Link Information

- The “Info Page” tab in the icon bar is where you can access your affiliate link anytime.
- To personalize your affiliate link with your name/brand/blog/youtube/social media handle/website name, send an email to [hello@soulliftcacao.com](mailto:hello@soulliftcacao.com).
- Both the original affiliate link and personalized affiliate links will count your referred sales.
- Below the affiliate link is your unique tag (?aff=YOURAFFILIATEID), that you can choose to add to the end of any URL from the Soul Lift Cacao website.
  - This is to create a link embedded with your tag that will bring visitors to a specific page on the Soul Lift Cacao website and make it easier for them to buy that single item
  - This is useful if you reference a type of cacao you are featuring, sharing about one of our courses, or anything else sold on our website, and you want to earn commission on sales of that specific item
  - Example: You could tag the 10-Week Cacao Powered Facilitator Course this way...  
<https://soulliftcacao.com/collections/cacao-shop/products/10-week-course?aff=YourAffiliateID>
- If someone visits the Soul Lift Cacao website with your affiliate tag in the URL, it will stay active in the visitor’s browser cookie data for 7 days after the initial visit, and the sales made in that 7-day period will be counted toward your commission.

- Also, if someone opens your custom affiliate link on their computer, it is possible that the page link with your embedded tag can be automatically suggested by their browser, which would result in it being counted toward your commissions. But it is not guaranteed that will happen every time, due to browser data cache clearing.
  - Try putting [https://soulliftcacao.com/"](https://soulliftcacao.com/)**youraffiliatelinktaghere**" to bring their browser to the Soul Lift Cacao homescreen that has your embedded tag, so it will redirect visitors when they search Soul Lift Cacao in their browser URL bar. This will only last until they clear their browser data.
- **If you chose to receive a link embedded with a 5% discount for your customers (in which case you'd get 15% commission instead), we have to manually create a different link for you. We will send it to you via email.**
- If you want to distribute your affiliate link as a QR code that people can scan with their smartphone (which is especially useful for in-person events), just copy and paste the correct link into a free service like this one: <https://www.the-qr-code-generator.com/>
  - Then save the image they give you.
- **IMPORTANT: Save your affiliate link and affiliate tag in your Notes app or similar place for easy access on your phone and any other devices.**

## 5) Affiliate Link Placement

- The goal is to make it as easy as possible for your followers to purchase through your affiliate link and generate commissions for you.
- Soul Lift Cacao requires that you put your coded affiliate link or tag in the bio or another prominent section of your social media (facebook/instagram/tiktok) or blog (youtube/podcasts/blog website), and inserted in a prominent way in posts, articles, podcasts, or email newsletters, when making a reference to Soul Lift Cacao.
  - Linktr.ee (<https://linktr.ee/>) is a service with a free plan that allows you to place multiple links within one "tree" in your bio link on Instagram or any other site. This can be a useful way to share your affiliate link.
  - NOTE: Use Linktr.ee at your own discretion. We have witnessed Instagram sometimes thinking their link is spam and then blocking it.
- The wider audience that you can reach, the more commissions you will be able to earn! So distribute your affiliate link using as many methods as possible.
- And remember to have fun! :)

