

# Updating the details on your affiliate account in Netrefer

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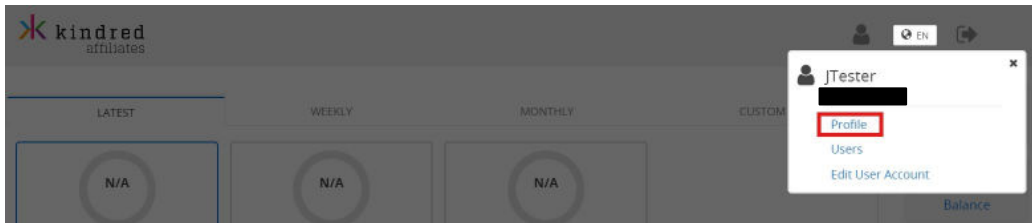
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Kindred Affiliates platform: <https://affiliates.kindredplc.com/affiliates/Account/Login/#>

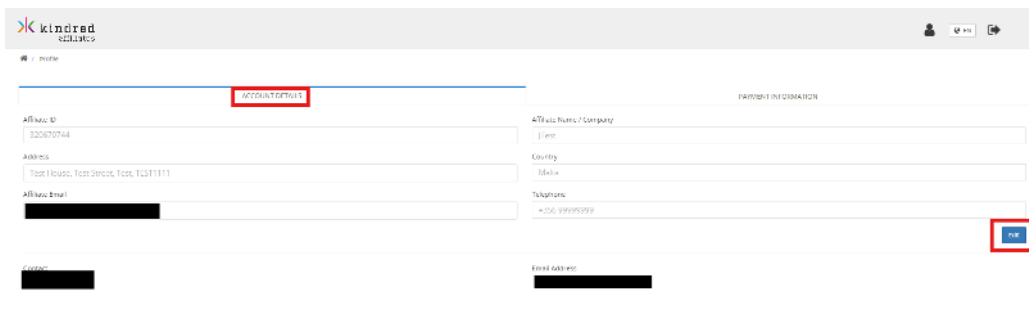
# 1 Account Details

## 1.1 Updating Account Details

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

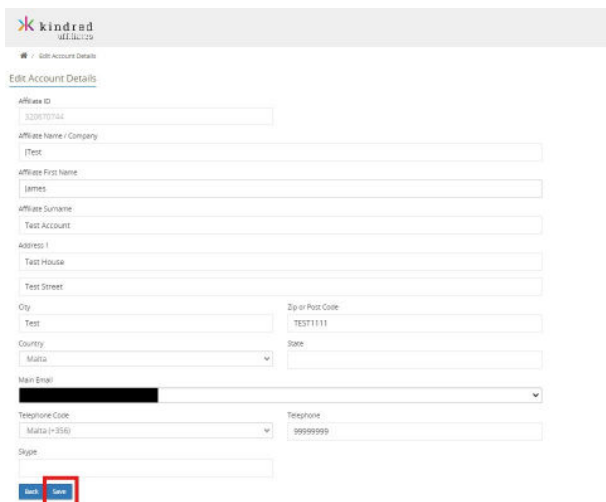


- Click Edit



The screenshot shows the 'Edit Account Details' form. The 'ACCOUNT DETAILS' section is highlighted with a red box. The form includes fields for Affiliate ID, Affiliate Name / Company, Address, Country, Telephone, and Email. A 'Save' button is highlighted with a red box.

- Update Details and Click Save

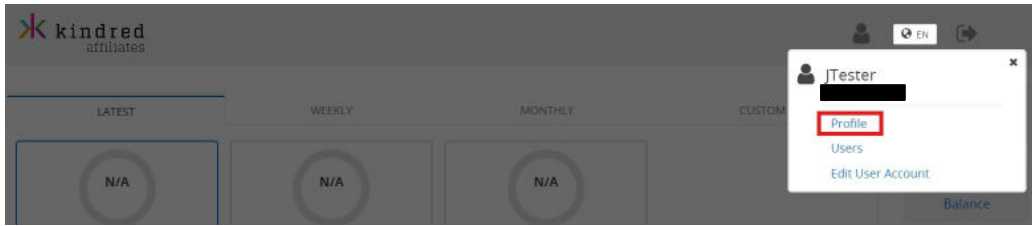


The screenshot shows the 'Edit Account Details' form with the 'Save' button highlighted with a red box. The form includes fields for Affiliate ID, Affiliate Name / Company, Affiliate First Name, Affiliate Surname, Address 1, City, Zip or Post Code, Country, State, Main Email, Telephone Code, Telephone, and Skype.

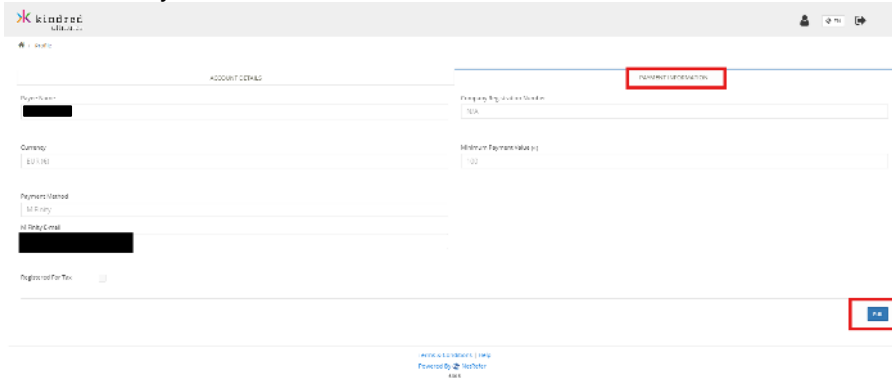
Please note that from the Account Details, you can update Affiliate Name/Company Affiliate First Name, Affiliate Surname, Address, City, Post Code, Country, State, Main Email (only if other email address have been added), Telephone Code, Telephone and Skype.

## 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



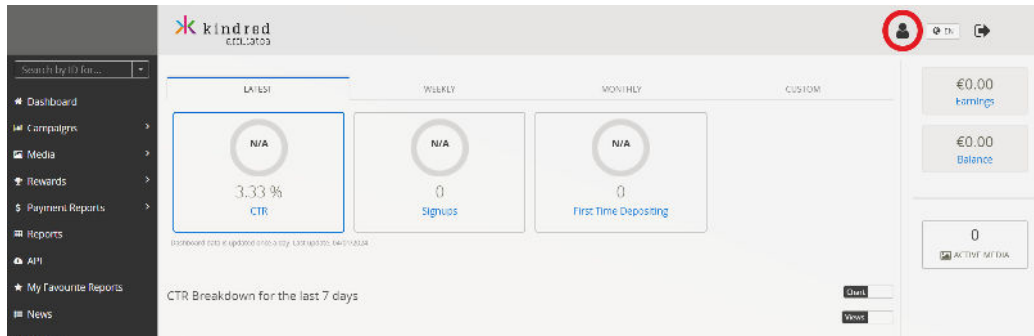
- Update payment details and click Save

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

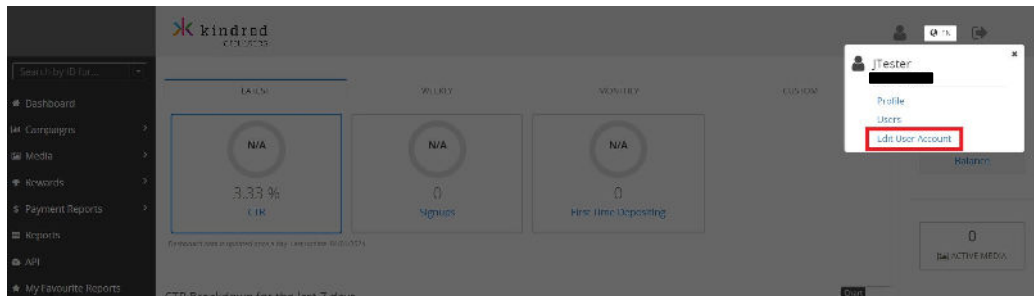
## 2 Email Address

### 2.1 How to update User Account Email Address

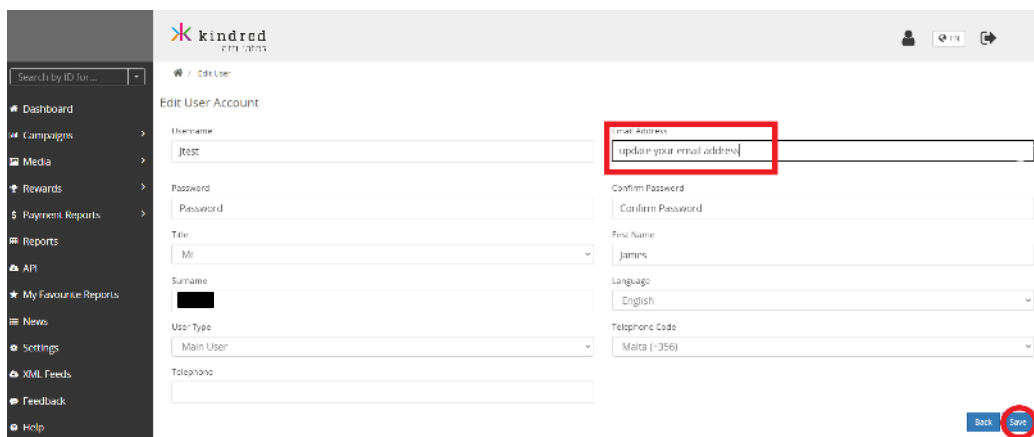
- Click on the User Account found on the top right-hand side



- Click on Edit User Account



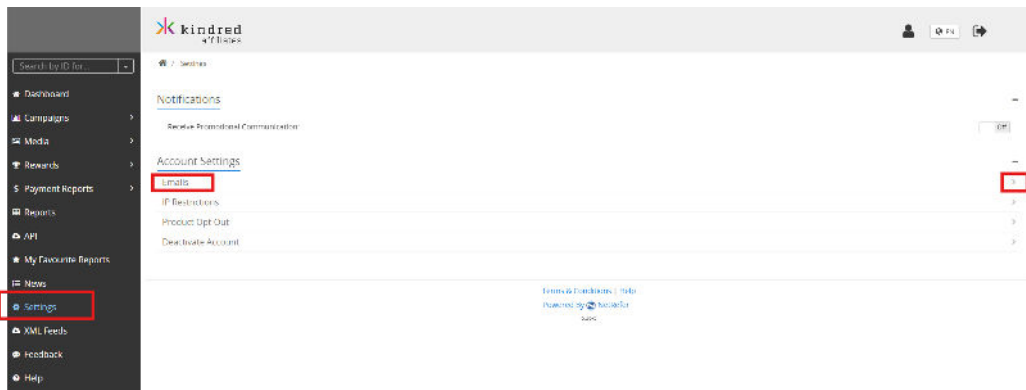
- Update Email Address and click Save



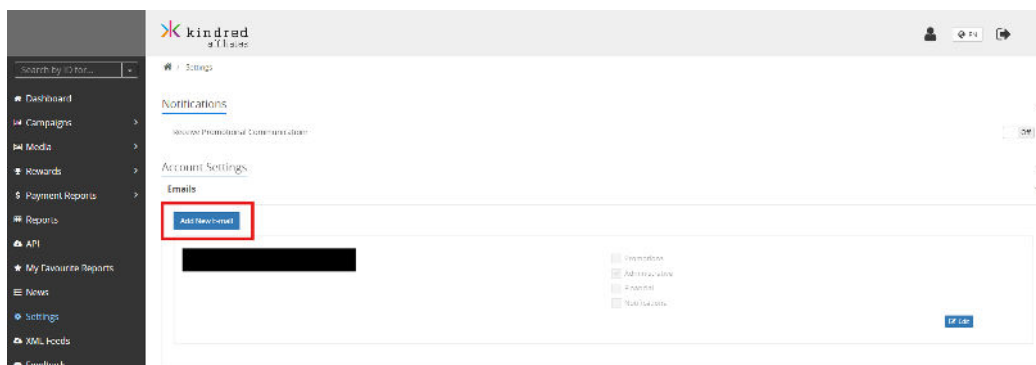
Please note that from the User section, you can update your name, surname, email address, phone number and language.

### 2.2 How to add New Email Address

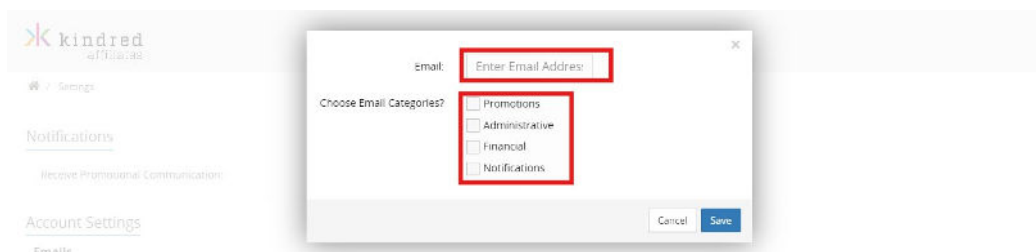
- Click Settings and then click on the arrow drop-down within the Email Section



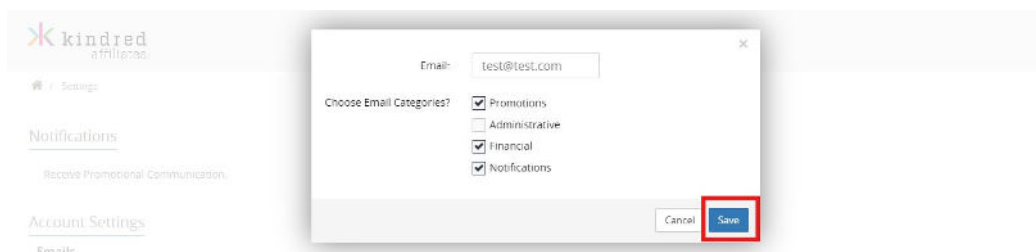
- Click Add New E-mail



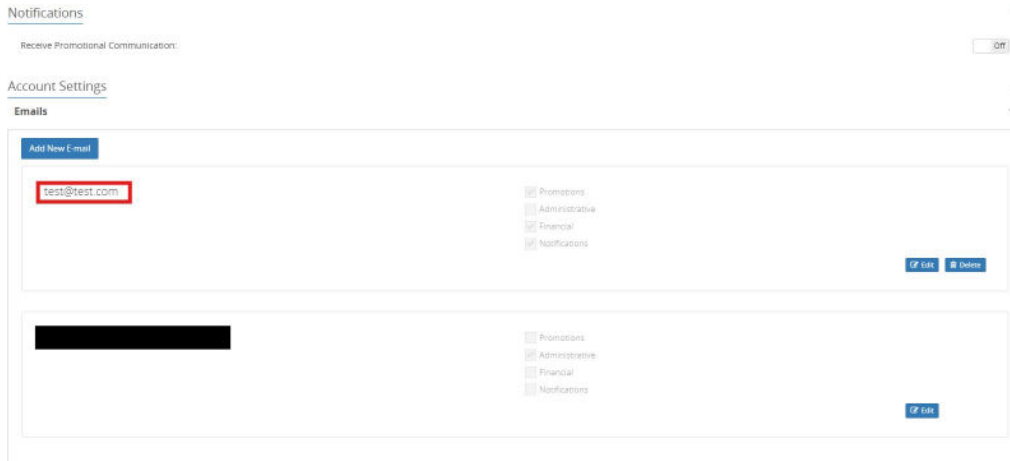
- Insert new email address and select the email categories for the email address being added



- Click Save

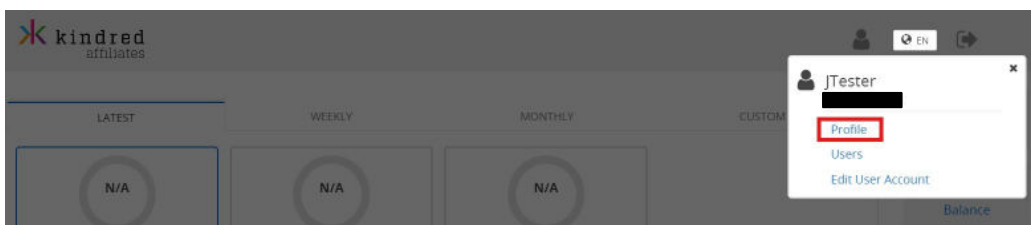


- Email added successfully

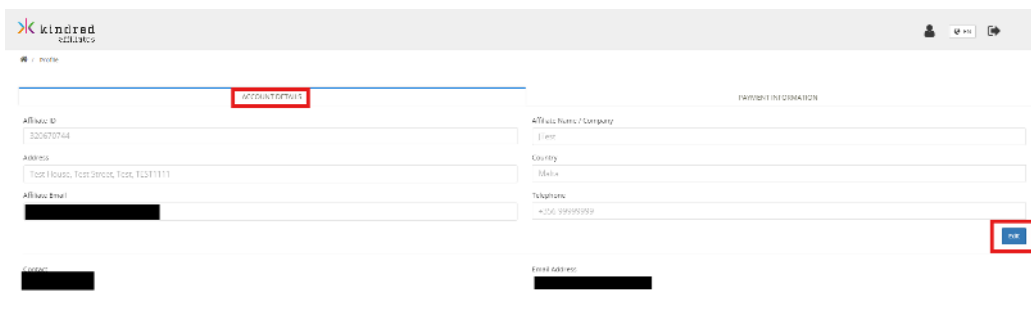


## 2.3 How to update Account Email Address

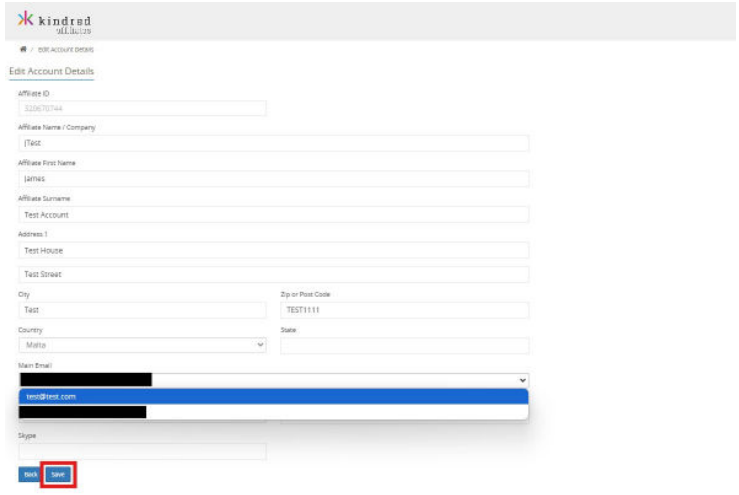
- Click on the User Account found on the top right-hand side and click on Profile



- Click Edit



- Select the email address and click Save

A screenshot of a web form titled 'Edit Account Details' from the Kindred Affiliates system. The form contains several input fields for user information, including Affiliate ID, Name, Address, and Email. A dropdown menu for 'Main Email' is open, showing 'test@net.com' as the selected option. At the bottom of the form, there are 'Back' and 'Save' buttons, with the 'Save' button highlighted by a red square.

kindred  
AFFILIATES

EDIT ACCOUNT DETAILS

Edit Account Details

Affiliate ID  
0000707044

Affiliate Name / Company  
[Test]

Affiliate First Name  
[Test]

Affiliate Surname  
[Test]

Test Account  
[Test]

Address 1  
Test HOUSE

Test Street  
[Test]

City  
[Test]

Zip or Post Code  
TEST1111

Country  
Malta

State  
[Test]

Main Email  
test@net.com

Days  
[Test]

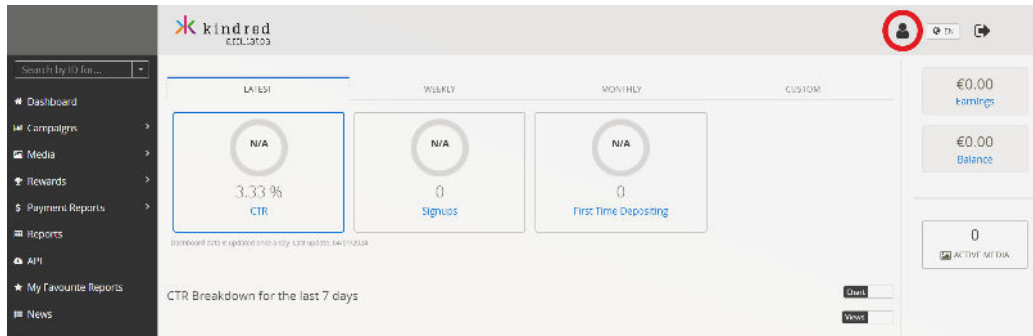
Back Save



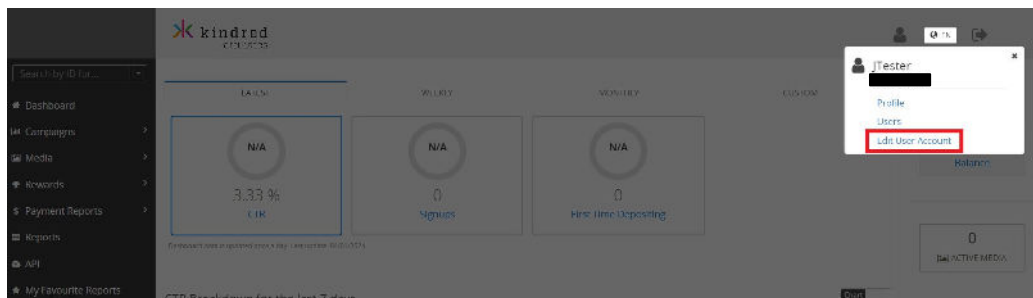
## 3 User Account

### 3.1 Updating User Account details

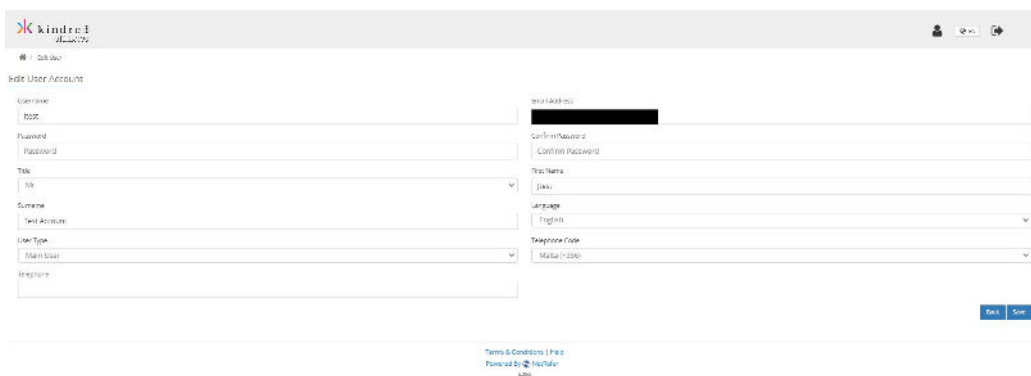
- Click on the User Account found on the top right-hand side



- Click on Edit User Account



- Update details

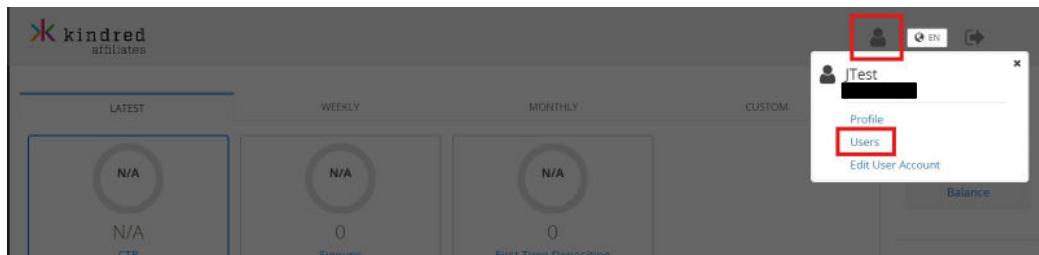


The screenshot shows the 'Edit User Account' form. It contains several input fields: Username (jtester), Password, Confirm Password, Title (Mr), Surname, First Name (jtester), Language (English), Telephone Code (Malta (+356)), and Telephone. There are 'Save' and 'Cancel' buttons at the bottom right. At the bottom of the page, there are links for 'Terms & Conditions', 'Help', and 'Powered by Includer Ltd'.

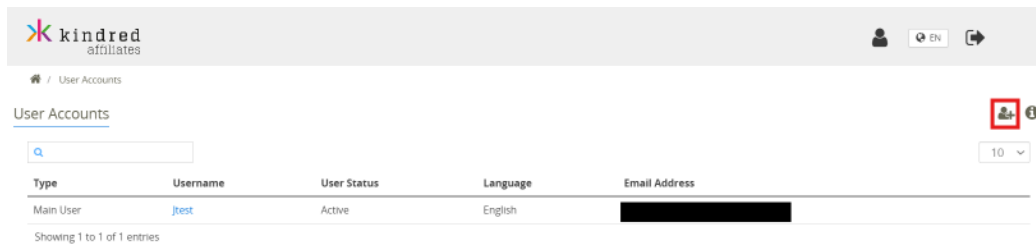
Please note that from the User section, you can update your name, surname, email address, phone number and language.

## 3.2 Adding New User Account

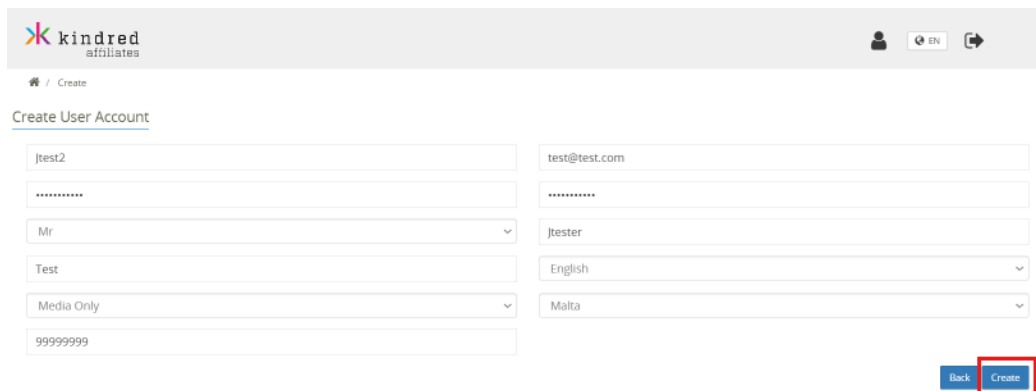
- Click on the User Account and click Users



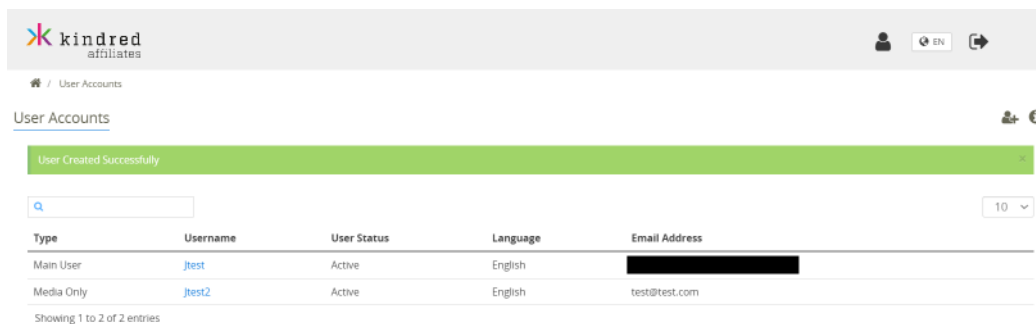
- Click on Add User Account



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



- User Created successfully



### 3.3 User Account Types

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