yo!kart
MULTI VENDOR SYSTEM

Affiliate Manual
-Version 10-

Table of Contents

1. Affiliate Module

Anyone can voluntarily become an Affiliate of this platform.

An affiliate promotes the products and the platform to outside users, and earns a small commission for each sale due to them.

For the easy track of sales, an affiliate user is given a unique link.

Commissions are given when someone clicks the respective unique link and successfully purchases a product from the platform.
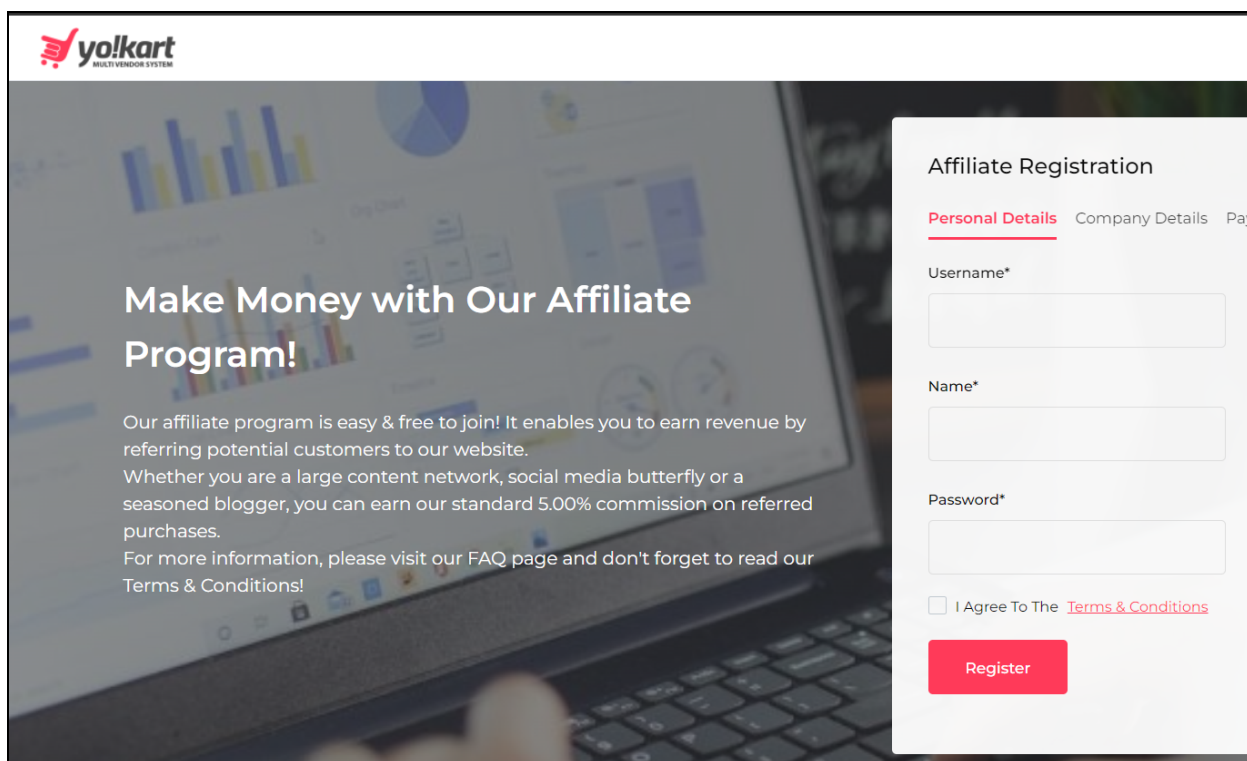
An affiliate can only be an affiliate on the platform. You will not be able to purchase anything from the platform as well.

If you want to become a buyer on the platform, you need to contact the admin. Only the admin has the option to mark your account as a buyer account as well as an affiliate account.

However, you still cannot become a seller or advertiser using the same account details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.

2. Registration

Visit the homepage of the platform to register as an affiliate and begin your journey towards becoming rich.

On the homepage, scroll down to the footer section of the page.

You will come across multiple pages that can help you navigate through the website and use its various features.

Amidst these links, there is an **"Become an Affiliate"** link. Click this link to register as an affiliate on the platform.

This will direct you to the **Make Money with Our Affiliate Program** page.

On this page, there is an Affiliate Registration form.

Fill the form to register as an affiliate.

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There are four tabs under this form.

Personal Details tab

Edit the following details:

Affiliate Registration

Personal Details   Company Details   Payment Information   Confirmation

Username*

Email*

Name*

Phone*

🇺🇸 +1 ▼

Password*

Confirm password*

☐ I Agree To The Terms & Conditions

Register

- **Username*:** Enter a unique username that will be used to log in to the platform.

- **Email*:** Enter your email address.

  This email address will be saved as the main credential of the account, and can be used later to retrieve a forgotten password as well.

- **Name*:** Enter your name.

- **Phone*:** Select the country code from the dropdown list, and enter your phone in the field beside it (without the country code).

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This number will be used for any alerts or when you want to retrieve your account during a forgotten password case. Hence, add a number that you will have on you in the future as well.

- **Password*:** Enter a password that you can easily remember.

- **Confirm Password*:** Re-enter the password entered in the password field.

- **I Agree To The Terms & Conditions:** Check mark this to agree with the Terms & Conditions of the platform.

> You cannot proceed to the next step of the registration process without selecting this checkbox. To read the terms and conditions, click the **Terms & Conditions** phrase, which is hyperlinked to the Terms & Conditions page.

Once all the information is added, click **Submit**.

This will direct you to the next tab.

Company details tab

Edit the following details:

Affiliate Registration

Personal Details **Company Details** Payment Information Confirmation

Company

Website

Address line 1*

Address line 2

Country*

Select ▾

State*

Select State ▾

City

Postal code*

Register

- **Company:** Enter your company or business name.

- **Website:** Enter your business or your website.

  Ensure that the proper URL is added. It should include the protocol (https://), name of the website (www.websitename.com), along with any directory path that the website has, if applicable.

- **Address Line 1*:** Enter the first line of your address.

- **Address Line 2:** Enter the second line of your address.

- **Country*:** Click the field and a dropdown will appear. Select the country you are located in from the list.

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- **State*:** Click the field and a dropdown will appear. Select the state you are located in from the list.

- **City:** Enter the city.

- **Postal Code*:** Enter postal code.

Once all the information is added, click **Register**.

This will direct you to the next tab.

<u>Payment information tab</u>

Edit the following details:

- **Tax ID:** Enter your tax ID.

- **Payment Method:** Select a payment method from the following options that will be considered as the default payment method to receive withdrawals.

Based on the selection you make, you are prompted to add the respective payment information to set it up accordingly.

Each option has been explained below:

1) Cheque - Select cheque as your preferred payment method. By default, this option is selected and there is a field under it.

Enter the following information:

- ○ **Cheque Payee Name** - Enter your name that will be used when a cheque is created for your withdrawal.

2) Bank - Select bank as your preferred payment method and additional fields will appear prompting you to enter following information:

Payment method

○ Cheque ✓ Bank ○ PayPal

Bank name

Account holder name

Bank account number

Swift code

Bank address

- ○ **Bank Name:** Enter the bank's name.

- ○ **Account Holder Name*:** Enter your name as it appears in your bank account.

- ○ **Bank Account Number*:** Enter your bank account number.

- ○ **Swift Code:** Enter the swift code of your bank.

- ○ **Bank Address:** Enter your bank's address.

3) PayPal - Select PayPal as your preferred payment method. With this, an additional field will appear:

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- **PayPal Email Account**: Enter your PayPal email address in this field.

Once all the details have been entered, click **Register**.

This will confirm your registration on the platform using the email and username you added, and this will direct you to the next tab.

Confirmation tab
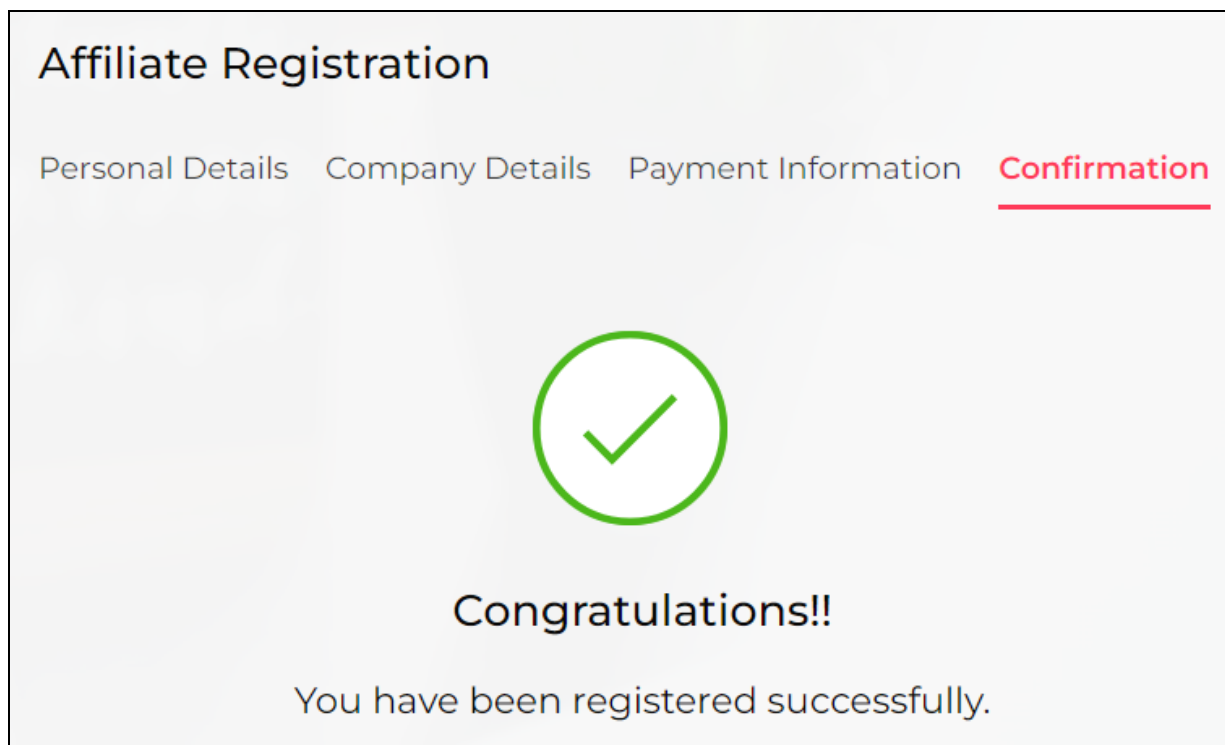
You will also receive an email about your registration.

Click Login from here to **log into your account**.
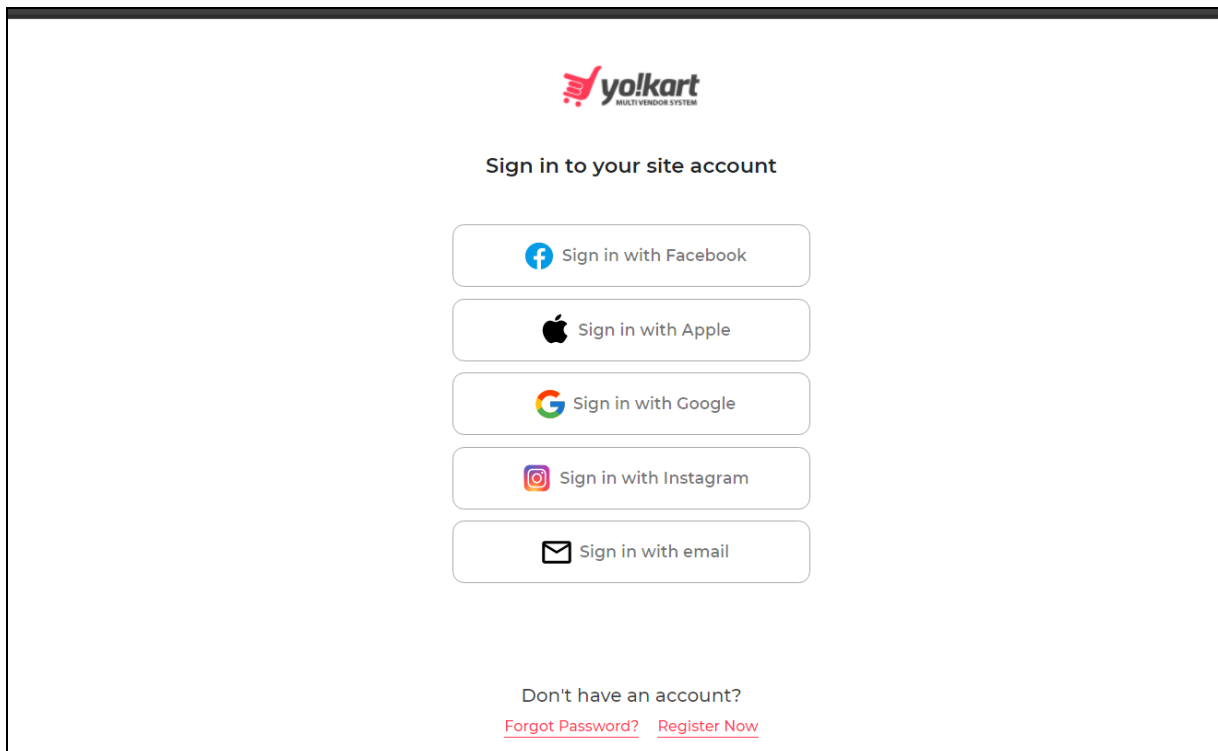

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If the admin has activated the setting where they have to approve your registration before you can log into the platform, you will not be able to login. An error message letting you know that your account has been deactivated or isn't active. In such a case, contact your admin or wait for it to be approved.
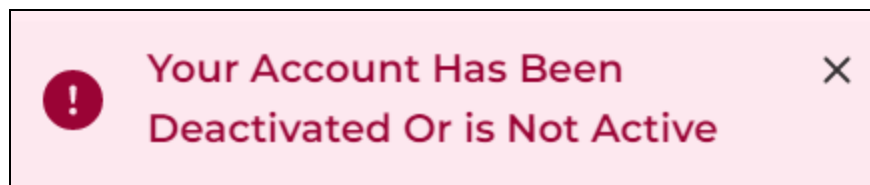
Once the admin activates your account, you will be able to log into it.

3. Login

Visit the homepage of the platform.
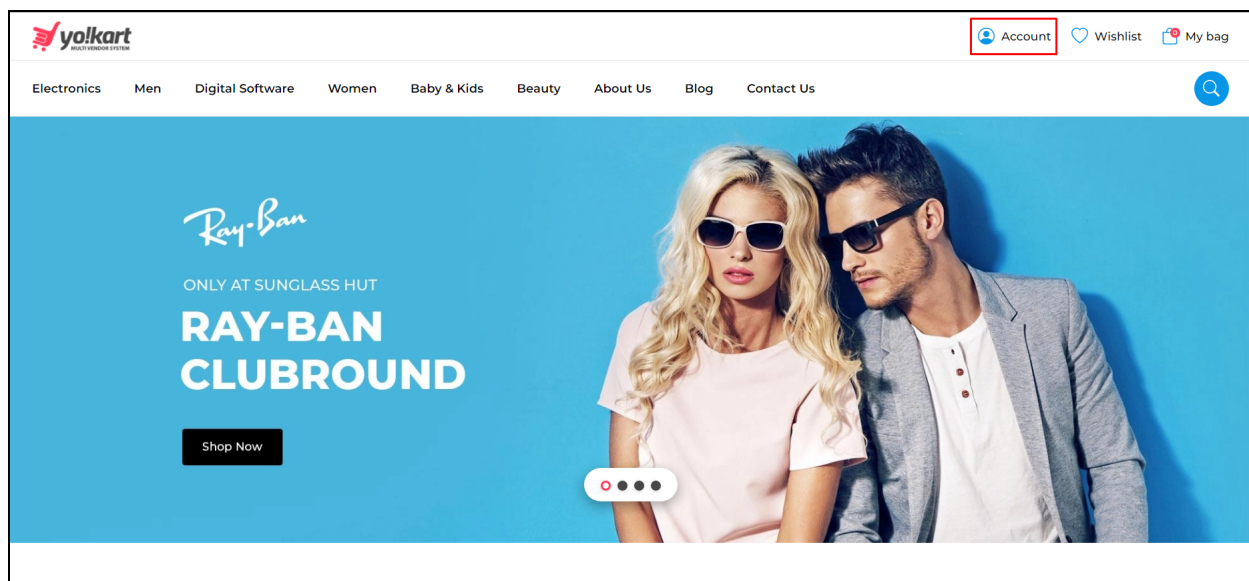
From here, click **Account** and the sign-in pop-up form will appear.
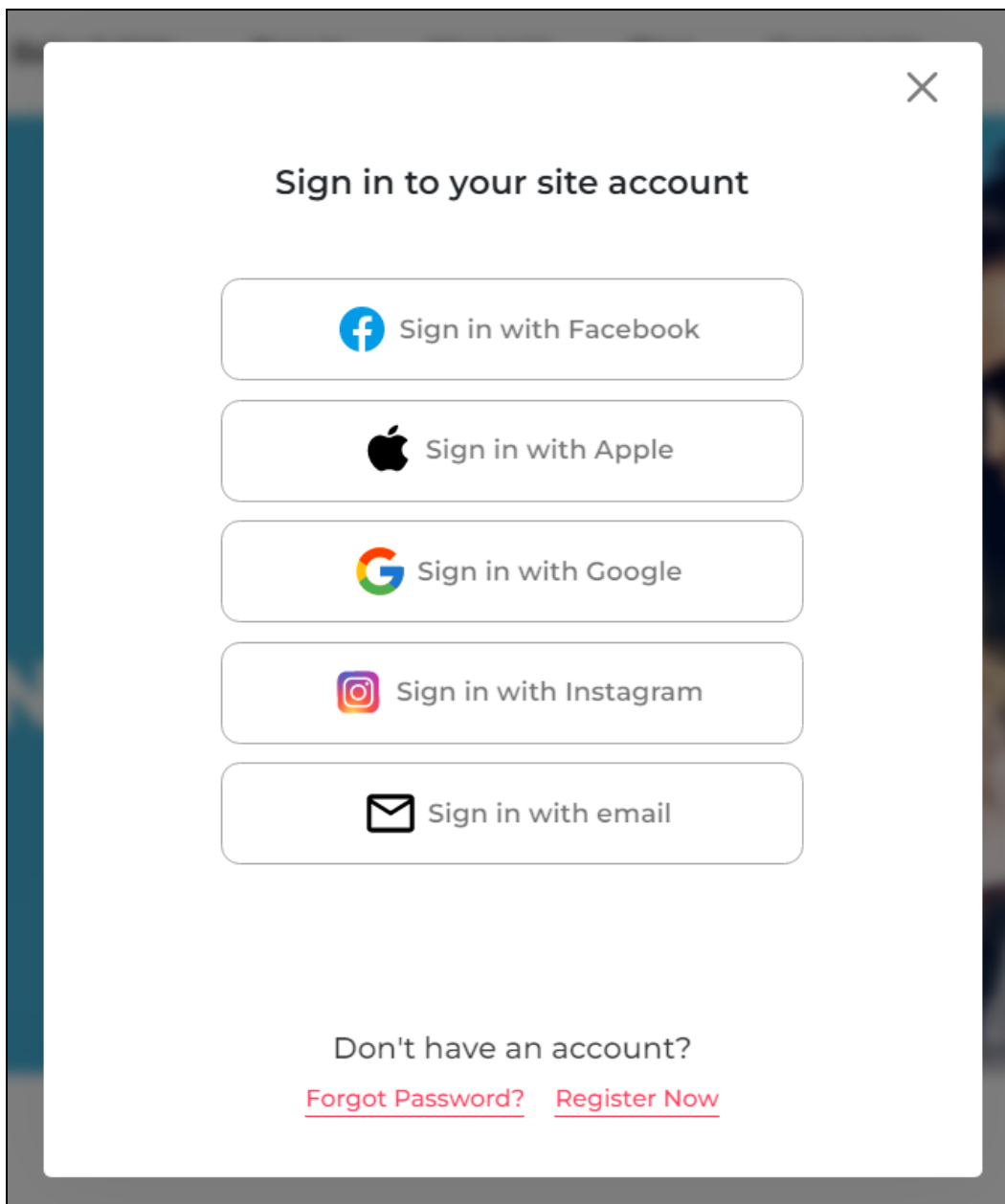
Or, simply visit the guest login link that has the sign in form.

If you clicked Login after registering on the website, you will be directed to the guest login page as well.

In all cases, a sign in form appears.

Depending on the features activated by the admin, you can log in to your account using Facebook, Google, Apple, and Instagram. Or you can simply click "**Sign in with email**" and use your login credentials to sign into the platform.

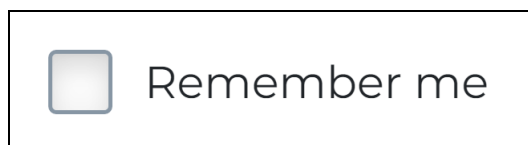When you click **Sign in with email**, the following fields appear.

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The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.
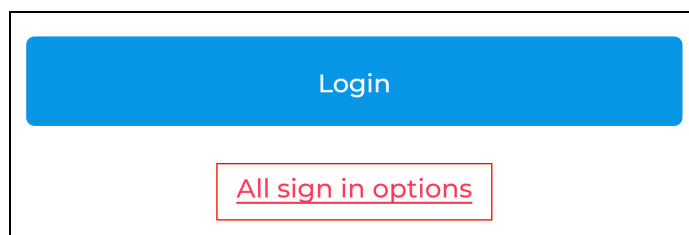
Enter the username (or email address) and password to log in to your account. Keep in mind that the username and password are case sensitive. So, type in the exact details as you had when setting up your account.

Check mark ✅ **Remember me** so that if you close the window without signing out, the next time you go back, you will be signed back in automatically.
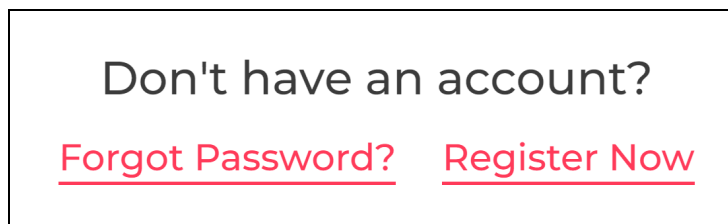

Once done, click **Login**.

⚠️ If you want to login using your social media account, and clicked this option by mistake, go back to the main login screen by clicking the **All sign in options** link.

If you have not yet registered on the website, then click **Register Now** and register yourself as a user on the website.
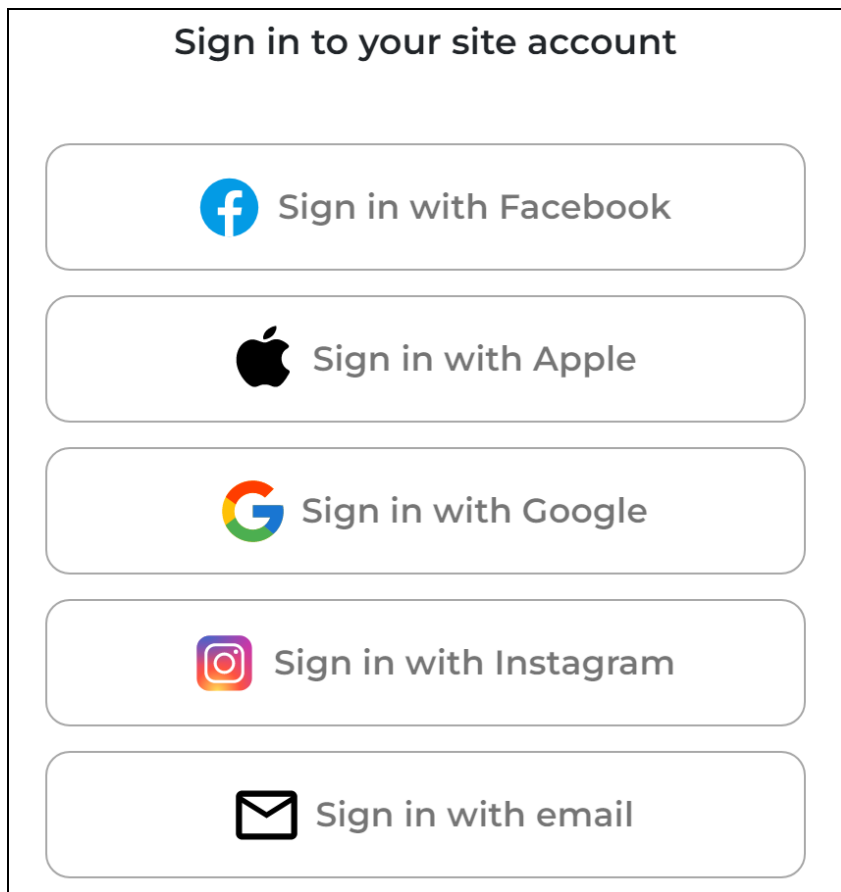

On the other hand, if you have forgotten your password, click **Forgot Password?** (Refer to Forgot Password to know more) to recover your password and log in your account.

3.1 Facebook, Google, Instagram or Apple Logins

Let us say that you want to use your social login details to log in to the website, select the desired social media sign in option.

Sign in to your site account

[f] Sign in with Facebook

[] Sign in with Apple

[G] Sign in with Google

[] Sign in with Instagram

[✉] Sign in with email

When you do this, you will be directed to the respective social login page.

(!) If you did not create an account using your social login details previously, it will create a new account for you as a buyer and you will again have to go through the registration process of becoming an affiliate as shared above.

So, keep this in mind when trying to log in to your account using your social logins.

3.2 Forgot Password

If you forgot or lost your password, you can change or reset it by clicking the **Forgot Password** link in the login form.

Don't have an account?

Forgot Password?   Register Now
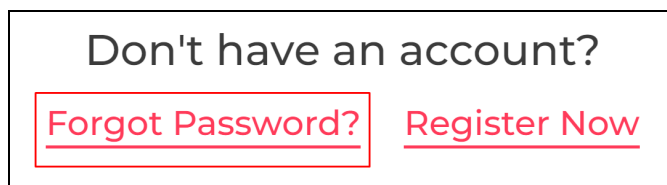
When you click this, the **Forgot Password page** appears.

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Enter the username or email address associated with the account in the provided field.

Once done, click **Submit**.

In case you clicked the **Forgot Password** link by mistake, you can go back to the login page by clicking the **Back to Login** link below the Submit button.

When you click **Submit**, the system will forward a password reset link on your mentioned (registered) email address and a message will appear on the bottom of the page confirming the same.
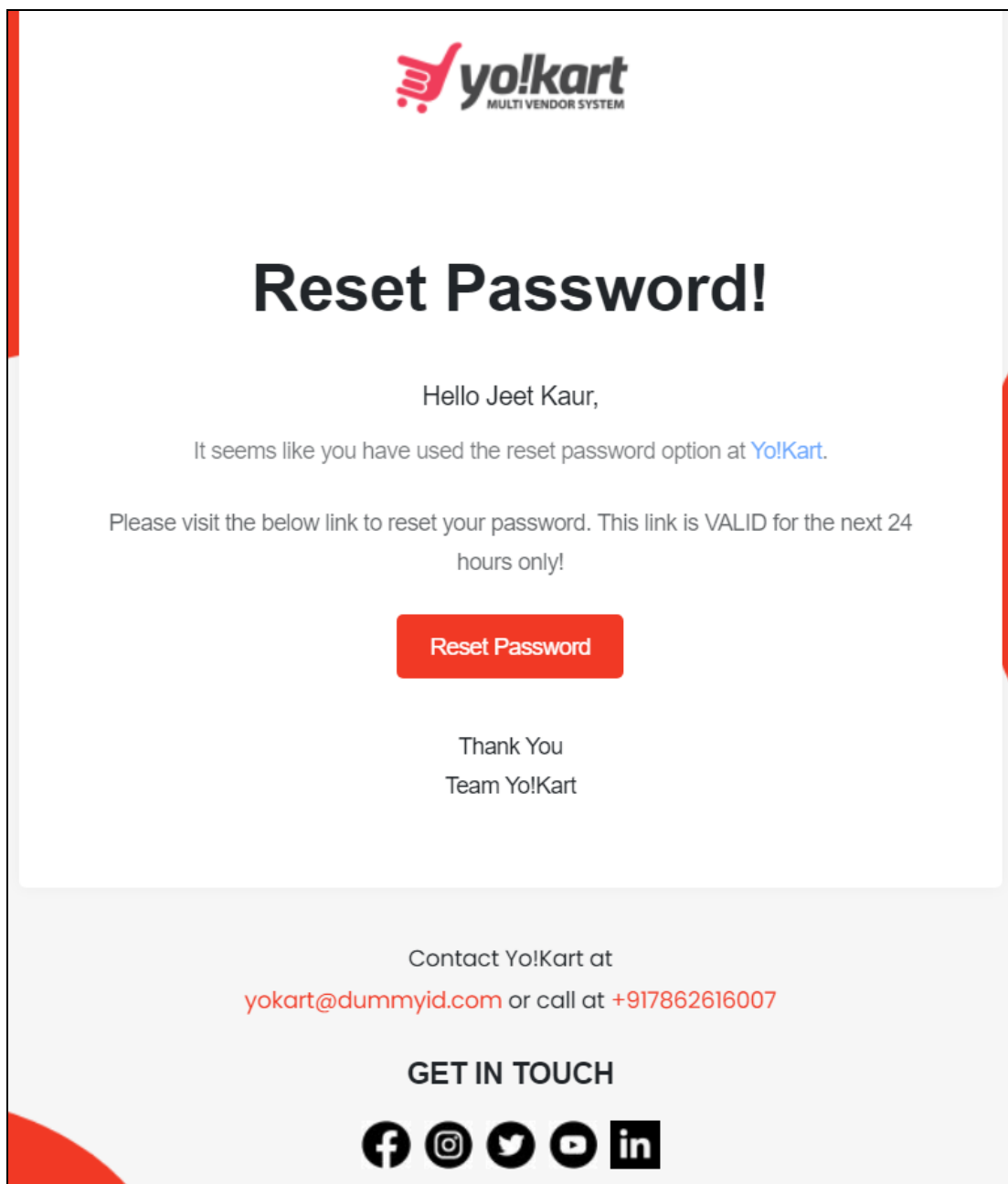
Your password reset instructions have been sent to your email. If you do not find it in your inbox, please check your SPAM folder. This request is VALID only for the next 24 HOURS. ✕

From here, go to your inbox and open the email received to reset your password.
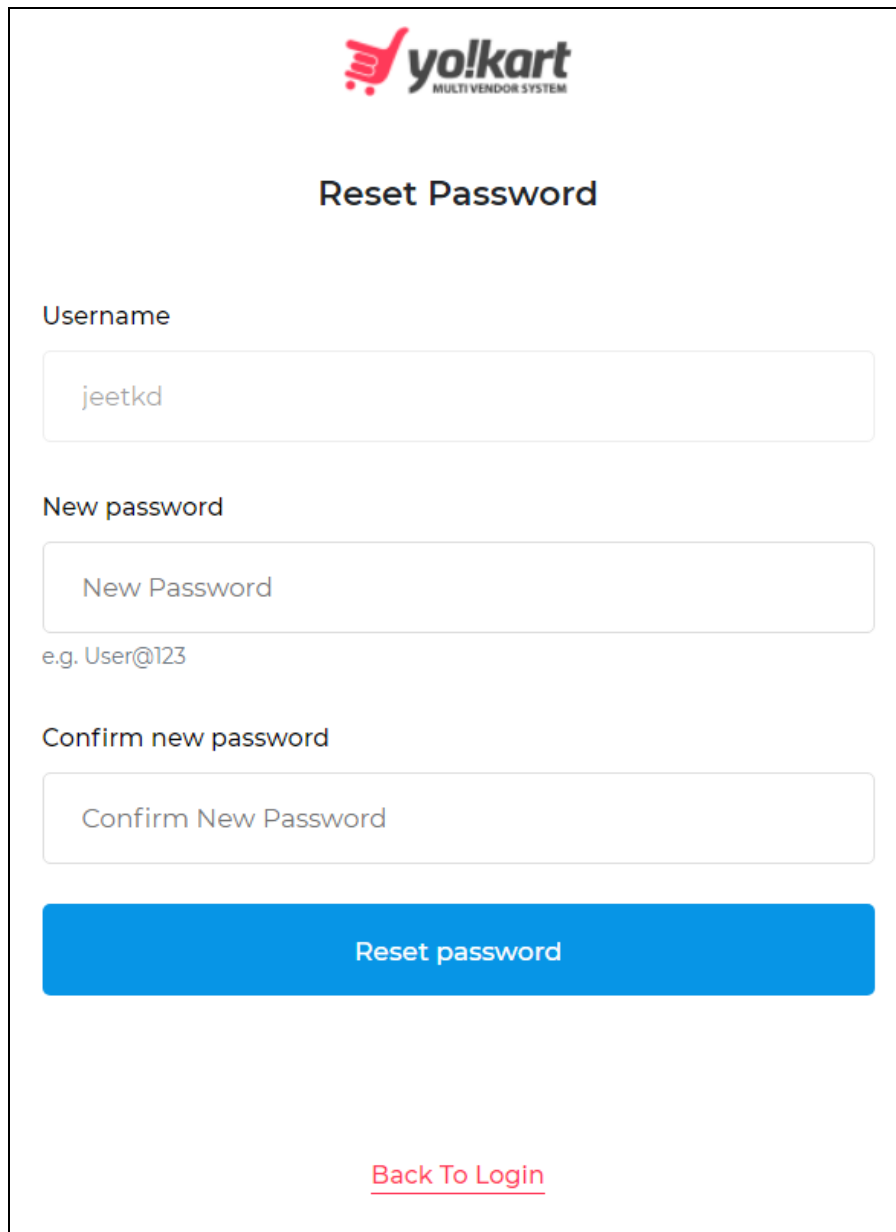
Reset Password!

Hello Jeet Kaur,

It seems like you have used the reset password option at Yo!Kart.

Please visit the below link to reset your password. This link is VALID for the next 24 hours only!

Reset Password

Thank You
Team Yo!Kart

Contact Yo!Kart at
yokart@dummyid.com or call at +917862616007

GET IN TOUCH

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Click the **Reset Password** button in the email.

⚠️ If you have any other issues and/or need additional help, you can contact the admin by emailing them or calling them. The email address and number will be provided in the email.

A new window will open with the **Reset Password** form.

Edit the following:

- **Username:** This field comes prefilled with your username, and cannot be edited.

- **New password:** Enter your new password. Ensure that the password is a strong one and has at least 8 characters in it.

  The password is case-sensitive, which means that A and a will both be considered two different characters.

  If you enter a short password and/or a password that does not have a mix of alphanumeric characters (mix of numbers and alphabets), it will show an error message under it.

- **Confirm new password:** Re-enter the new password you entered in the last field.

  If you do not enter the same password as entered in the last field, it will show an error and you will not be able to move forward.


Once done, click **Reset Password.**

With this, your password will be updated and you will be redirected to the login page.

You can then log into your account from here.

3.3 Problems Logging In

If you are experiencing problems while trying to log into your account and can see the below error message, this means that the admin has deactivated your account.

Your Account Has Been
Deactivated Or is Not Active
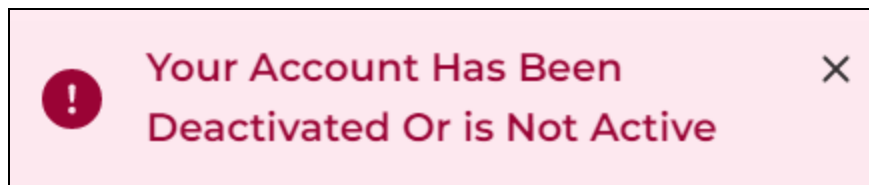
Moreover, if the admin has removed your account from the platform, you will not be able to log in at all.
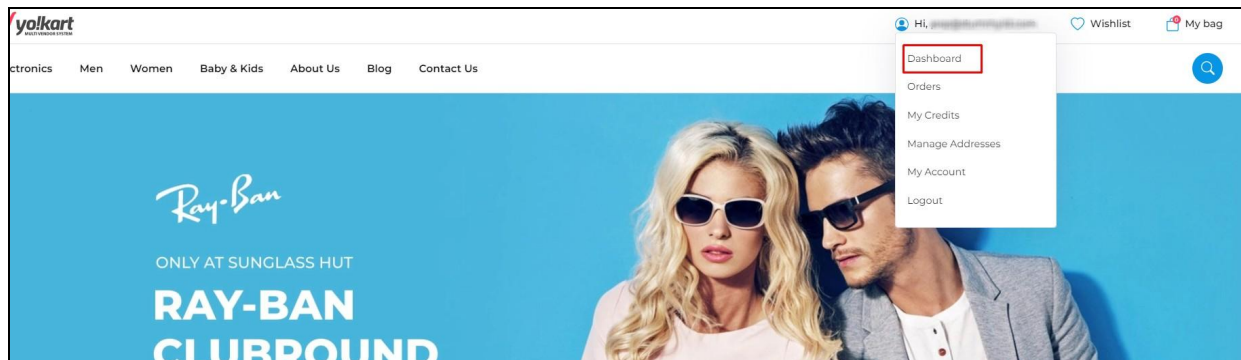
Kindly contact the admin in such cases.

4. Dashboard

Once you log into your account successfully, the first thing you see is the homepage of the website.

From here, click your name at the top right corner of the page. A dropdown menu will appear.

Select **Dashboard** from the list.

This will direct you to the affiliate dashboard.

There are multiple different sections on the dashboard that share a brief about the analytics and metrics solutions to help manage referral users, track your transaction history, view total credits and revenue earned.
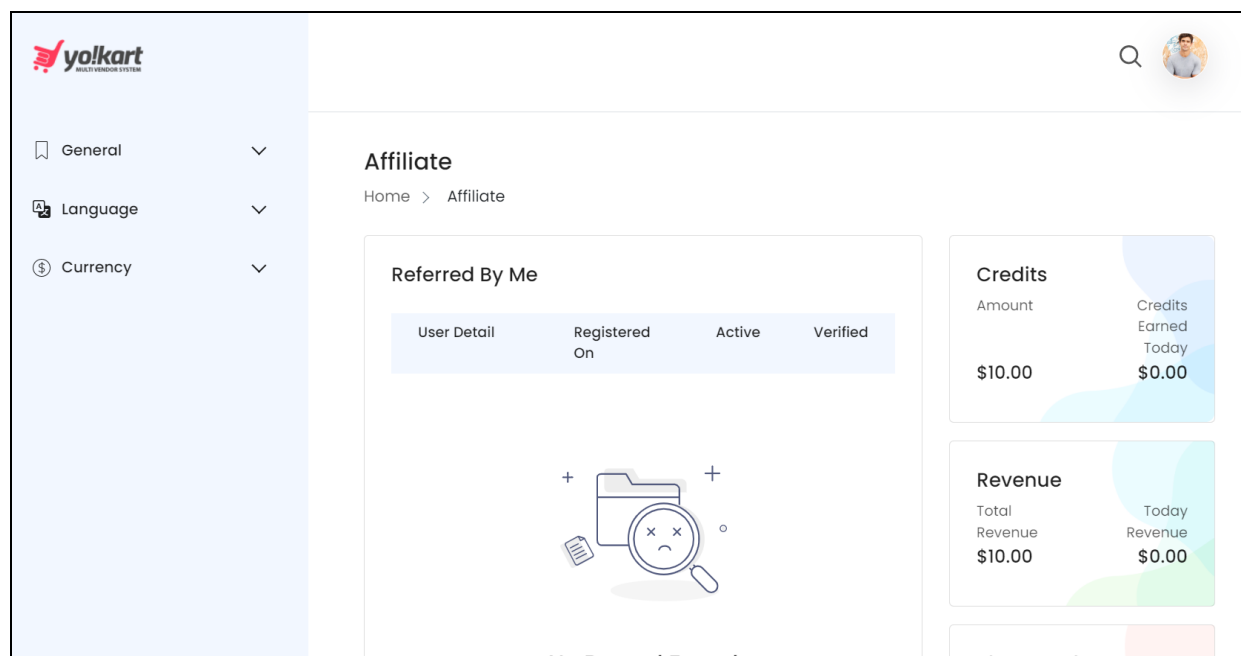
In addition, there are multiple sections that can help you navigate through the platform easily.

Each section has been explained below in detail:

4.1 Navigation Menu

On the left side is a **navigation menu**.

These are referred to as modules that allow you to manage your account and perform various tasks accordingly.

Click a module from the menu and its accordion content will be displayed.

Click a submodule from the accordion list to visit its page and manage the respective tasks accordingly.

Each of these modules under the navigation menu will be explained further (from the next section).

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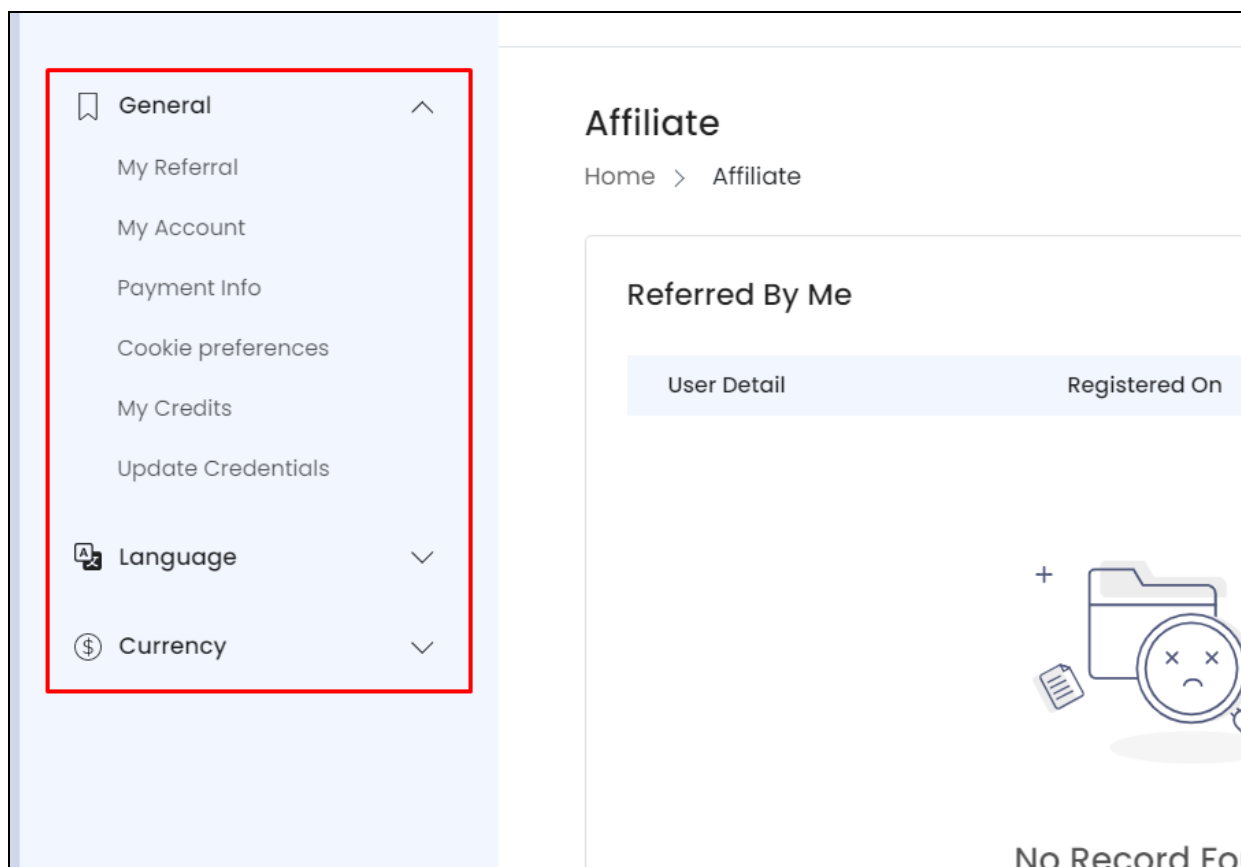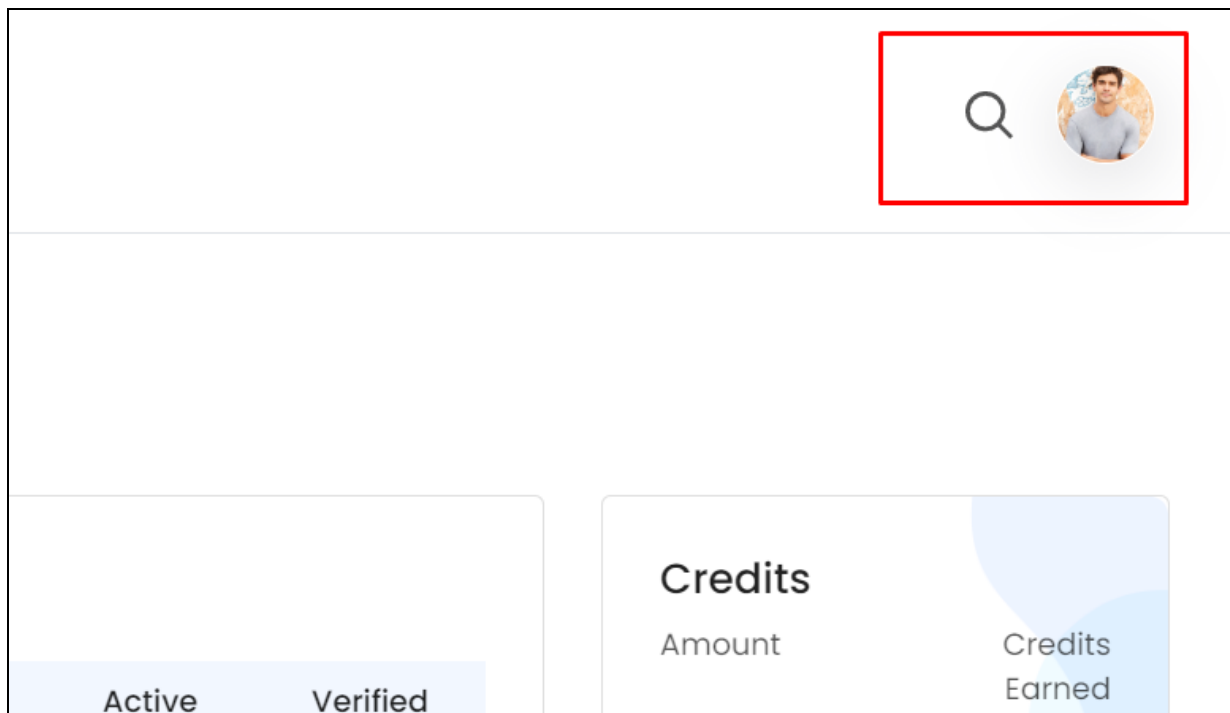The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.

4.2 Top Header

At the top of the page, there are two icons, namely a search icon and a profile icon.

Each of these icons are explained below:

a. Search Icon

Located at the top-right corner of the dashboard, there is a search icon. It is a static icon that will remain in the same position regardless of which page you visit on the dashboard.
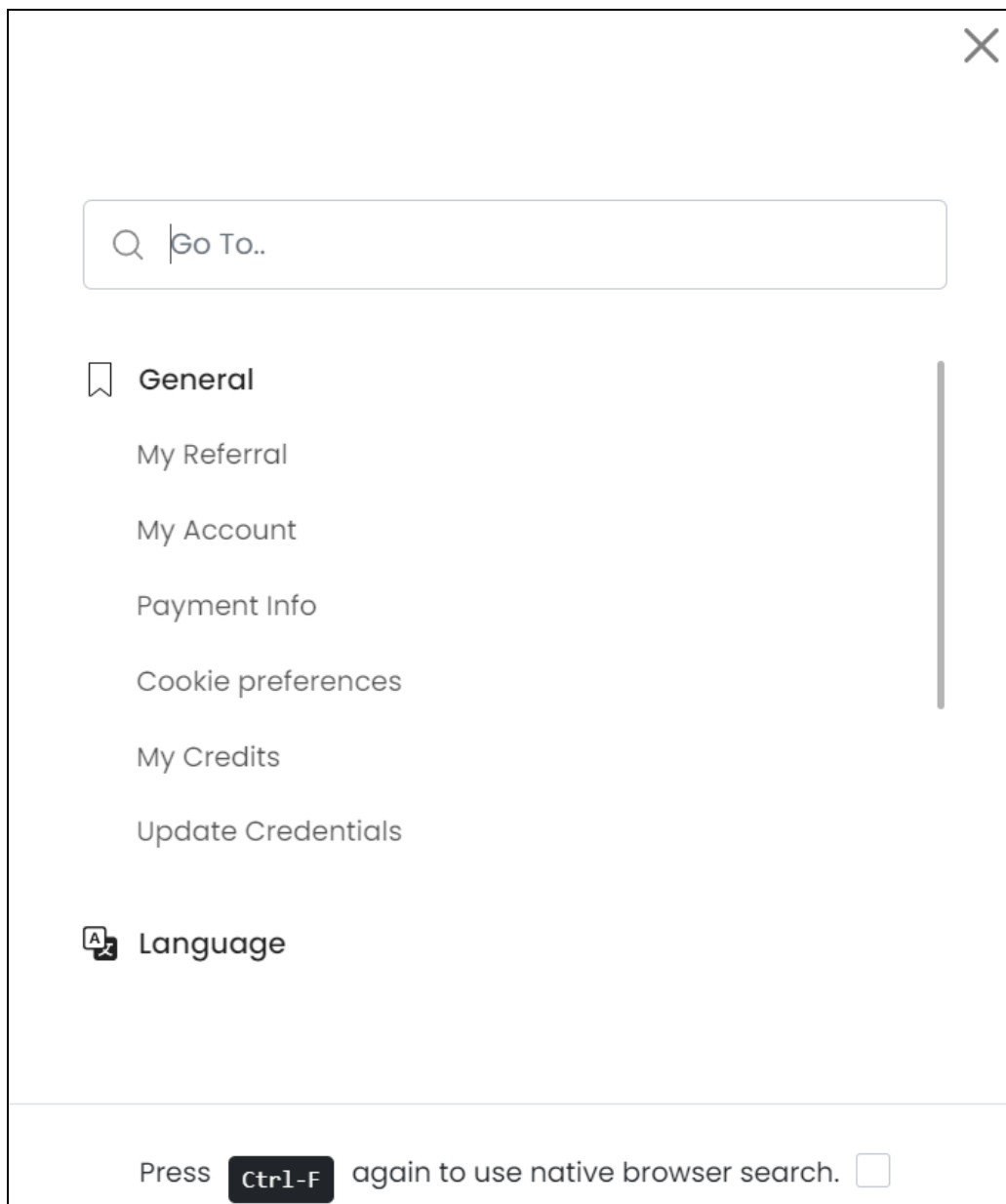
Click this icon to look for any module that you are not able to locate otherwise.

When you click this icon, a pop-up search form appears.

Enter the name of the module you are searching for, in the search bar provided (where it says Go To..). While typing, an auto-populated list of relevant records will appear below.
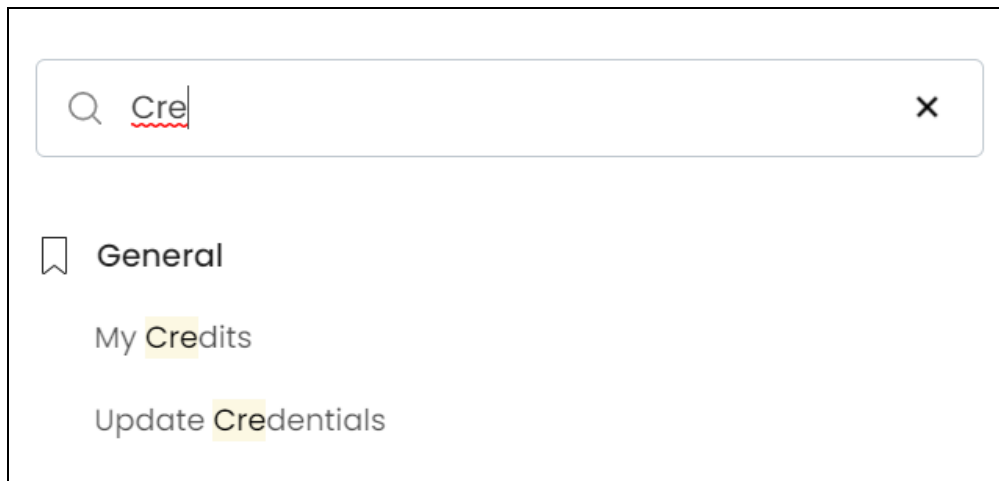
Click the relevant option from the narrowed-down list. And this will direct you to the respective module.

⚠️ This search option only allows you to search for a module or submodule, and not for a feature or setting that comes under a submodule's page. To search for such features or settings, you will manually have to look for them under each sub-module.

To activate regular search (browser search option), select the checkbox ☐ provided at the end of "Press (Ctrl + F) again to use native browser search" and it will convert into a regular search.
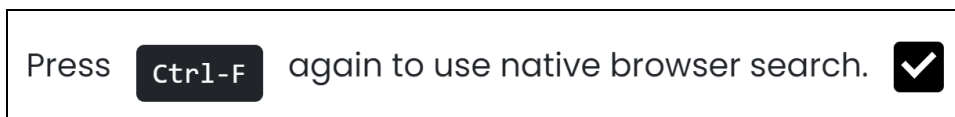
Once you do this, close the search form by clicking the cross icon ✕ .

Now, when you press Ctrl + F, the browser search will open.
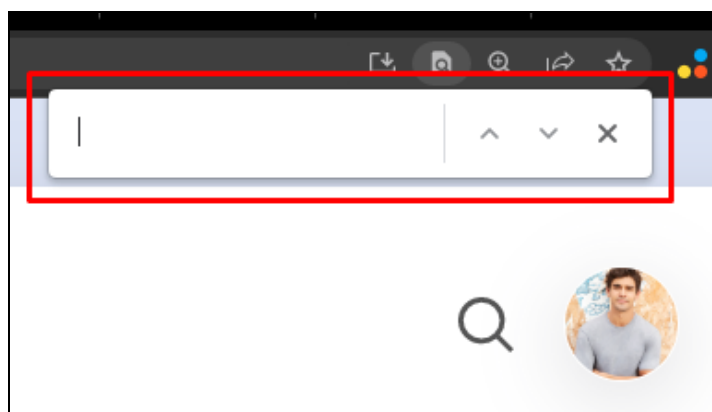
If you try to use the browser search option by pressing Ctrl + F without selecting the "Press (Ctrl + F) again to use native browser search" checkbox on this form, it will open this search form and not the browser's search bar.

b. User Icon

The user icon is located at the extreme top-right corner of the dashboard.

It is a static icon that will remain in the same position regardless of which page you visit on the dashboard. The options under this icon include dashboard, home, profile, update credentials and logout.

If you have uploaded a profile picture, the icon will have the uploaded picture in it. And if you did not upload a picture yet, it will have a blank profile picture.

Click this icon, and a tiny drop-down menu will appear.
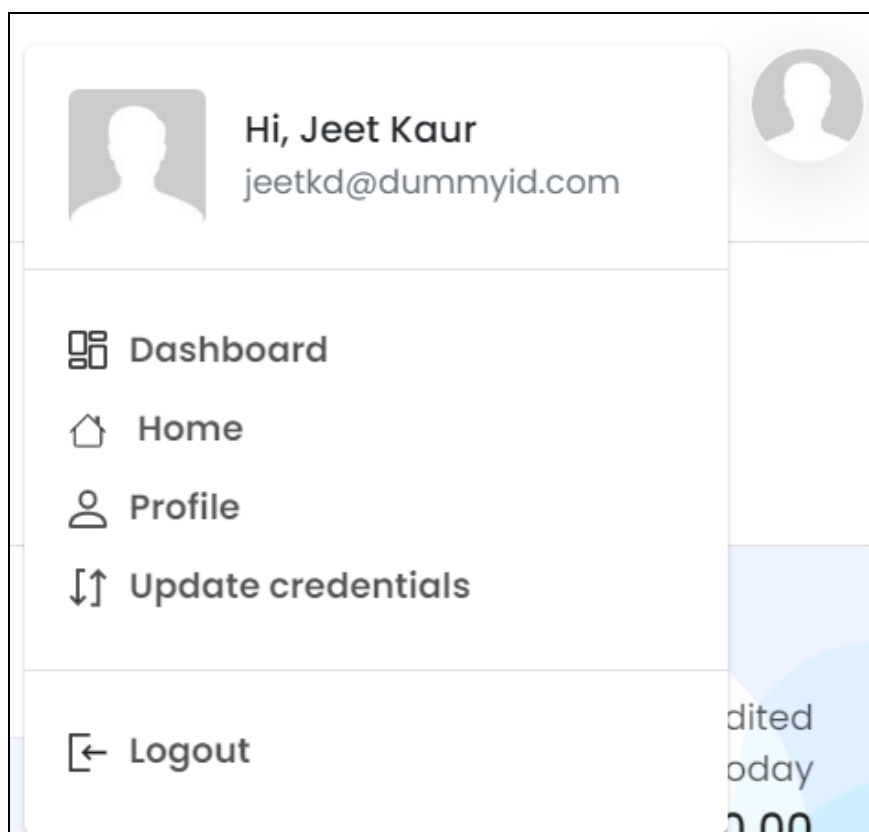
This menu list includes some quick navigation links. Click each option to go to their respective pages. The options include:

- **Dashboard:** This will direct you to the dashboard, regardless of wherever you are on the platform.

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- **Home:** This will open the front end homepage of the website on another browser tab.

- **Profile:** This will direct you to the account settings page, where you can quickly update your name, date of birth, company name, and set dashboard preferences.

  Visit this page directly under **General >** My Account (through the left navigation menu).

- **Update Credentials:** This will direct you to the **Update Credentials page**, where you can update your email address and password related credentials.

  Visit this page directly under **General >** Update Credentials (through the left navigation menu).

- **Logout:** This will terminate the session, log you out of your account, and take you back to the guest user's login page.

4.3 Center of the Dashboard

The center of the screen displays insights regarding the active promotions and recent transactions made through your account's wallet.

Each section has been explained:

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a. Referred by me

This table displays the list of all the users that joined through your referral link.

View the user's name and email ID, the date they registered on, if their account is active or not on the platform, and if the user is a verified user or not.

To view the complete list of users that joined the platform through your referral link, click the View All link, displayed at the top-right corner of the table.

This will direct you to the **My Referrals** page.

b. Transaction History

This table displays the latest three transactions made through your account's wallet.

Transaction History			View All
Txn. Detail	**Type**	**Balance**	**Status**
14/04/2023 **TN-0001800**	Credit: $0.00 Debit: $50.00	$260.00	Transaction Completed
14/04/2023 **TN-0001799**	Credit: $200.00 Debit: $0.00	$310.00	Transaction Completed
14/04/2023 **TN-0001798**	Credit: $100.00 Debit: $0.00	$110.00	Transaction Completed

The list is arranged in the ascending order, where the most recent transactions are seen first, followed by the subsequent transactions.

View and track the transaction details including the transaction ID, date of transaction, credited amount, debited amount, wallet balance, comments regarding the transaction and the status of the transaction.

There is a **View All** link displayed at the top-right corner of the table. Click this to view the complete list of transactions.

This will direct you to the **My Credits** page.

4.4 Right side blocks

On the right-side of the dashboard, there are five blocks displaying the basic information regarding your account's credits, your revenue, and your unique referral link.

Below that, there are two sections where one allows you to directly post your link on Facebook, and the other allows you to directly share the referral link through an email by clicking the respective sections.

Each section has been explained in detail:

a. Credits

This section displays the total balance available in your wallet under Amount.
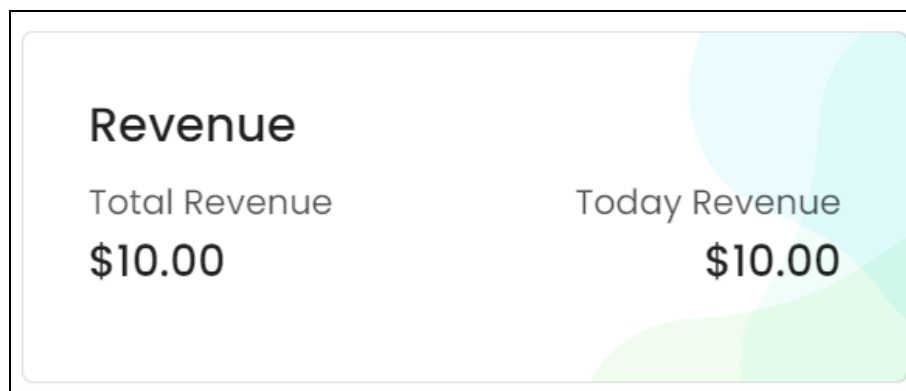
It also displays the amount earned today.
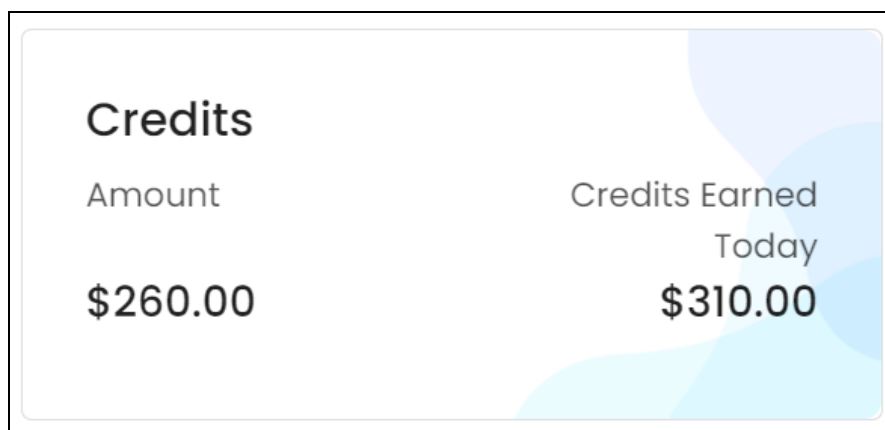
Click this section and it will direct you to the **My Credits** section.

b. Revenue

This section displays your total revenue through referrals. It also displays the total revenue earned today.


Click this section and it will direct you to the **My Credits** section.

c. Share And Earn

This section has your unique referral link that you can copy easily and share accordingly.

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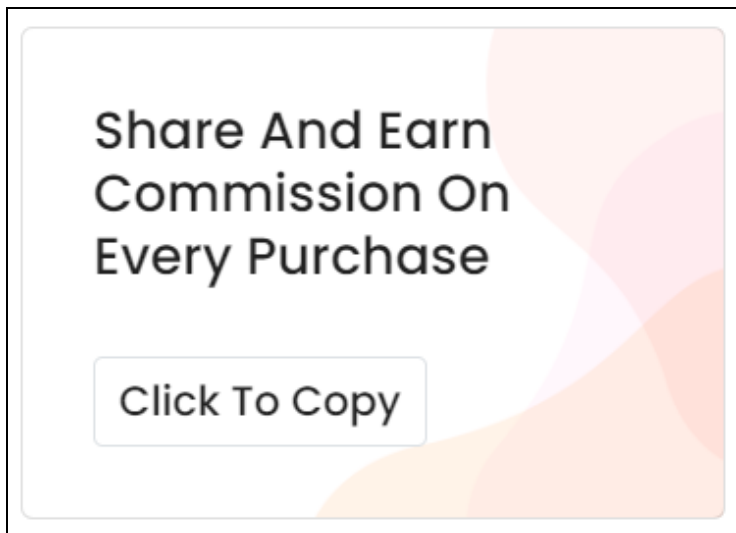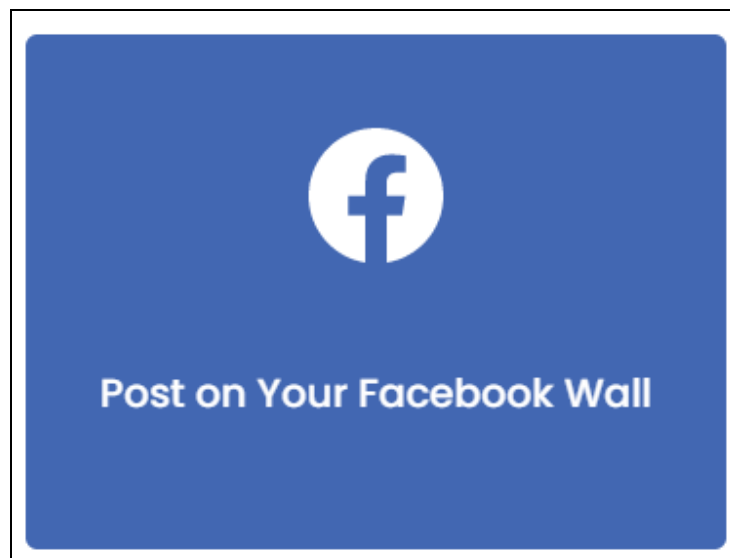
Simply click - **"Click to Copy"** to copy the link and it will be copied to your clipboard.

Share the link with anyone easily by pasting the same accordingly on whatever platform you are on.

❗ This is the only place from where you can copy your unique referral link.

d. Post on Facebook

Click this section to directly post the referral link on your Facebook wall.

When you do this, Facebook's login page will open in a new browser window. Log into your account on Facebook and the auto created post will appear ready to be posted.

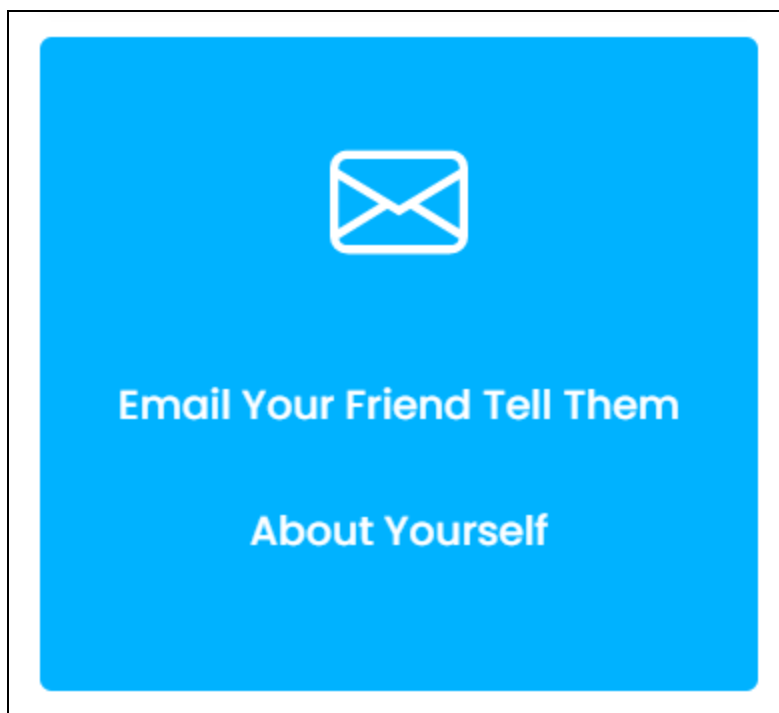DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
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Edit the post as per your requirements. And once done, share it as a status on your Facebook Wall.

d. Email Your Friend

Click this section to directly email your friend regarding the platform, and share the referral link accordingly.

When you click this section, a pop-up form appears in the middle of the page.

Invite Friends Through Email ✕

Friends' email*

[   ]

(Use commas to separate the email addresses., Do not add a comma or space at the end of the string. Example - xyz@abc.com; tbc@xyz@com)

Personal message

[   ]

Invite your friends

Fill the following information under this:

- **Friends' Email:** Enter the email address(es) of your friend(s).

   Use a comma to separate the email addresses.

For instance: xyz@abc.com; tbc@xyz@com

Do not add a space or a comma at the end of the email address string.

- **Personal Message:** Enter your personal message in this box that you would like to share with your friends.

  This message will go with your referral link on a great email template as set up by the admin. When your friend clicks the link and registers on the platform from the email, you will receive your commission accordingly.

Once done, click **Invite Friends,** and the email will be sent.
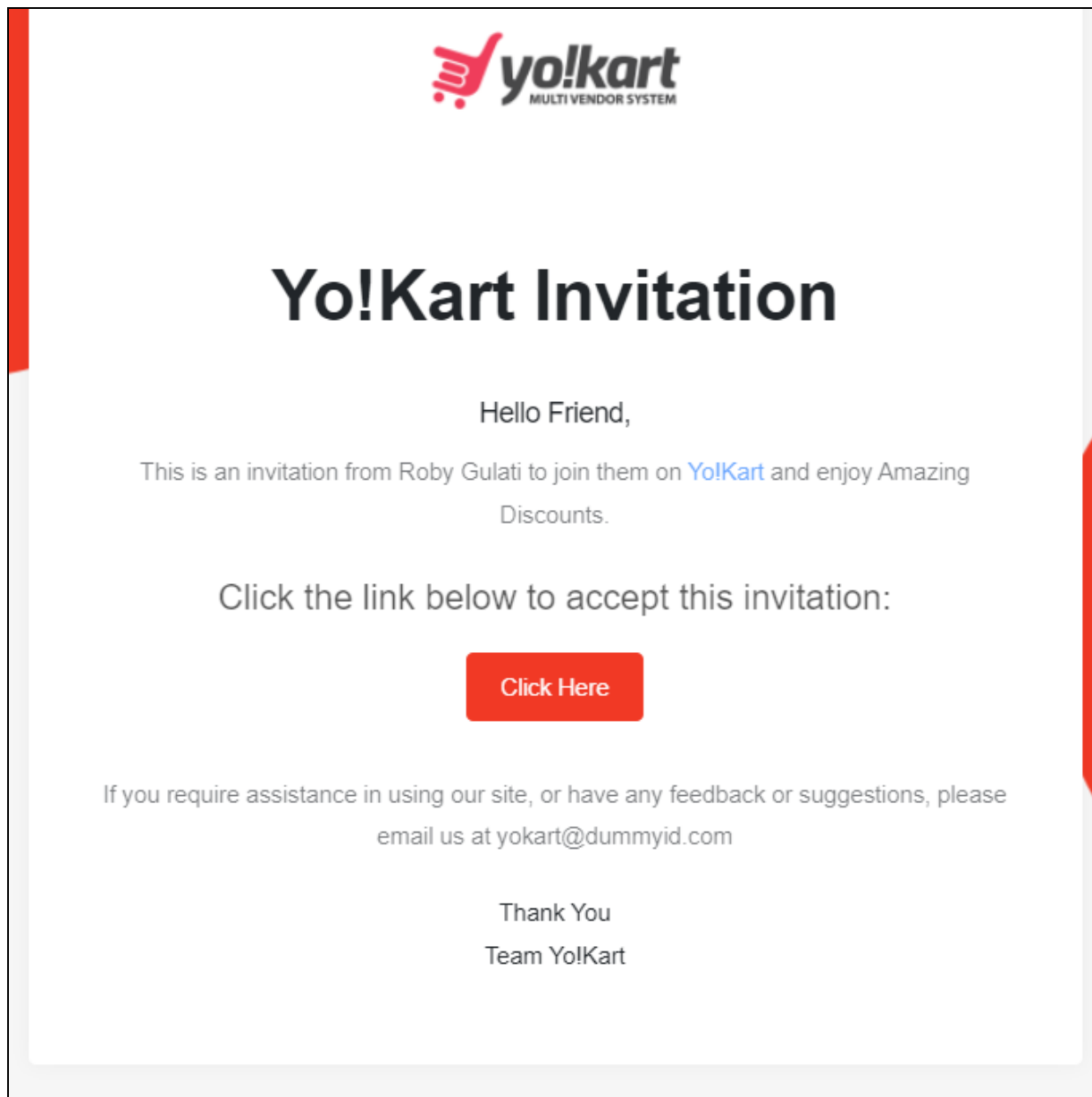
5. General

This module allows you to manage general information about your account. You can view, update and manage your affiliate profile under this.

⚠️ The admin has the option where they, too, can update your profile information whenever they want. In case of any such issues, contact your administrator.

In addition to this, this is the only main module on your profile. And under this, you can also keep track of all the referrals.

Expand this module to view the sub-modules. Then, click the sub-module to visit their respective pages.

Each sub-module has been explained in detail.

5.1 My Referrals

Keep track of all the users that join the platform using your unique referral link.

The table displays the following information:

- **User:** This is the name and username of the user that joined the platform using your referral link.

  The username is in the brackets.

- **Email:** The email of the respective user.

- **Registered On:** The date when the user registered on the platform.

- **Active:** This is the status of the user's account on the platform.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.

"Yes" means that the account is active, and "No" means that the account is not active.

⚠️ **The admin can deactivate a user as they please.**

- **Verified:** This defines if the user is a verified user or not.

  A user becomes verified once they verify their email address after registration. In fact, a user cannot log into their account and perform any actions without verifying their email address.

Search for a Referral

Search for a specific referral from a large list using the search functionality at the top of the list.

Click the **doner icon** ☰ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Name or Email:** Enter the name or email address of the referred user.

  Ensure that you enter just one of these two pieces of information.

- **Active Users:** Click the field and a dropdown list will appear. Select if the user is active or not from the following options:

  - Does not matter
  - Yes
  - No

- **Email Verified:** Click the field and a dropdown list will appear. Select if the user has verified their email or not from the following options:

  - Does not matter
  - Yes
  - No

⚠️ Search for a transaction by editing just one field or even a group of fields. In addition to this, if you want to view transactions made between a date range, use the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.2 My Account

This is the my account page where you can see the information you added when you registered on the platform.

This includes your name, email address, date of birth, location and a brief about you.

The username, email and contact numbers were mandatory to register on the platform. These fields are non-editable.

The rest of the details can be edited.

Some of the fields will already be auto-populated by the information added by you while you were registering on the platform.
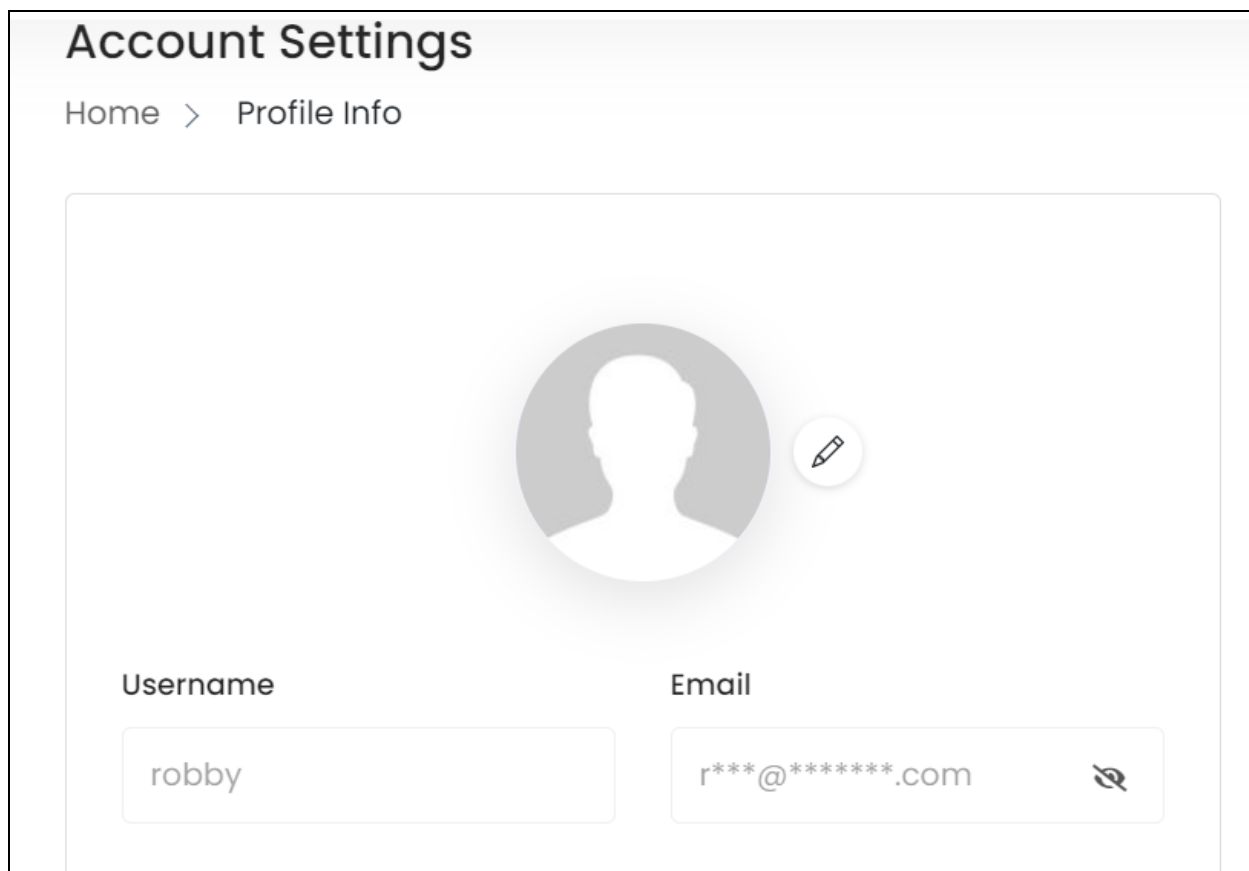

Account Settings

Home > Profile Info

Username
robby

Email
r***@*******.com

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Display/Profile Picture
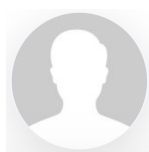
On the very top of the page, there is a blank user picture with an action icon beside it.

You can add a display picture for your profile through this field.

To upload or edit the picture, click the edit icon beside the user picture. Select a picture from your system and click Open.

The image will open in an image editor pop-up, in the middle of the screen.
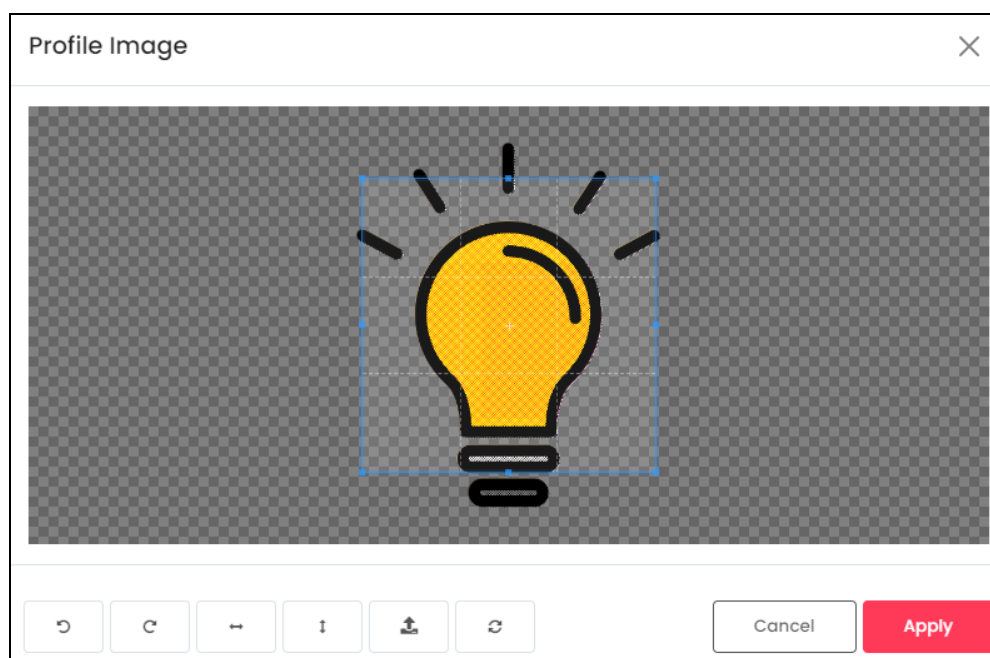
Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** **:** Click to rotate the image towards the left.

- **Rotate Right** **:** Click to rotate the image towards the right.

- **Flip Horizontally** **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
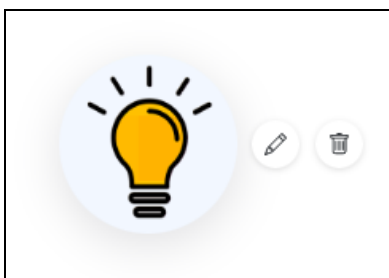An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.

- **Upload Image File** ⬆️ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** 🔄 **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

The profile picture will be uploaded.

With the uploaded picture, another action icon appears beside the edit icon.

Click the **delete icon** 🗑️ to delete the uploaded image. Once you have deleted the image, the delete icon will disappear.

Edit Your Profile

Edit the following fields under this page:

- **Username:** This cannot be edited at all, once it has been set during the registration process.

- **Email:** This is the email address used to register on the platform. The field is inaccessible. To update your email address, go to the **General > Update Credentials** submodule.

- **Customer name*:** This field will be prefilled with your name. Edit it as per your requirements.

- **Date of birth*:** Add your birth details in this field.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.
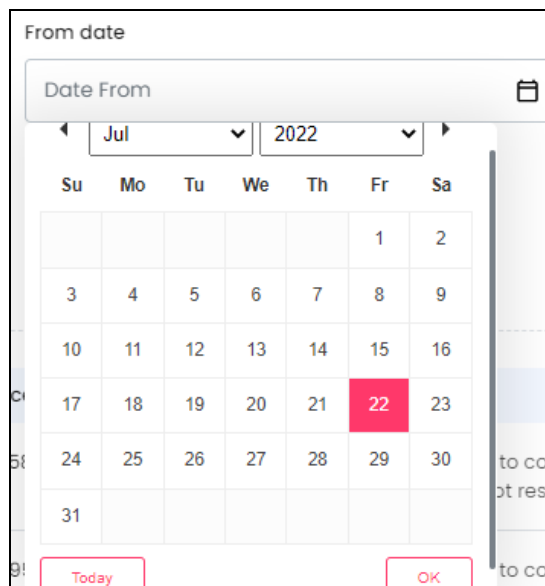
If you want to select today's date, click **Today**. And once you select this date, click **Ok**.

⚠️ Once you update your date of birth and click **Save Changes**, this field becomes inaccessible.

- **Phone:** This field is inaccessible. To update your number, go to the **General > Update Credentials** module.

- **Company:** Enter your company's name.

- **Website:** Enter your business or your website.

  Ensure that the proper URL is added. It should include the protocol (https://), name of the website (www.websitename.com), along with any directory path that the website has, if applicable.

- **Address Line 1*:** Enter the first line of your address.

- **Address Line 2:** Enter the second line of your address.

- **Country*:** Click the field and a dropdown will appear. Select the country you are located in from the list.

Scroll down to update the rest of the fields:

Website	Address line 1*
	1090, Sector 7

Address line 2	Country*
	India ⌄

State*	City
Chandigarh ⌄	

Postal code*

160001   **Save Changes**

- **State*:** Click the field and a dropdown will appear. Select the state you are located in from the list.

- **City:** Enter the city.

- **Postal Code*:** Enter postal code.

Once you have updated everything under your profile here, click **Save Changes**.

More Options

Yo!Kart is integrated with the General Data Protection Regulation Act (GDPR) that requires a platform to offer protection and privacy rights to its users.

This means that a registered user like yourself, can request to retrieve, correct, erase, and restrict the processing of your personal data.
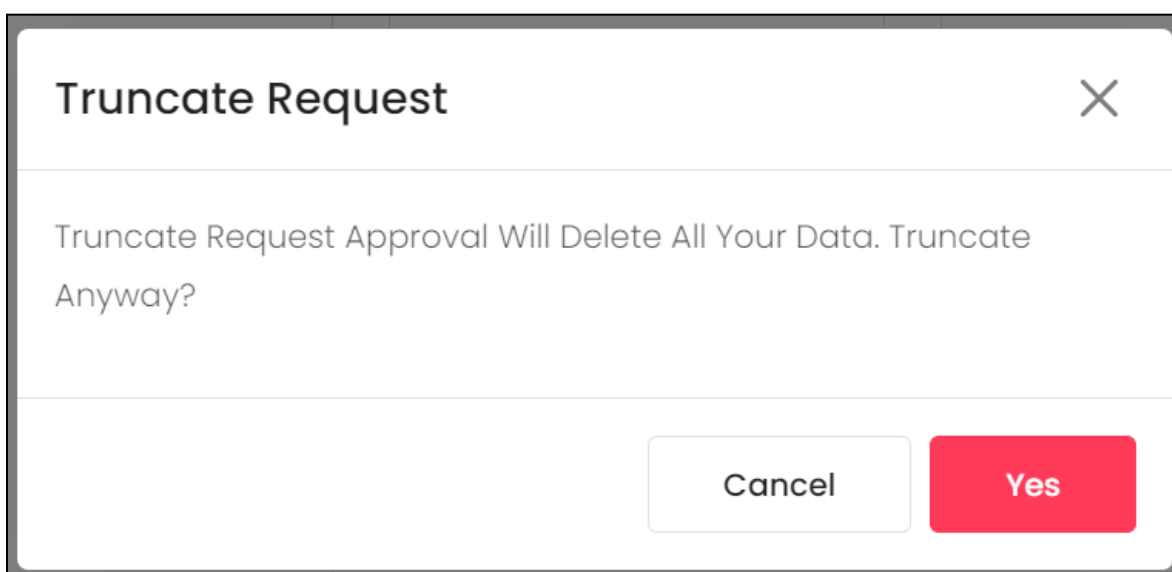
Under the **More Options** header, there are two buttons that follows the guidelines of the GDPR Act:
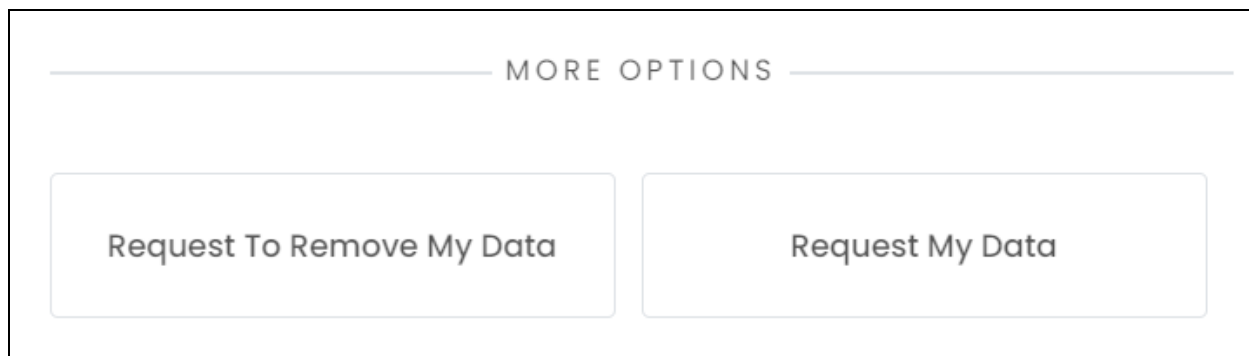
1. Request to Remove My Data

Click this button to request for the removal of your data from the database of the platform. This request goes to the admin of the platform.

When you click this, a Truncate Request pop-up dialog box will appear in the middle of the screen. It is a warning message asking you if you are sure you want to delete all your data from the database.

To truncate the data, click **Yes**. If you do not want to truncate the data, click **Cancel**.

⚠️ When you agree to have your data deleted and the admin approves of it, all your data including your addresses, basic information, profile picture, wallet balance and everything will get deleted. And with this, your account will get deactivated.

When you click **Yes**, the request will be sent to the admin. The admin can review the request and either leave it or approve the request.

As soon as the process is approved, your account will be deactivated. In addition to this, you will get an email letting you know regarding

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the same.
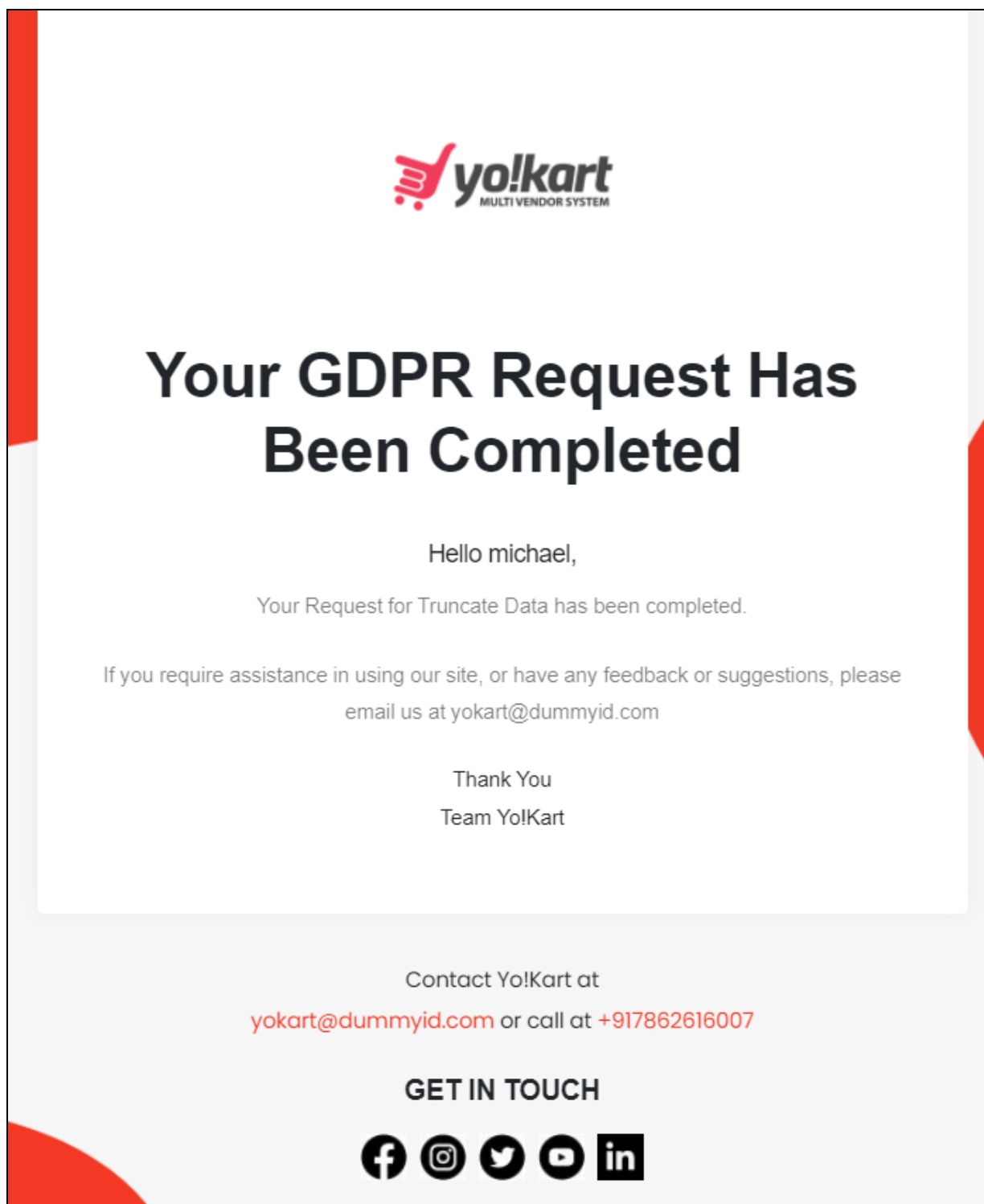
To join back, you will need to register from scratch and set up your account again.

2. Request My Data

This button is applicable when you want to find out which personal details the system has stored from your account. Click it and a form appears.

Review and edit the applicable fields:

- **Email:** Your registered email address on which the communication will take place. This cannot be edited. Contact the admin to have it edited.

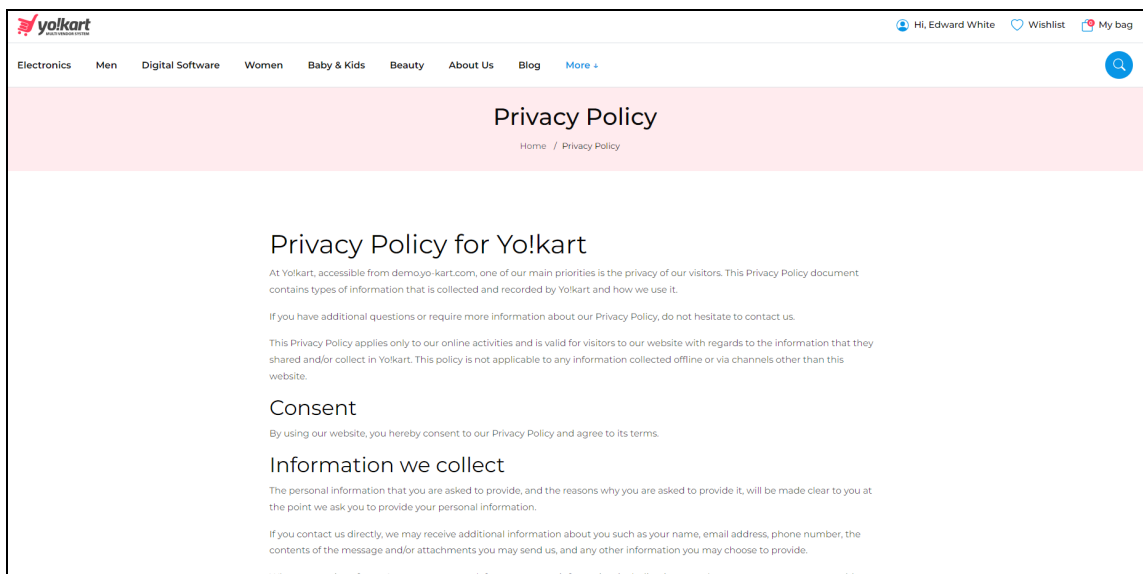- **Name:** Your name, which cannot be edited. Contact the admin to have it edited.

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- **Purpose (why are you requesting your data):** Enter the reason for which you are placing the request..

- **Click Here to Read the Policies of GDPR**: To learn more about the GDPR Act and its policies, click the red link that says "Click Here."

    With this, a new tab will appear with the GDPR Act guidelines that Yo!Kart is following and the related policies.

Read them to get a better idea regarding the policies that are followed by the platform in regards to the GDPR Act.

Once you are done, go back to the my profile tab.

Then. click **Send Request** and the request will be sent to the admin.

The admin can review the request and share the details accordingly with you in your email.

You will also receive a confirmation email once the GDPR request has been completed.

Your GDPR Request Has Been Completed

Hello michael,

Your Request for Data Request has been completed.

If you require assistance in using our site, or have any feedback or suggestions, please email us at yokart@dummyid.com

Thank You
Team Yo!Kart

Contact Yo!Kart at

yokart@dummyid.com or call at +917862616007

GET IN TOUCH

5.3 Payment Info

Update your payment details under this submodule.

If you selected a different payment method type while you were setting up your account or shared details that you want to change now, all this can be done under this section.

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Payment Information

Home > Payment Info Form

Payment method

○ Cheque   ○ Bank   ✓ PayPal

Tax ID

[   ]

PayPal email account

[roby@dummyid.cor]

[**Register**]

Select a payment method from the following options that will be considered as the default payment method to receive withdrawals.

Based on the selection you make, you are prompted to add the respective payment information to set it up accordingly.

Each option has been explained below:

1) Cheque - Select cheque as your preferred payment method. By default, this option is selected and there is a field under it.

Payment method

✓ Cheque   ◯ Bank   ◯ PayPal

Tax ID

[   ]

Cheque payee name

[   ]

Register

Enter the following information:

- **Tax ID:** Enter your Tax ID.

- **Cheque Payee Name** - Enter your name that will be used when a cheque is created for your withdrawal.

2) Bank - Select bank as your preferred payment method and additional fields will appear prompting you to enter following information:

Payment method

○ Cheque   ✔ Bank   ○ PayPal

Tax ID

[   ]

Bank name

[   ]

Account holder name

[   ]

Bank account number

[   ]

Swift code

[   ]

Bank address

[   ]

Register

- **Tax ID:** Enter your Tax ID.

- **Bank Name:** Enter the bank's name.

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- **Account Holder Name*:** Enter your name as it appears in your bank account.

- **Bank Account Number*:** Enter your bank account number.

- **Swift Code:** Enter the swift code of your bank.

- **Bank Address:** Enter your bank's address.

3) PayPal - Select PayPal as your preferred payment method. With this, an additional field will appear:

- **Tax ID:** Enter your Tax ID.

- **PayPal Email Account**: Enter your PayPal email address in this field.

Select your payment method and enter the details accordingly.

Once done, click **Register.**

⚠ You can only have one payment method set up for your account on which all your withdrawals will be processed.

5.4 Cookie Preferences

Yo!Kart offers you the option to manage your cookie preferences. You can grant or deny permission for various types of cookies, including, functional cookies, statistical analysis and personalization experience cookies.

When you click this submodule, it directs you to a page where you can see these cookies and the option to either grant or deny permission to them:

i. Functional

This cookie preference has been activated [toggle] by default. With this activated, it allows the platform to allow the various plugins and additional functions that assist in the use of the website. Deactivating it will not allow you to use the platform smoothly.

In short, this is the most important cookie feature that is mandatory for the proper functioning of the platform.

Due to this, you cannot access the toggle switch to deactivate [toggle] this feature.

ii. Statistical Analysis

The statistical analysis cookies, which are also known as the third-party cookies, collect information from third-parties, including Google Analytics, Site Tracker Code, Google Tag manager, Facebook Pixel ID, Hotjar.

This information is then placed on the website through a script or tag. A third-party cookie is accessible on any website that loads the third-party server's code.

Click the toggle switch beside the heading to turn it ON [toggle] or OFF [toggle] .

⚠ It is advised to give permission so as to enhance the performance of the platform because if you deactivate it, the third-party applications configured with the website will not be able to track your activities.

These activities help enhance the overall performance of the website and can help the admin track things properly to help the business grow.

iii. Personalize Experience

These cookies are also known as the performance cookies. Its work is to collect information regarding how the website is being used, including the pages you visited, the links you clicked, and the things you marked as your favorite.

None of this information can be used to identify the user. It is all aggregated and, therefore, anonymized.

Click the toggle switch beside the heading to turn it ON [toggle] or OFF [toggle] .

⚠ If you don't accept this cookie, you will not be able to experience a personalized experience where you see and are directed to things that are related to your choices.

5.5 My Credits

This module records all your transactions that have taken place with your account.

You only have the option to withdraw the amount from your account. Since you are an affiliate, you will not be able to add any amount in your wallet.

Below the withdrawal option, will be a list of all the transaction information.

⚠️ If you are also a buyer, you will see the transactions related to your buyer account as well.

Withdraw Credits

There is a withdraw button under the available balance.

Click it to withdraw your credits and transfer it into your bank account.

With this, the **Request Withdrawal scroll-in form** will appear on the right side of the page.

Request Withdrawal ✕

Amount to be withdrawn [$] *

Current wallet balance $260.00

Payment method

◯ Cheque ◯ Bank ✔ PayPal

PayPal email account

roby@dummyid.com

Other info and instructions

Edit the following fields under this form:

- **Amount to be withdrawn [default currency]*:** Enter the amount you wish to withdraw from your wallet.

  You can see your current balance mentioned below this field to help you decide the amount you can withdraw.

  You cannot withdraw an amount that is less than $5.

- **Payment Method:** Select a payment method from the following options to receive the withdrawed amount.

Based on the selection you make, you are prompted to add the respective payment information to set it up accordingly.

Each option has been explained below:

1) Cheque - Select cheque as your preferred payment method. By default, this option is selected and there is a field under it.

Enter the following information:

- ○ **Cheque Payee Name** - Enter your name that will be used when a cheque is created for your withdrawal.

2) Bank - Select bank as your preferred payment method and additional fields will appear prompting you to enter following information:

Payment method

○ Cheque ✔ Bank ○ PayPal

Bank name

Account holder name

Bank account number

Swift code

Bank address

- ○ **Bank Name:** Enter the bank's name.

- ○ **Account Holder Name*:** Enter your name as it appears in your bank account.

- ○ **Bank Account Number*:** Enter your bank account number.

- ○ **Swift Code:** Enter the swift code of your bank.

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- **Bank Address:** Enter your bank's address.

3) PayPal - Select PayPal as your preferred payment method. With this, an additional field will appear:

- **PayPal Email Account**: Enter your PayPal email address in this field.

- **Other info instructions:** Enter any additional information or instructions that you want to let the admin know about, in this text box.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields and start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

On the **My Credits** page, you will be able to see the **withdrawal request** you just made, at the top left side of the page.

When you place a withdrawal request, it is sent to the admin.

The admin has to approve it before the request is completed.

Once it has been approved, it will show up in the transactions list below and the pending request section will be removed.

My Credits
Home > Credits

Available Balance:
$250.00

Withdraw

Transaction ID	Date	Credit/debit	Balance	Comments	Status
TN-0001801	14/04/2023	-$10.00	$250.00	Funds Withdrawn. Request ID #000012 (Done)	Transaction Completed
TN-0001800	14/04/2023	-$50.00	$260.00	Withdrawal	Transaction Completed
TN-0001799	14/04/2023	$200.00	$310.00	Thanks	Transaction Completed

Search for a Transaction

Search for a specific transaction from a large list using the search functionality at the top of the list.

Click the **doner icon** to expand the search panel.

Search by transaction ID, order ID or comment | Search

Transaction type
Both-debit/credit

Date from
Date from

To (Date)
To (Date)

Search   Clear

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the transaction ID, order ID or comment of the transaction.

- **Transaction type:** Click the field and a dropdown list will appear. Select the transaction type from the following options:

    - **Both-debit/credit** - both situations where you received money and paid money.

    - **Credit** - money received into your wallet.

    - **Debit** - money paid by you.

- **Date From:** Select a previous date if you are searching for a transaction between a date range, or select the exact date of the transaction if you are looking for the transactions of a specific date.

    To do this, click the field and a calendar will appear. Select the date and it will be added to the field.
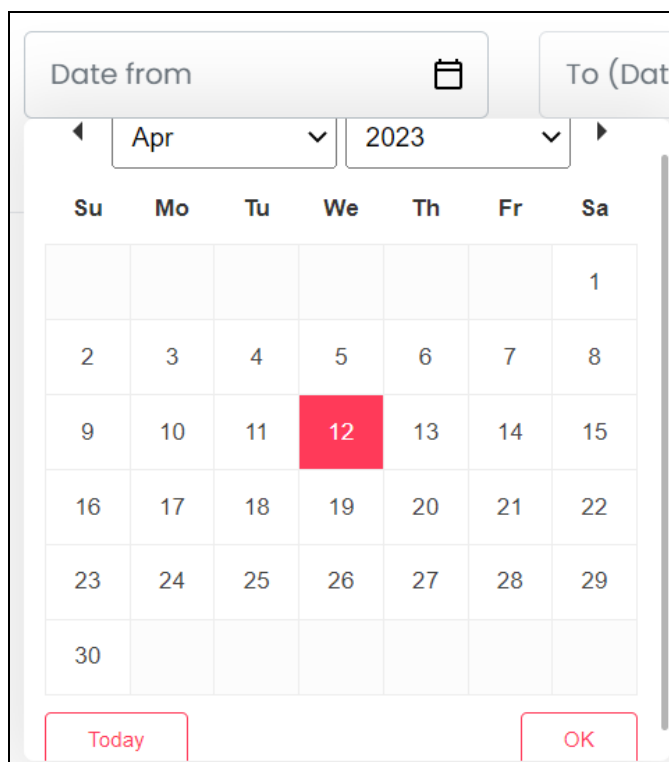
If you want to select today's date, click **Today**. And once you select this date, click **Ok**.

⚠️ If you want to view the transaction of just one specific day, fill this field, and click Search. However, if you want to view the transactions between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.
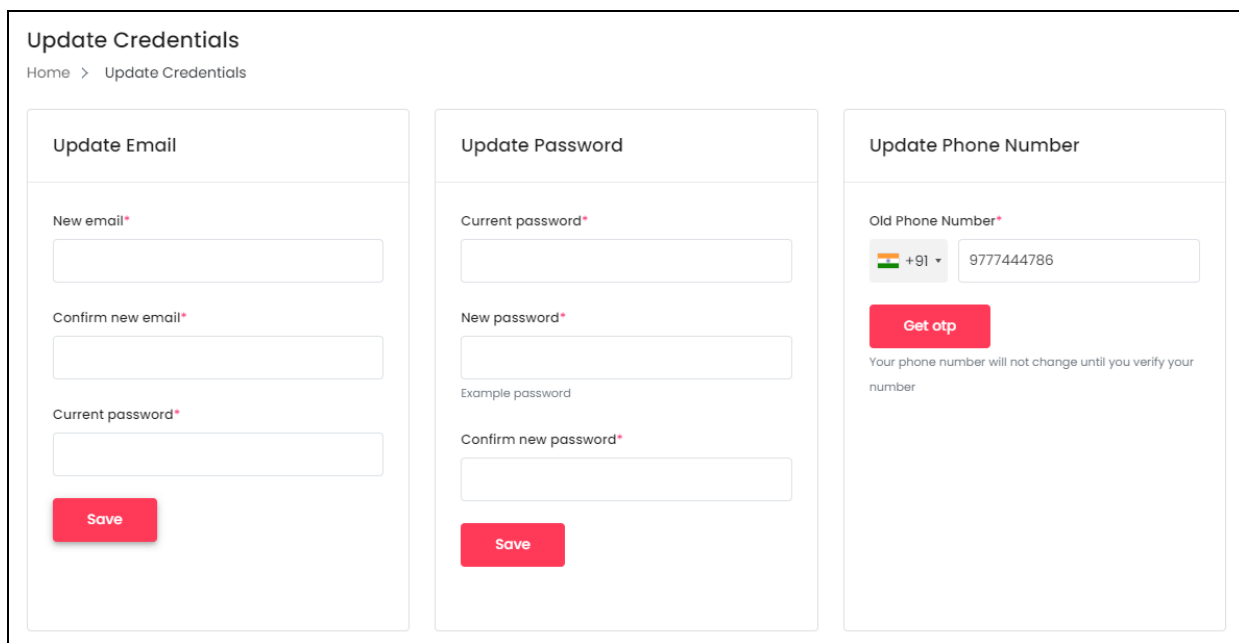
⚠️ Search for a transaction by editing just one field or even a group of fields. In addition to this, if you want to view transactions made between a date range, use the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.6 Update Credentials

Use this submodule to change your password and email address that has been setup during the registration process.

There are three sections under this page.

Update Email

If you want to change the email address that you had initially used to register on the platform with, fill in this form.

Enter the following details under this:

- **New email*:** Enter the new email address that you would like to use.

- **Confirm new email*:** Re-enter the new email address in this field again.

- **Current password*:** Enter your currency password to authenticate the change.

Once done, click **Save**.

🔴 Your email will not change until you verify your new email address.

Update Password

If you want to change your password, fill in this form.

Enter the following details under this:

- **Current Password*:** Enter the current password to authenticate the change.

- **New Password*:** Enter the new password that you would like to keep.

    Ensure that the password is strong.

    To create a strong password, use a combination of at least six numbers, letters and punctuation marks (such as ! and %).

- **Confirm New Password*:** Re-enter the new password in this field again.

Once done, click **Save**.

Update Phone Number

If you want to change your phone number, fill in this form.

🔴 This form will not be visible if the admin has deactivated the SMS plugin. In this case, you will not be able to update your phone number. You can only get it done by contacting your admin.

If you did not verify your phone number before, you will first have to verify it and then you can change it.

To verify your number, click Get OTP.

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Enter the OTP sent to your phone and click **Verify**. In case you did not receive the OTP, wait for a minute and then, click the **Resend OTP link**.

Once you have entered the OTP successfully, a new form will appear where you can enter your new number under your old number.

Add your new number in the second field and click Get OTP.

This will send an OTP to your new number. Enter the OTP in the field and click **Verify**. With this, your number will be updated in the system.

6. Language

Change the language of the dashboard using this feature. Click Language from the navigation menu to view the language options.
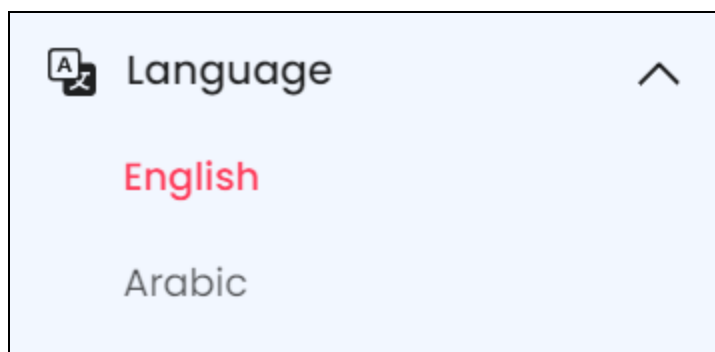
You will see the current language that the dashboard is in, highlighted. In this case, it is English. The dashboard opens in the default language, as selected by the admin. But you can view it in any other language that it is available in. The additional languages are called secondary languages.

For instance, when we click Arabic to change the language to Arabic, this is how the dashboard will look like.

Like this, select the language you want the dashboard to be converted into.

The admin decides how many secondary languages should be there for the platform. Based on this, you will see the respective secondary language options here.

However, this module will not be visible if the admin has selected just one language option for the platform.

7. Currency

Change the currency of the prices on your dashboard using this feature.

Click Currency and the available options will appear.
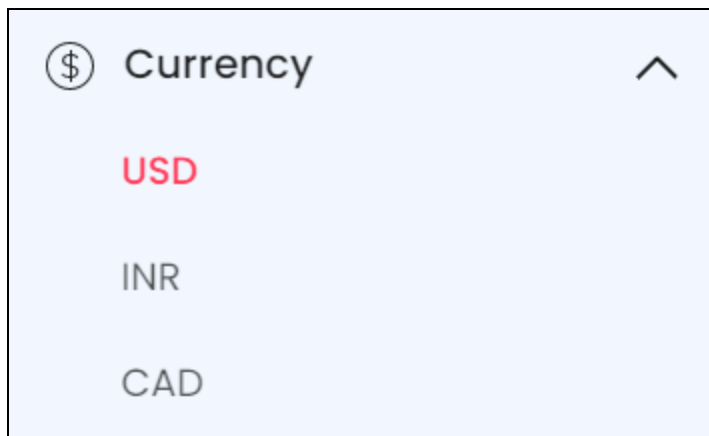
By default, the currency selected as the default currency by the admin is selected. Select the currency in which you want to convert all the prices to, and it will get converted.

⚠️ The admin decides how many currencies should be there for the platform. Based on this, you will see the respective currency options here.

However, this module will not be visible if the admin has only activated one currency for the whole platform to run on.

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+91 95555 96666 / +91 73075 70707