



AFFILIATE USER GUIDE

A PARADIGM SHIFT in
STAFFING & HUMAN RESOURCES

NOTICE

The present User Guide is not in its final version.

It is being made available to guide affiliates through the process of using our new platform version.

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

Thank you for sending comments to: affiliates@PeopleSmartStaffing.com

If you encounter any issue while using this User Guide, please contact us at cs@PeopleSmartStaffing.com

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WELCOME

The focus of PeopleSmartStaffing is to facilitate the access to simple staffing for everyone.

In response to a growing need to offer a tool for the marketing-minded people using this platform, an Affiliate program was introduced and this User 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 very basic Affiliate Program:

- Two-level program
- 5% commission on first level
- 1% commission on second level
- In most cases, only the products and services in the PeopleSmartStaffing Channel are commissionable
- Commissions are paid monthly

The program is in its infancy and there is limited marketing material available yet (at the time of publication of this User Guide).

You do not need to be an employer or a job-seeker in order to participate, but if you are an employer registered with us, it could be of additional benefit to you to join PeopleSmartStaffing' affiliate system. By doing so, you earn a certain commission when one of your employees or anyone you invited became a member of PeopleSmartStaffing, and purchases any product or service on the platform (when specified). Being a 2-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.

For any question or comment about this program: affiliates@PeopleSmartStaffing.com

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

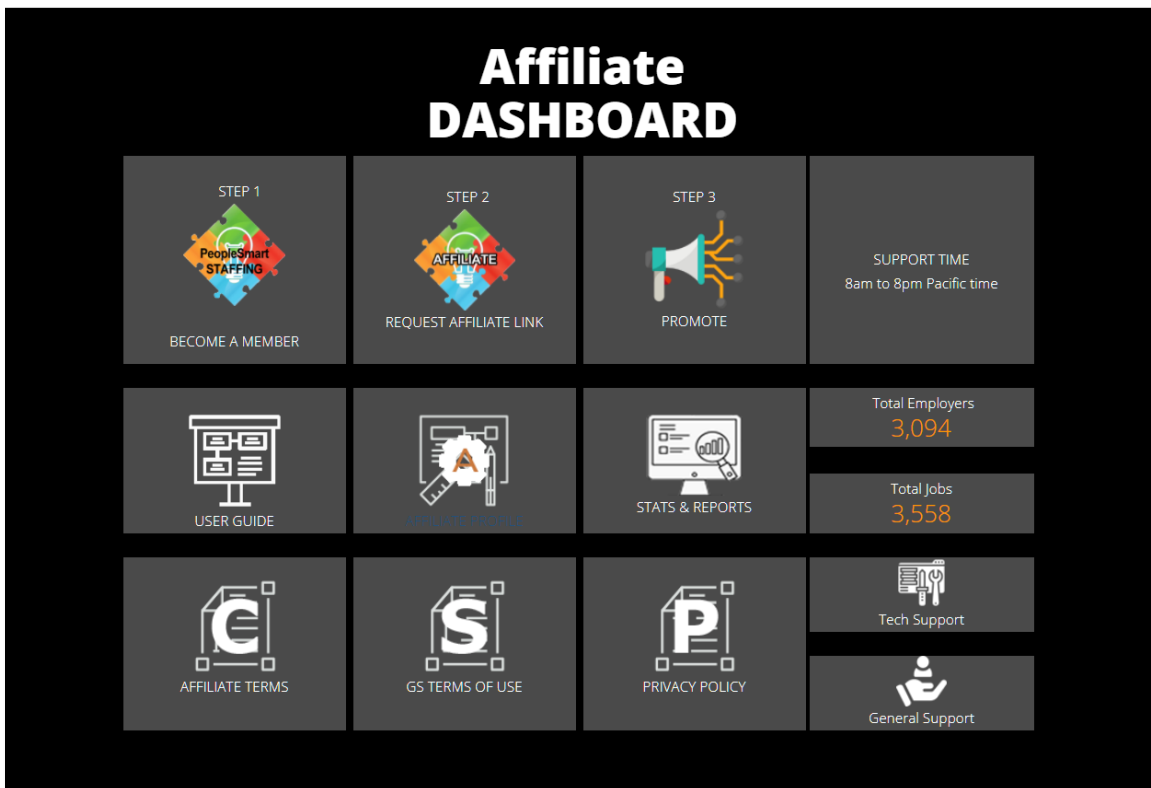
If you are already registered, go to the Affiliate Dashboard using the main menu bar [Home] then [Affiliate Dashboard]

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.

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



REQUEST AFFILIATE LINK

Assuming at this point that you have already registered and opted for one of the free or fee-based Memberships, 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

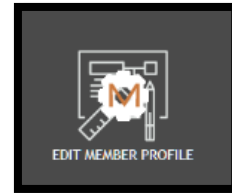
Accept Terms and conditions

Enter the requested information:

- Account name
- Contact name
- Company
- Email address
- Your address
- Phone number
- Payment option: we will pay you using Paypal
- Accept Terms & conditions
- Submit request

PROFILE

Select the PROFILE icon to access and edit your profile.



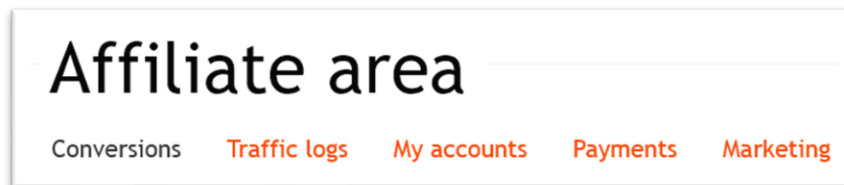
RESULTS and STATS

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

The Affiliate stats page has five tabs:



- Conversions: shows what sales were converted
- Traffic logs: shows when the referrals came from
- My accounts: the summary of each affiliate account you have (see screenshot below)
- Payment: shows the payments that have been made to you
- Marketing: where you can find the marketing materials that may be available at the time



Browse each tab for useful information.

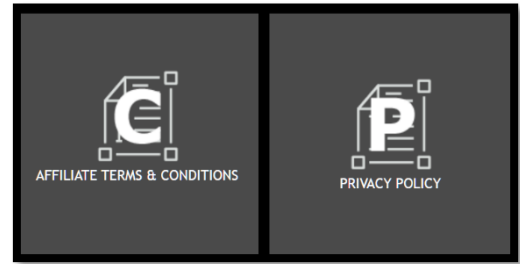
A screenshot of the "Affiliate area" dashboard. At the top, the title "Affiliate area" is displayed. Below it are five tabs: "Conversions", "Traffic logs", "My accounts", "Payments", and "Marketing". The "Traffic logs" tab is selected. The main content area shows a summary of affiliate accounts with three key metrics: 451 Referrals (Last 60 days), 30 Conversions (Last 60 days), and \$325.00 Commission (Last 60 days). Below this is a table with columns: "Account", "Account affiliate link", "Status", and "Default comm.". The table lists two active accounts, each with a 5.00% default commission. A "More" button is visible at the end of the second row.

Account	Account affiliate link	Status	Default comm.
[Redacted]	https://[Redacted]	Active	5.00%
[Redacted]	https://[Redacted]	Active	5.00%

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.

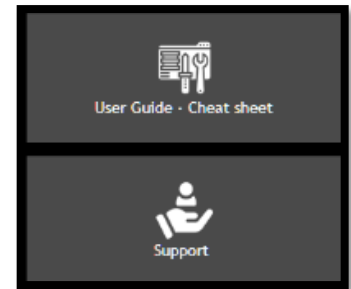


SUPPORT

Two major types of support:

- Downloadable User Guide and Cheat Sheet (summary)
- Free email support

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=xx

Whereas:	
?atid=	Tells the system this is from an affiliate link
xx	Is the one to four digit number representing your individual 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 directory to the platform: <https://PeopleSmartStaffing.com/?atid=xx>
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

EXAMPLE

Let's assume you want to sent visitors to the newest jobs listed on the platform. To create the link with your affiliate code, follow this process:

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://peoplesmartstaffing.com/index.php/component/jsjobs/newest-jobs?Itemid=`
3. At the very end of that URL now add your own affiliate code (`?atid=xx`) so that the new URL becomes:
`https://peoplesmartstaffing.com/index.php/component/jsjobs/newest-jobs?Itemid=?atid=xx`
(make sure to replace the "xx" 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 PeopleSmartStaffing.com, 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 PeopleSmartStaffing.com through your website would automatically be credited to your account, whether that link included your code or not.
3. If you are one of our service providers (teacher, TrainOprenneur, coach, etc.), 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 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 creates a much small one to send out to people For example, the link created above would go:

from `https://peoplesmartstaffing.com/index.php/component/jsjobs/newest-jobs?Itemid=?atid=xx`

to `https://zippi.link/allnewjobs`

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

Warning: although our platform will recognize those shorten URLs, except with zippi.link some

people have experienced issues with shorten links when their browser would not recognize that link as valid or as a safe address. The end-result is that if not using the direct links or shorten 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. You may also use the banners found under “Marketing Tools” (one of the tabs in the Affiliate Area mentioned earlier) which offers a simple way to promote the platform.

MARKETING STRATEGIES

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

Please contact us to discuss your plans. We really want to support you every way we can, because a huge part of our success depends directly on the success of each affiliate 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@PeopleSmartStaffing.com

Thank you
for using PeopleSmartStaffing!