

Referral Partner Center Overview🔑

The Referral Partner Center is a password-protected portal that your referral partners use to access their referral reports, generate redirect links, and acquire marketing and help materials that you provide for them (banner ads, email copy, etc...) The Referral Partner Center will give your referral partners easy access to the tools and information they need to be successful.

Sign in to the Referral Partner Center

1. Have your referral partner go to your account sign in page (<https://youraccount.infusionsoft.com>). Below the main sign-in form, you will notice a link that says, **Referral Partner Sign-in**
2. They will then click the **Referral Partner Sign-in** link.

The image shows the Infusionsoft login page. On the left, there is a promotional banner for 'IC•N' (March 31 - April 2 in Phoenix) with a 'Register now' button. Below the banner, it says 'Thank you to our title sponsor SIXTHDIVISION™'. On the right, there is a login form with fields for email (martinc@infusionsoft.com) and password, a 'Log In' button, and links for 'Forgot your password?' and 'Haven't created your Infusionsoft ID? Click here to get started'. At the bottom right, there is a 'Referral Partner Sign-in' link. A large green arrow points from the bottom left towards this link.

IC•N
March 31 - April 2 in Phoenix
Discover by day, execute at night.
Free Implementation Zone added.
Don't miss it!
[Register now](#)

Thank you to our title sponsor **SIXTHDIVISION™**

Infusionsoft.
martinc@infusionsoft.com *
..... *
[Log In](#)
[Forgot your password?](#)
infusionsoft. ID Haven't created your Infusionsoft ID?
[Click here to get started](#)

Need help? Call toll free:
US: 866-800-0004, ext. 2
UK: +44(0) 808 258 0093
AUS: +61 1800 730 419
[Referral Partner Sign-in](#)

3. The partner will then enter their sign-in credentials. Each referral partner is assigned a unique code. The code is their username. They also need a password, which is usually created by them when they first signed up as a referral partner on your website.

The image shows the 'Referral Partner Sign-in' form. It has a 'Username' field with the text 'abc123', a 'Password' field with ten dots, a 'Remember Me' checkbox, and a 'Login' button. Below the 'Login' button is a link for 'Forgot your Password?'. A mouse cursor is pointing at the 'Login' button.

Username
abc123

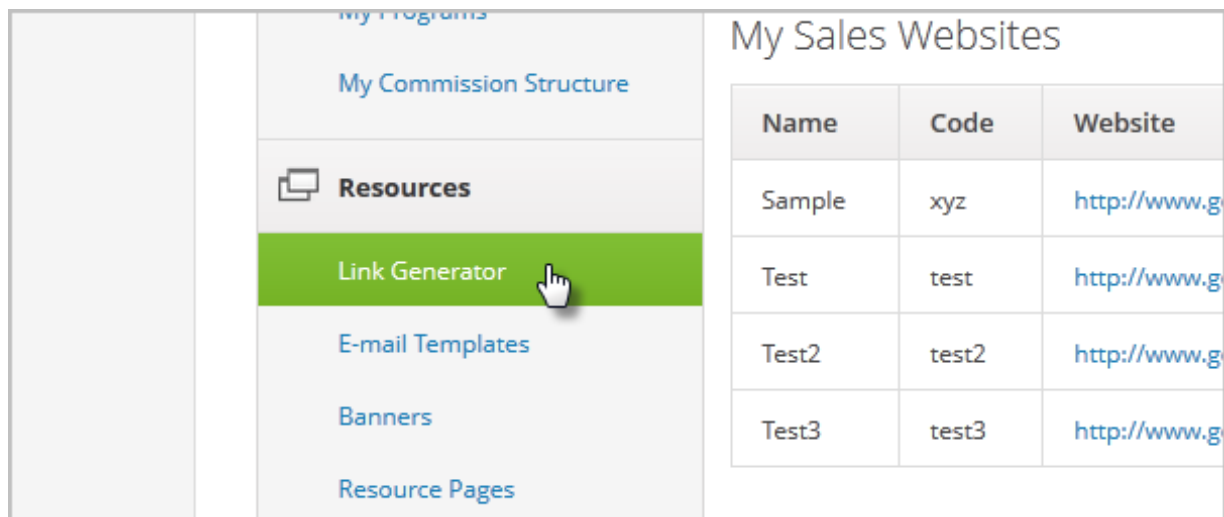
Password
.....

☐ Remember Me [Login](#)

[Forgot your Password?](#)

Navigating the Referral Partner Center

Navigation is performed by clicking on the relevant menu option on the left-hand side of the page. There are three menu categories: **Home**, **Resources**, and **Reports**.



- **Home:** The Home section gives partners access to update their contact information and the ability to view information regarding their commission program(s). You can choose to show or hide these individual menu options in **CRM > Settings > Referral Partner Center**.
 - Welcome: Shows the welcome message that you can edit in **CRM > Settings > Referral Partner Center**.
 - My Profile: Gives the partner access to view and update their profile information.
 - My Programs: Gives the partner access to a list of the program(s) they are enrolled in and the description you entered when you created the program.
 - My Commission Structure: Gives the partner access to the specific commission fees/percentages for their program(s).
 - **Resources:** The Resources section gives partners access to the tools they need to promote your products/services
 - They can generate their redirect links
 - They can access your promotional material: Advertising banners, Email Copy, and Resource Pages.
 - **Reports:** The Reports section gives partners access to commission, lead tracking, and sales reports. The **My Ledger** report will be a valuable tool they can use to access their financial earnings.
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