

## Weebly Affiliate Program- Get tagged as an Ambassador

Please read through thoroughly, and if you have any questions, please address to: [affiliates@weebly.com](mailto:affiliates@weebly.com)

**IF YOU ARE ALREADY SIGNED UP FOR THE AFFILIATE PROGRAM- PLEASE SEND ME YOUR NAME, WEBSITE AND AFFILIATE ID.**

### **Sign Up Procedure**

This sign up link

<<http://www.shareasale.com/shareasale.cfm?merchantid=37723&source=ambassador>> will automatically be tag applicants as "ambassador" in Share A Sale.

Applications will be approved within 1-2 business days. If you are already an Affiliate, please e-mail us.

### **Creative Access**

By default, Ambassadors will have access to all public creative inventory in SAS. However, the only inventory one needs to use is under the first row- Ambassador.

- Creatives provided at <http://ambassadors-lp.weebly.com/> are exclusive and more relevant to Ambassadors than the ones in SAS

### **Tracking**

Commission is on a last-click basis. Ambassador's each have a unique link that enables SAS to track a user sent to Weebly's site. If this user purchases a plan within 120 days of clicking the link, then the Ambassador will earn 30% of whatever sales amount was driven. If the user proceeds to click on someone else's SAS link before purchasing, then the latter affiliate will get credit and earn commission.

### **Payment**

Commissions are paid through the ShareASale system and payments are sent out via check or direct deposit. ShareASale sends payments out on the 20th of the every month for accounts with \$50 or more in earned commissions. If there is a month where an affiliate earns less than the threshold, no check or deposit is made and the balance rolls over to the following month.

Sales are considered final two months after they originally occur due to our return policy. For example, sales that occur between January 1 and 31, will lock on March 20th and are eligible to be paid out.

ShareASale also has a payment FAQ which can be found here: <http://blog.shareasale.com/2014/04/04/affiliate-payment-faq/>

### **Navigation**

Links

**Links** tab > **Get A Link/Banner** subtab > **Get Links** under Weebly program > **Get HTML Code** under Weekly Ambassador

Might want to mask URL if posting somewhere like social media

Activity Detail

**Reports** tab > **Activity Details** subtab

Status column will say "Locked" if the sale is good to be paid

Account Settings

**Account** tab > **Edit Settings** subtab

Payment trigger and payment preference can be changed in here

W-9 link can be found here

Direct Deposit: **Payments** > **Payment Settings** subtab

### **Payment example**

January: \$35

Total: \$35, no check is sent as the orders are not locked

February: \$25

Total: \$60, no check is sent as the orders are not locked.

March: \$50

Total: \$110, Jan orders lock. Payable orders total \$35, no check is sent

April: \$40

Total: \$150, Feb orders lock. Payable orders total \$60, check is sent for \$60 on 4/20, new pending account total is \$90

May: \$55

Total: \$145, March orders lock. Payable orders total \$50, check is sent for \$50 on 5/20, new pending account total is \$95

### **Payment Delivery**

ShareASale does provide payment via check as well as direct deposit. Checks are sent via USPS. Affiliates can pay extra to have their checks sent via FedEx and the fee varies. (US is \$20, Canada is \$35, International is \$55)

### **Payment trigger**

Affiliates can also choose to have a higher payment trigger, so instead of having a check of \$50, they can wait until their check is a more substantial amount (up to \$1000) before SAS sends it. This option is usually used by international affiliates as some of their banks charge high flat fees on foreign checks. By raising their threshold, these affiliates can pay the fee once for a larger check, rather than multiple times on smaller checks which cuts into their income.

### **W-9**

In order to receive a payment, affiliates must provide a W-9 form to ShareASale. This is part of the signup process. They will receive a 1099-MISC tax form at the

end of January, issued by ShareASale, for their taxes.

Thank you.

Dana