

# Updating the details on your affiliate account in Netrefer

Classified as General



# **Table of Contents**

1	Account Details	. 3
1.1	Updating Account Details	. 3
1.2	Updating Payment Details	. 3
2	Email Address	. 5
2.1	How to update User Account Email Address	. 5
2.2	How to add New Email Address	. 5
2.3	How to update Account Email Address	. 7
3	User Account	. 9
3.1	Updating User Account details	. 9
3.2	Adding New User Account	10
3.3	User Account Types	11

Kindred Affiliates platform: <u>https://affiliates.kindredplc.com/affiliates/Account/Login/#</u>



# 1 Account Details

#### 1.1 Updating Account Details

• Click on the User Account found on the top right-hand side and click on Profile

kindred			
LATEST			LUSTOM Profile
N/A	N/A	N/A	Users Edit User Account

#### Click Edit

Kindred efficies	🚨 Q >1 (b)
🕷 / profile	
ACCOUNTOTINIS	TWINENTINGROWIDN
Alliance D	4Yill site Name / Company
320670744	Fex
Adoress	Country
Test House, Test Street, Test, TEST1111	Maka
Afriax trul	Telephone
	+156 99999999
(ene	Enni Adres

Update Details and Click Save

🕷 🕗 Gold Account Datails		
lit Account Details		
Affiliate ID		
320570744		
Affiliate Name / Company		
ITest		
Affiliate First Name		
James.		
Affliate Sumame		
Test Account		
Address I		
Test House		
Test Street		
Oty.		Zip or Post Code
Test		TESTILII
Country		state
Matta	~	
Main Email		
		×
Telephone Code		Telephone
Mata (+356)	v	99999999
Skype		
and the second se		

Please note that from the Account Details, you can update Affiliate Name/Company Affiliate First Name, Affiliate Surname, Address, City, Post Code, Country, State, Main Email (only if other email address have been added), Telephone Code, Telephone and Skype.

#### 1.2 Updating Payment Details

• Click on the User Account found on the top right-hand side and click on Profile



• Select the Payment Information Tab and click Edit

kindred	🛓 ওলা 🛛	₽
W - Pole		
ADDOURT 2 CEALS	newservenester Dragogity, John Stoke SD	
Sammay EV-INI	Molecum Representation (n. 1997)	
Nymen: Natod Mill Enzy		
l Teley Conal		
fogina rod Far Tex		
	[	**
	i energi e La satalen L   inigi Fremerod By ∰ Herbeter	

• Update payment details and click Save

Please note that from the Payment Details section, you can update Payee Name, Company Registration Number and Payment Method.



## 2 Email Address

#### 2.1 How to update User Account Email Address

• Click on the User Account found on the top right-hand side



• Click on Edit User Account

	<b>kind</b> rad			🚨 (0.1%) 🕞
Search by Bilance 😁				La JTester
# Dashboard	LAUSE	WILKIY		Profile
lat Campangris				Users
Gil Media	N/A	N/A	N/A	Kalance
	3 3 3 04			
Payment Reports	CIR	Signues	First (Ime)Depositing	
📰 Reports	for the area of the area of the care areas in the			0
⊜ A9				that outflote MEDIX.
★ My Favourite Reports	CTR Breakdown for the last 7 day			Curt

• Update Email Address and click Save

	kindred etticates	🛔 💷 🗭
Search by ID for	備/ EditUser	
# Dashboard	Edit User Account	
🖬 Campaigns 🔷	Username	Email Address
🖬 Media 🔷 🔹	Jtest	update your ernail address
🕈 Rewards 🔶	Password	Confirm Password
\$ Payment Reports >	Passavord	Confirm Password
🛲 Reports	Title	First Name
🗛 API	Mr ·	James
* My Envolutile Reports	Surrame	Language
,		English ~
≡ News	User Type	Telephone Code
<ul> <li>Settings</li> </ul>	Main User v	Malta (~356) ~
🛆 XML Feeds	Tolephane	
🕫 Feedback		
ө нор		Back Save

Please note that from the User section, you can update your name, surname, email address, phone number and language.

#### 2.2 How to add New Email Address

• Click Settings and then click on the arrow drop-down within the Email Section

		kindred affiliates
	Kindred	🛓 ( <u>0.11</u> ) 🕞
Search by ID for	A / Sectors	
· Dashboard	Notifications	-
Lat Campaigns	3 Receive Fromodonal Communication	0 <b>1</b>
🖼 Modia	>	
T Rewards	Account Settings	<u> </u>
S Payment Reports	> Emails	
Reports	IP Restructors	3
A AFI	Product Upt Out	3
My Favourite Reports	Lew usate Account	
III News		
- Company	forms & Conductors - toda Protector so (20) Sector for	
- Maria -	500	
A AME reeds		
Feedback		
Alle		

• Click Add New E-mail

	Kindred		🛔 💌 🗭
Search by Ditor	🖷 / Stitiogs		
Dashboard	Notifications		-
🖬 Campaigns 💦 🗧 🗧	and an Promotional Promotion Allows		
🖬 Media 🔷 🔿			
🗄 Rewards 💦 🗧 🤇	Account Settings		-
\$ Payment Reports >	Emails		×
# Reports	Add New Isrnel		
🛆 API			
* My Cavourire Reports		Promotions Administrations	
E Nows		2 normal	
• Settings		Max () parama	18 Ldr
A XML Feeds			
Eestingk			

• Insert new email address and select the email categories for the email address being added

K kindred	Email	Enter Email Addres	×.	
W / Seconds	Choose Email Categories?	Promotions		
		Administrative		
		Notifications		
			Cancel Save	
Emails				

• Click Save

kindred			×
🕷 / Semings	Email: Choose Email Categories?	Promotions	
		Administrative Financial	_
		Notifications	
			Cancel Save
Emails			

• Email added successfully

		kindred affiliates
Notifications		
Receive Promotional Communication:		on
Account Settings		
Emails		×
Add New E-mail	☑ Promotions Administrative ☑ Remotel ☑ Nonfracens	(2 fat Roles.
	Administrative Promosilia Nuoficapens	(27 Ede

#### 2.3 How to update Account Email Address

• Click on the User Account found on the top right-hand side and click on Profile

kindred			
			La JTester
LATEST			Profile
			Users Edit User Account
N/A	N/A	N/A	Balance

• Click Edit

kindred stilles	🌲 (e + x) 🕞
W c note	
ACCOUNT OFFILIS	PAWWENT INFORMATION
Alfisor: D 300670744	470 stic Kane / Company Freet
Address Text House, Text Street, Test, TEST1111	Costby Meka
African Errol	Tuliphane +.05.99993099
Conc	Email Address

• Select the email address and click Save



# / BOR ACCOUNT DESING		
It Account Details		
Affiliate ID		
320670344		
Affiliate Name / Company		
(Test		
Affiliate First Name		
Jamas		
Affiliata Sumame		
Test Account		
Addrem 1		
Test House		
Test Street		
Dity.	Zip or Post Code	
Test	TEST1111	
Courtery	State	
Mata		
ilain Email		
		~
tesi@test.com		
kype		



#### **3** User Account

#### 3.1 Updating User Account details

• Click on the User Account found on the top right-hand side



• Click on Edit User Account

* kindrad			۵	@ 15 📦
			👗 JTester	
LAUSE	W1003		Profile	
			Users Ldt Use	Account
N/A	N/A	N/A		Ralance
3.33.%				
CIR	Senues	First time Depositing		
L				0
				Ital ACTIVE MEDAA
CTT Development of the local Table			F	

• Update details

Kindral			🛓 _ <u>es</u> _ 🕪
🗰 - Salt Bur			
dit User Account			
Userane		era l'Adhesi.	
tex			
Peasward		Carlin (Nasward	
Password		Confirm Password	
Ttic		Riss Name	
59	~]	liss	
Surrame		realizingle	
Test Account		English	×.
Liver Type		Telephone Code	
Man Usar	(v)	Mata (+256)	Ý
Texplore			
			Dark Sove
	Terms & Can	didons   Help	
	Powered By 6	2 Nechdur	
	u	59	

Please note that from the User section, you can update your name, surname, email address, phone number and language.



#### 3.2 Adding New User Account

• Click on the User Account and click Users



#### • Click on Add User Account

kindred	1				
# / User Accounts					<u>&amp;+</u> 0
٩					10 🗸
Туре	Username	User Status	Language	Email Address	
Main User	jtest	Active	English		
Showing 1 to 1 of 1 en	ntries				

 Insert Username, email address, password, title, name, surname, language, user type, dial code and telephone. Then click on Create

kindred affiliates			🛔 🖗 EN 🗭
₩ / Create Create User Account			
Jtest2		test@test.com	
Mr	~	Jtester	
Test		English	~
Media Only	~	Malta	~
99999999			
			Back Create

#### \rm kindred @ EN 🚺 # / User Accounts User Accounts 40 Q 10 ~ Email Address Language Туре Usernam User Status Main User Jtest Active English Media Only Itest2 Active English test@test.com Showing 1 to 2 of 2 entries

#### • User Created successfully



### 3.3 User Account Types

- Main User: Access to all sections
- Media Only: Access only to Media Section