



# Affiliate Center Guide

How to Use the cleverbridge Affiliate Center

Version 2.3

**Learn about:**

- Signing up as an affiliate
- Using the Affiliate Center

# Table of Contents

---

Overview .....	1
Affiliate Signup .....	2
Affiliate Center Overview .....	4
Dashboard .....	5
Reports .....	6
Examples of Affiliate Center Reports .....	7
Get Links .....	12
My Details .....	19
Resources .....	22



## Overview

The Affiliate Center is a cleverbridge-hosted, web-based tool used to:

- Access reports
- Access marketing materials for products
- Create tracking tools
- Update profile data



## Affiliate Signup

The vendor invites you to sign up as an affiliate by sending you a URL to the Affiliate Signup page.

1. Fill out the signup form. The required fields are indicated with an asterisk

The screenshot shows the Cleverbridge Affiliate Signup page. At the top, there is the Cleverbridge logo and several security badges: Norton Secured (powered by VeriSign), This site is TLS SECURED, McAfee SECURE, and PCI DSS COMPLIANT (POWERED BY CLEVERBRIDGE). On the right, there is a language dropdown menu set to 'English'. The main heading is 'Affiliate signup' with the instruction 'To sign up as an affiliate, please complete the form below.' Below this is a section titled 'Already a cleverbridge affiliate?' with a question: 'Are you already an affiliate registered on the cleverbridge platform? If yes, please use your existing affiliate account to sign up as an affiliate for "Shieldware (Example Company)."' and a note: 'If you are not a registered affiliate on the cleverbridge platform yet, please fill out the form below.' The 'Address information' section contains the following fields: 'Company:' (text input), 'Please enter either your VAT ID or your tax identification number. Use the following fields:' (instruction), 'VAT ID:' (text input with a help icon), 'Tax Ident. No.:' (text input with a help icon), 'Salutation:' (dropdown menu with 'Please choose ...'), '\*First name:' (text input), '\*Last name:' (text input), and '\*Street address:' (text input). Asterisks indicate required fields.

2. Click **Next**.
3. Confirm the data and edit if necessary.



4. Enter the character verification and click **Sign up**.

The screenshot shows a web form for creating an affiliate account. It is divided into three main sections:

- Your affiliate account:** This section has a lock icon and the text "Your affiliate account". Below it, a message states "For security reasons your password is not shown on this page." and the username "Schwartz" is displayed. An "Edit" button is located to the right.
- Verification:** This section has a warning icon and the text "Verification". It asks the user to "Enter the characters shown in the picture below:". Below this is a CAPTCHA image showing the characters "A7J7E" and an empty input field for the user to type them.
- Terms & Conditions:** This section has a document icon and the text "Terms & Conditions". It includes a checkbox and the text "Please check this checkbox to confirm that you accept our Terms & Conditions." A "Sign up" button is located at the bottom right of the form.

The Affiliate Center opens to the Welcome page.



### **Affiliate Center Overview**

When you log in, the Welcome page displays with menu options, an order overview, and a list of the most recent transactions. It includes the following tabs:

- [Dashboard](#)
- [Reports](#)
- [Get Links](#)
- [My Details](#)
- [Resources](#)

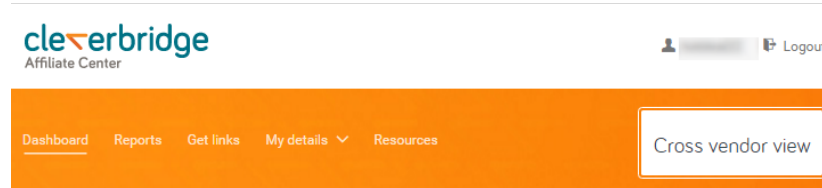


## Dashboard

The Affiliate Center Dashboard displays key reports showing revenue and statistics for the last 24 hours, the last 7 days, and the last 30 days. The Dashboard sales table displays order process calls and orders.

Order process calls are recorded when a customer clicks the affiliate link, proceeds to the cart, and engages with it in some way, such as by changing the quantity or adding another product. These calls are recorded even if the customer does not complete the purchase.

Orders are recorded when the customer completes the transaction by purchasing the product, and this is when the affiliate earns the commission.



### Welcome

Dear [Name]

Welcome to the cleverbridge Affiliate Center.

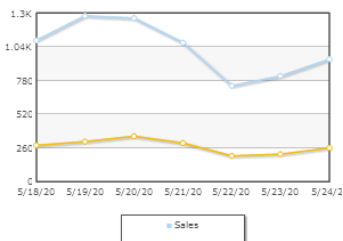
Your cleverbridge Affiliate ID is [ID]

For general questions please contact us at [am@cleverbridge.com](mailto:am@cleverbridge.com). Please note that we cannot answer any questions regarding your commission rate or the range of products available to you. For this information, please always contact the manufacturer of the corresponding product directly.

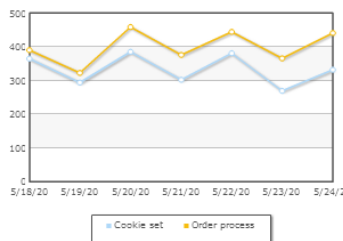
### Sales table

Period	Order process calls	Orders	Sales	Commission
Last 24 hours	473	34	€973.02	€274.21
Last 7 days	2,799	221	€7,199.38	€1,926.76
Last 30 days	12,671	1,099	€34,934.57	€9,359.77

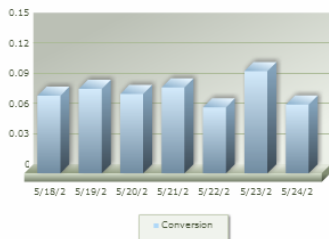
### Sales and commission (last 7 days)



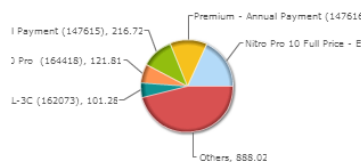
### Traffic (last 7 days)



### Conversion rate (last 7 days)



### Commission by product (last 7 days)





## Reports

The Reports page provides affiliates with a variety of report types, tools for refining report results, and tools for controlling the output of the report. This data is updated in real time.

Affiliates can select a report type and enter filter parameters. They can control the output of the report by clicking a report type tab for line chart, bar chart, Gantt chart, and plain table. They can also select to export the report as a CSV file.

The following table describes the types of reports available in the Affiliate Center. Report results can be customized and grouped by the time period that is selected.

Report	Description
<b>Transaction details</b>	Displays full transaction details for revenue generated by the affiliate. Details included are reference number, date and time of the order, product name, and number of licenses purchased.
<b>Order value and commission</b>	Displays sales revenue and the affiliate's commission.
<b>Report by product</b>	Displays the total order value and commission generated by product, along with the number of licenses sold.
<b>Report by tracking parameter</b>	Displays the total order value, the number of licenses sold, and the commission generated based on a tracking parameter, if a tracking parameter was added to the link by the affiliate. The tracking parameter must be in the form <code>&amp;x-at=XXX</code> to display in the Affiliate Center.
<b>Commission by region</b>	Displays the affiliate's profit sorted by customer region.
<b>Commission by country</b>	Displays the affiliate's profit sorted by customer country.
<b>Traffic generated</b>	Displays the cookie and user sessions that are based on the number of times the affiliate's link was clicked by a potential customer.
<b>Commission rate by product</b>	Displays all products associated with the affiliate's account and the corresponding commission rate.



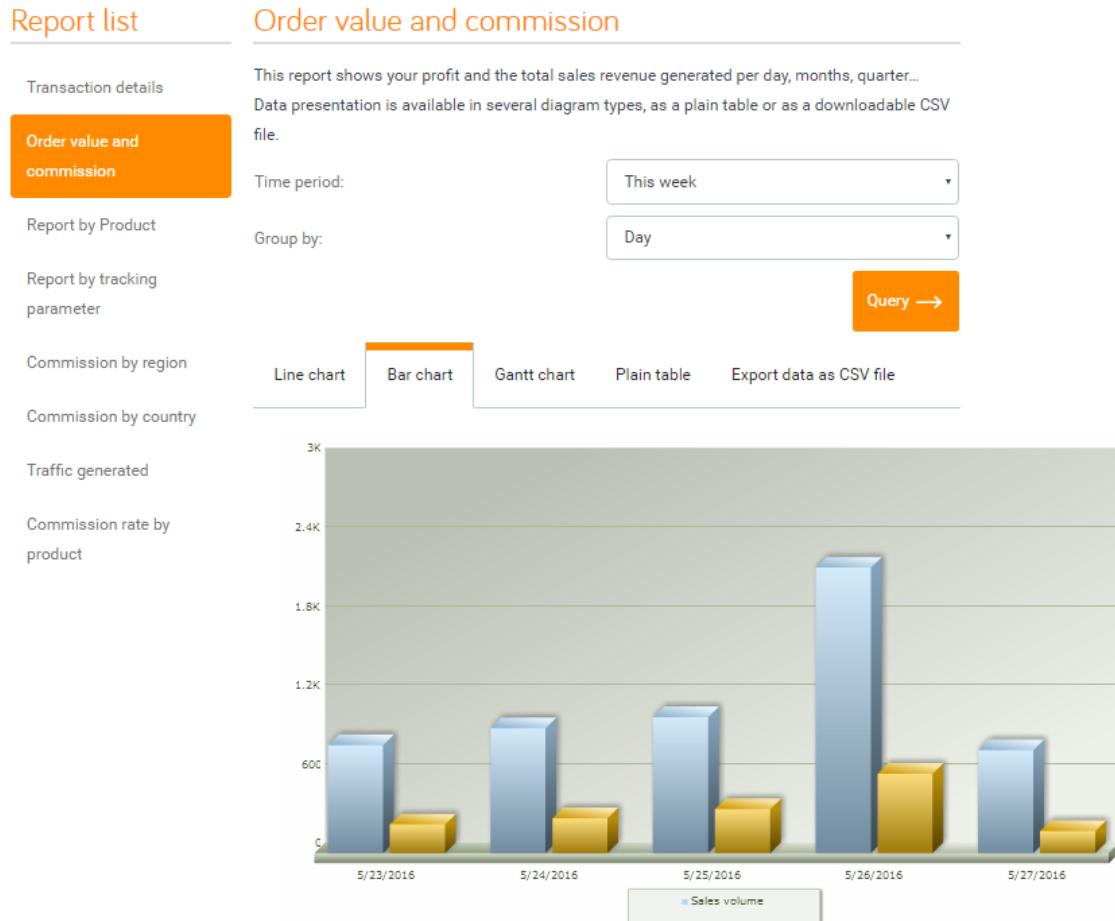


## Examples of Affiliate Center Reports

### Example Report 1: Order Value and Commission Report

The Order value and commission report displays the affiliate's profit based on the time parameters selected.

Below is a sample report in bar chart view:





Below is a sample report in plain table view:

## Report list

Transaction details

**Order value and  
commission**

Report by Product

Report by tracking  
parameter

Commission by region

Commission by country

Traffic generated

Commission rate by  
product

## Order value and commission

This report shows your profit and the total sales revenue generated per day, months, quarter... Data presentation is available in several diagram types, as a plain table or as a downloadable CSV file.

Time period:

This year ▾

Group by:

Month ▾

Query →

Line chart

Bar chart

Gantt chart

**Plain table**

Export data as CSV file

Period	Sales volume	Commission
5/23/2016	€820.02	€216.73
5/24/2016	€949.18	€263.56
5/25/2016	€1,033.02	€334.28
5/26/2016	€2,170.60	€602.51
5/27/2016	€782.73	€166.22
	Σ €5,755.55	Σ €1,583.30



### Example Report 2: Report by Tracking Parameter

The tracking parameter report displays the affiliate's profit based on additional parameters used in links, such as order or download links.

#### Report list

Transaction details

Order value and commission

Report by Product

**Report by tracking parameter**

Commission by region

Commission by country

Traffic generated

Commission rate by product

#### Order value and commission by tracking parameter

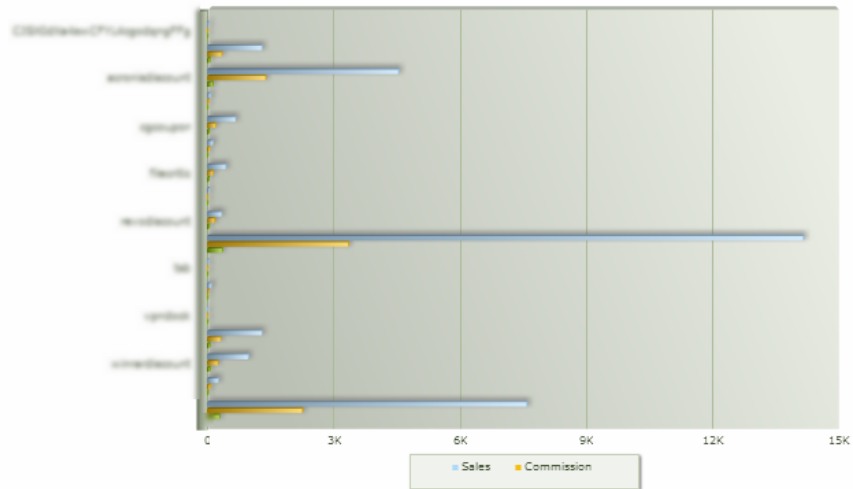
Using the additional parameter "x-at=xxx" you can include additional tracking information in your links. This report shows total order value and commission generated for each tracking parameter that has been used.

Time period:

This month

Query →

Bar chart | **Gantt chart** | Plain table | Export data as CSV file





### Example Report 3: Commission by Country Report

The Commission by Country report displays the affiliate's profit based on customers' regions.

#### Report list

Transaction details

Order value and commission

Report by Product

Report by tracking parameter

Commission by region

**Commission by country**

Traffic generated

Commission rate by product

#### Commission by country

This report shows your profit sorted by the customers' countries.

Data presentation is available in several diagram types, such as a plain table or CSV file download.

Time period:

Last 3 months

Query →

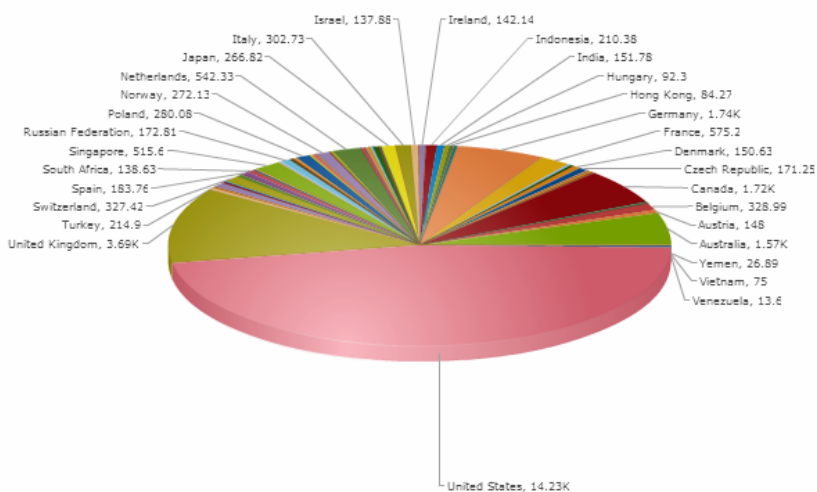
Bar chart

Gantt chart

**Pie chart**

Plain table

Export data as CSV file





## Example Report 4: Commission Rate by Product

The Commission Rate by Product report displays all products associated with the affiliate's account and corresponding commission rates.

### Report list

Transaction details

Order value and commission

Report by Product

Report by tracking parameter

Commission by region

Commission by country

Traffic generated

**Commission rate by product**

### Commission rate by product

Click the button to create a report that lists all products associated with your account and commission rates designated by the vendor.

Note: The plain table report result displayed below might be truncated. You can get the full report result by exporting and downloading the CSV file below.

Query →

Plain table    Export data as CSV file

Client name	Client ID	Product name	Product number	Commission rate	Subscription interval	Valid from	Valid to
A-Million-Software	8	Y2K Compliance Enterprise Edition	83981	20			
A-Million-Software	8	Y2K Compliance Small Business	83979	20			
A-Million-Software	8	Software Product	13879	5			
A-Million-Software	8	Y2K Compliance Home	83980	20			
A-Million-Software	8	Office Products	1356	10			
A-Million-Software	8	Extended Download Feature	1445	11	12 Month(s)		
A-Million-Software	8	Tools & Utilities	1353	10			
Shieldware	864						



## Get Links

The Get Links page provides you with:

- Products that are available for you to promote
- Campaign materials for a product, such as banner and text campaigns, in the form of source code that you can copy
- A link generator that you can use to create direct purchase links for a product, if available to you
- The ability to edit campaign source code or a generated link for the inclusion of an x-parameter for revenue-tracking purposes.

## Product List

A list of products that are available for you to promote is located on the left side. You can filter the products by a search term. Clicking a product in the list displays the product information on the right, including the commission.

Dashboard Reports Get links My details ▼ Resources

---

### Product list

**Overview**

Filter list by:

- Internet Security Basic - For your home, ou... (5%)
- Internet Security Professional - For your small bu... (5%)**
- Internet Security Enterprise - For medium-to-lar... (5%)

### Get links

**Product name:** Internet Security Professional  
For your small business or home office

**Commission:** 5%

---

**Internet Security Professional**

Internet Security Professional comes with automatic updates that protect from newly-released viruses. We employ a team of technical professionals to identify and fingerprint evolving threats to computers. This product alerts you to potentially dangerous software before they infect your computer. You can also set a schedule for the virus scan for downtime (at night when you aren't using your computer). It protects against spyware, worms, and has a built-in reporting tool. It offers real-time malware detection and complete server virus protection. This product includes 25 GB of secure online storage.



## Campaign Materials

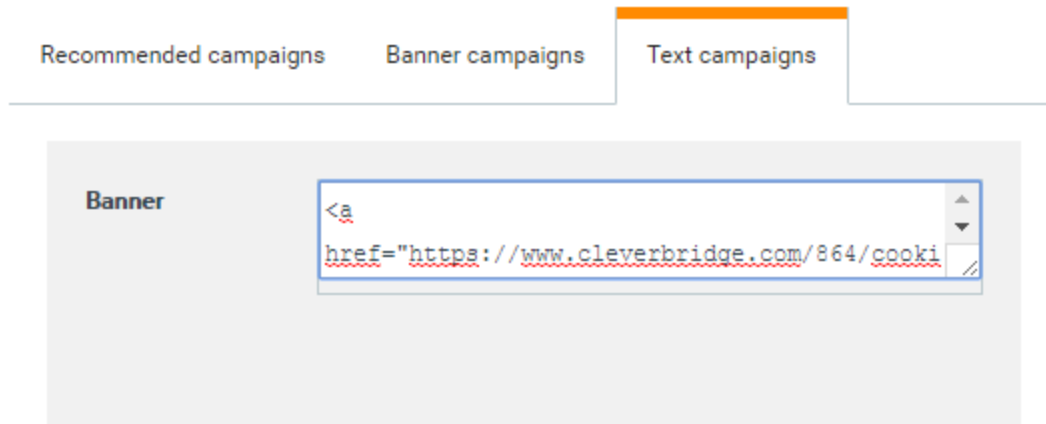
Below the product information is a section for campaign materials, if the vendor has provided them for you. You can choose one of the recommended campaigns or browse through all available banner and text campaigns.

The following image shows banner campaigns for a product:

The screenshot shows the 'Get links' section of the Affiliate Center. At the top, there is a navigation bar with 'Dashboard', 'Reports', 'Get links' (underlined), 'My details', and 'Resources'. The 'SHIELDWARE' logo is in the top right. Below the navigation bar, there are two main sections: 'Product list' and 'Get links'. The 'Product list' section has an 'Overview' button and a 'Filter list by:' field with a 'Go' button. Below this, there are three product entries: 'Internet Security Basic - For your home, ou... (5 %)' (highlighted), 'Internet Security Professional - For your small bu... (5 %)', and 'Internet Security Enterprise - For medium-to-lar... (5 %)'. The 'Get links' section has a 'Product name:' field with 'Internet Security Basic' and a description 'For your home, our most basic security'. Below this is a 'Commission:' field with '5 %'. There are three tabs: 'Recommended campaigns', 'Banner campaigns', and 'Text campaigns'. The 'Banner campaigns' tab is active, showing two banner ads. The first is 'Leaderboard Small' for 'MALWARE REMOVAL' with a 'Campaign Source' and 'Code' link. The second is 'Upgrade to Pro' for 'UPGRADE TO PRO EDITION! NOW! SAVE 25%' with a 'Campaign Source' and 'Code' link.

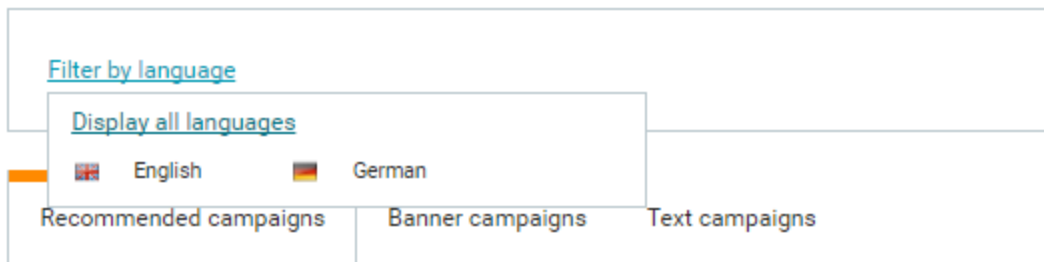


The following image shows a text campaign for a product:



## Language Filter

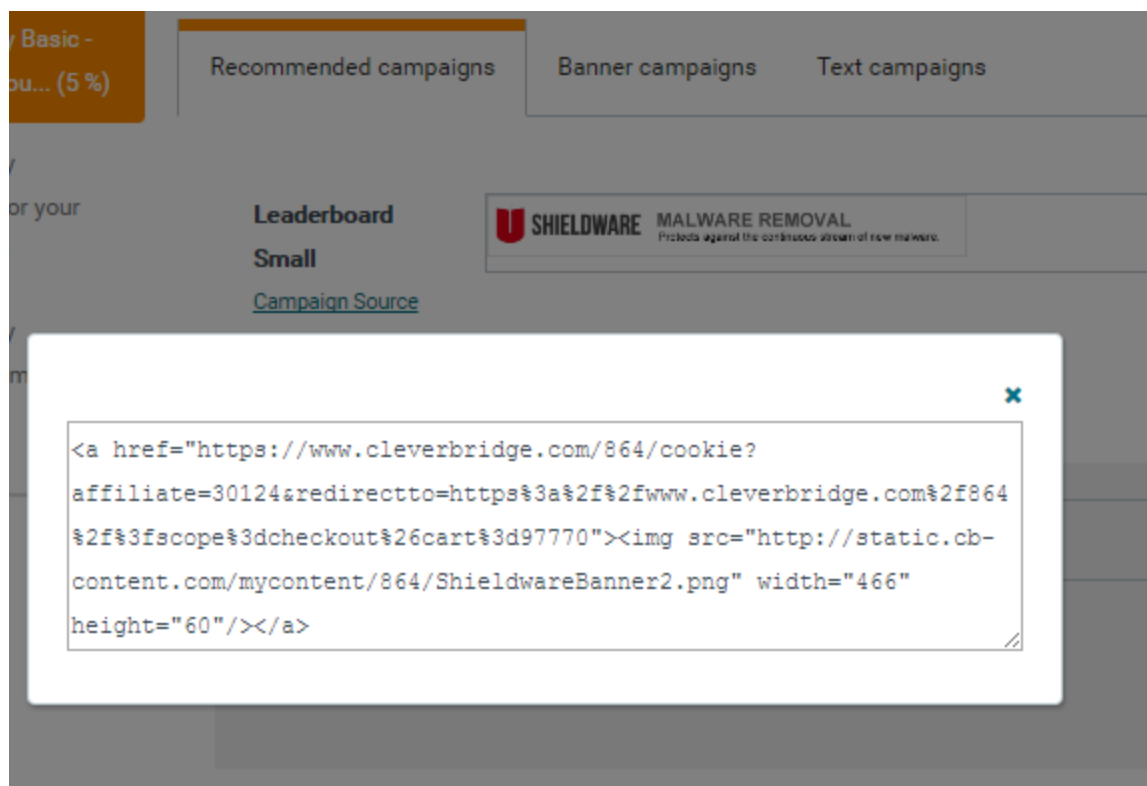
If campaigns are set up in more than one language, you can filter them by language.



## Campaign Source Code

When you click Campaign Source Code, you are presented with HTML code customized with your affiliate ID. This code can be included on your website.





## Revenue Tracking

You can track the origin of orders and view the results in the *Report by tracking parameter* report, which shows the total order value and commission generated for every tracking parameter that has been used. In the cleverbridge platform, revenue tracking is done through the use of x-parameters, which are components of URLs that are used to pass information through the checkout process. You can use the x-parameter of `&x-at=` to include additional tracking information in campaign URLs.

### Example

Examples of affiliate x-parameters are:

- `&x-at=bluebanner`
- `&x-at=upgradebanner`
- `&x-at=textlink4`

You can add *one* x-parameter to a URL to provide revenue tracking for individual campaigns. The x-parameter can be added to a pre-defined campaign source code. To edit the campaign source code and manually add an x-parameter:

1. Open the campaign source code.
2. Insert the x-parameter directly before the `&redirect` URL component.



### Example

The x-parameter is highlighted in yellow:

```
<a href="https://www.cleverbridge.com/864/cookie?affiliate=21599&x-  
at=upgradebanner  
&redirectto=https%3a%2f%2fwww.cleverbridge.com%2f864%2f%3fscope%3dcheckout%  
26cart%3d97772"></a>
```



### Link Generator

If enabled for a product, a link generator displays at the bottom of the page so that you can create a direct link to:

- A checkout page (**Use checkout link**)
- The vendor's website or landing page (**Use custom URL**)

You can select from various options and then click the **Generate Link** button to view and copy the link.



Using this dialog, you can create links for publishing on your web site.

Please configure your link and then click "Generate Link." You can then copy & paste the generated link for inclusion on your web site.

If the customer clicks this URL, a cookie will be set by cleverbridge. The customer is then immediately redirected to the final URL, e.g. a product information page on the publisher's website.

Please select the type of link that you want to generate:

Use checkout link →

Use custom URL →

### Tracking with Browser Cookies

As a best practice, use cookie-based tracking through a redirect URL. This will drop a cookie in case the customer doesn't make purchase at that moment, but decides to up to 365 days later. In this case, your affiliate account will still get credit for the sale. To track with browser cookies:

1. On the Get Links page, select a product from the list on the left.
2. Select **Use checkout link** or **Use custom URL**, depending on which kind of link you wish to generate.
3. Optionally, in the **Redirect to** field, paste the URL.



### Note

Instead of inserting the checkout link, you can redirect your customers to the vendor's website or a product's landing page. The following format must be used:  
`https://www.xyz.com.`

4. Click **Generate link**.
5. Copy the URL.

### Example

```
https://www.cleverbridge.com/864/cookie?affiliate=21599&redirectto=https%3a%2f%2fwww.cleverbridge.com%2f864%2f%3faaffiliate%3d21599%26scope%3dcheckout%26cart%3d97773
```

### Adding X-Parameters to a Generated Link

You can add *one* x-parameter to a URL to provide revenue tracking for individual campaigns. You can edit the generated link and manually add an x-parameter. To add an x-parameter:

1. Generate an affiliate cookie URL link.
2. Insert the x-parameter directly before the `&redirect` URL component.

### Example

The x-parameter is highlighted in yellow:

```
https://www.cleverbridge.com/864/cookie?affiliate=21599&x-at=textlink4&redirectto=https%3a%2f%2fwww.cleverbridge.com%2f864%2f%3fscope%3dcheckout%26cart%3d97772
```



## My Details

The My Details page provides forms for updating administrative details. You can also create and add third-party tracking codes that run on the confirmation page of paid orders and measure the effectiveness of paid search campaigns.

## Administration

In the Administration tab, you can update various personal and payment details.

Dashboard Reports Get links My details Resources

---

### Administration

### Edit Personal Data

**Personal data**

Please use this form to update your personal details. After you have changed your data, please click the "Save" button to update your profile.

Change password	Company:	<input type="text"/>
Payout details	Salutation:	Mr. <input type="text"/>
Settings	First name:*	A <input type="text"/>
Affiliate Agreement (PDF)	Last name:*	Schmidt <input type="text"/>
	Street address:*	2740 SW 38th St <input type="text"/>
	Additional address information:	<input type="text"/>
	City:*	Seattle <input type="text"/>
	State/Province:*	Washington <input type="text"/>
	Zip/Postal code:*	98126 <input type="text"/>
	Country:*	United States <input type="text"/>
	Phone:	2064069288 <input type="text"/>
	Fax:	<input type="text"/>
	Email:*	nobody@cleverbridge.com <input type="text"/>
	Confirm email:*	nobody@cleverbridge.com <input type="text"/>
	Affiliate website:*	exampleaffiliate@cleverbridge.com <input type="text"/>

The following table describes the administration data updates available:



Data Type	Description
Personal data	Updates contact information and website.
Change password	Changes the password.
Payout details	Updates the currency and payment type.
Settings	Options for receiving email notifications for orders and for enabling Flash-based reports.

## Third-Party Tracking

You can create new tracking codes to measure the effectiveness of your paid search campaigns.

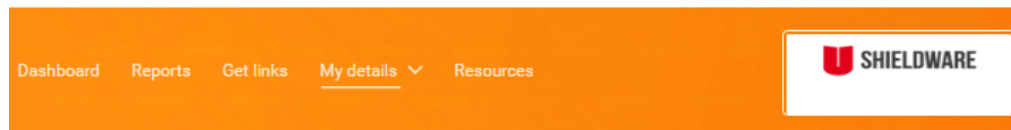
1. In the My Details page, select the **Third-Party Tracking** tab.
2. Select the new tracking type.
3. Click **Add tracking**.

The screenshot shows the 'My details' page in the Affiliates Center. The navigation bar includes 'Dashboard', 'Reports', 'Get links', 'My details' (selected), and 'Resources'. The 'SHIELDWARE' logo is visible in the top right. Below the navigation, there are two tabs: 'Tracking list' and 'Create new tracking'. Under 'Create new tracking', there is a 'Create new tracking' button and a list of tracking providers with radio buttons: AdCell, BingAds (Atlas - flex.atdmt.com), BingAds Analytics (Atlas - flex.atdmt.com), Bing Universal Tracking, Google Adwords Conversion, MaxTracker Conversion, Microsoft adCenter Conversion, and Yahoo! - Marketing Solutions - Conversion Only Analytics. An 'Add tracking' button with a right arrow is located at the bottom right of the list.

4. Enter the unique details from your third-party account. You must log in to your third-party account to find the unique values, such as conversion ID and conversion label, to enter in the Affiliates Center.
5. Click **Save tracking**. After saving, the code runs on the confirmation page of paid



orders. Conversions will be recorded in the interface of the third-party tool.



## Tracking list

## Create new tracking

Create new tracking

Name of tracking:

pid:

eventid:

Save tracking →

### Sample code

```


<!-- [[pid]], [[eventid]]: static parameters
  [[purchaseId]], [[purchaseTotal]]: dynamic values
-->
```



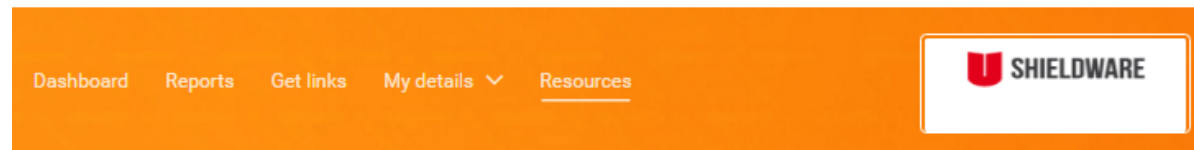
## Resources

The Resources page provides you with important information from cleverbridge and from the vendor.

### cleverbridge Resources

The cleverbridge Resources tab contains the following information:

- [Affiliate Agreement \(PDF\)](#)
- [Affiliate Center FAQ](#)
- [Contact information for cleverbridge](#)
- [Privacy Policy](#)



## Resources

### [Affiliate Agreement \(PDF\)](#)

Under this link you can find the cleverbridge Affiliate Agreement.

### [Affiliate Center FAQ](#)

Find all necessary information about cleverbridge, commission payout and the most important features of the Affiliate Center.

### [Contact cleverbridge](#)

Click on this link to get in touch with cleverbridge.

### [Privacy Policy](#)

Click on this link to read the cleverbridge Privacy Policy.