

Paying Your Affiliates

When you click on **Pay Affiliates**, you will get a list of affiliates that need paid. This list will only show affiliates who have met your Payout Balance Requirement set in General Settings. The balance of any affiliate who has not met this requirement will simply carry over from month-to-month.

After you have either sent their PayPal payment or sent their check via mail, click on **Archive This Payment**. iDevAffiliate will archive the payment and mark all the sales as being paid. The affiliate's current balance will drop back to zero but all the archived sales will still be intact and viewable in both the admin center and the affiliate control panel.

IMPORTANT

The **Pay Affiliates** list only produces accounts that have met your **Payout Balance Requirement** and does not include signup bonuses. iDevAffiliate will only allow you to pay an affiliate who has met your **Minimum Balance Requirement** through generated (or **earned**) commissions, not bonuses.

Example Scenario:

Minimum Payout Required \$100.00

Signup Bonus \$10.00

Affiliate Has Generated \$95.00 in commissions.

Now, the total due is \$105.00. But only \$95.00 of it was actually generated. This affiliate won't appear in your pay list because he's \$5.00 short of your **Minimum Balance Required**. Then why call it "minimum balance"? Because after the affiliate is paid for the first time, payments will become a **true** "balance" because there will be no more bonus commission on the affiliate's account.

Pay Day Setting

Your Pay Day setting is purely cosmetic and is used strictly to inform affiliates when they can expect payment. It's your responsibility to login and pay affiliates on the day you set as your Pay Day (in the **General Settings**).