GET STARTED TUTORIAL

xpGOteam Affiliate Program

SIGN-UP INSTRUCTIONS

Please read these instructions carefully.

1. **Begin Registration Process:** <u>Beneath the video</u>, Click on the <mark>green</mark> SIGN UP button on xpGOteam overview and video page to begin the registration process.

2. **xpGOteam Affiliate Application Page** – If you are a current xpmedia.com subscriber or channel host input your **xpmedia.com username and password**. If you do not have an xpmedia.com account, fill out the Free Subscription fields as you are instructed in next step.

3. Fill Out the **Sign Up Info** for **BOTH** the xpmedia.com Free Subscription (if you are not yet a site user) & xpGOteam Affiliate Account. Below are explanations of the **FIELDS.**

    > *Website or URL* – Input your main website or if you do not have a website you can input your Facebook or Social media address. This is used in the Affiliate approval process. If you don't have either just leave it blank.

    > *Company or Name* – Use the name of the person or company that will receive payment of commissions. This entity or person will be required to enter their social security number or company EIN. If not a US citizen see, instructions below under SSN or EIN.

    > *Street Address, City State / Province /Country* – Enter where indicated.

    > *SSN or EIN –* This is the number that will be used when issuing 1099 at year-end. If you are not a US citizen you will not be sent a 1099 but will be responsible for reporting your income according to your countries tax laws. Non-US citizens simply enter 123456789.

    > *TERMS & CONDITIONS –* *Read your contract and* ***Check the box.***

    > ***SPAM WARNING POPUP –*** *Please take note* ***NOT*** *to send out any type of SPAM –* <u>*bulk email lists*</u> *etc as it will immediately* <u>*shut down and terminated your account.*</u> *Click* *ACCEPT & SIGNUP.*

4. Success Screen Appears & an Email is sent to you confirming the receipt of your application and telling you to wait for an approval email which will follow shortly.

    You will receive the following emails:

    ### Xpmedia.com Subscription

    1. **A Welcome to XPmedia.com** email containing a link for you to confirm your email address if you are a new xpmedia.com subscriber.
    2. **Account Confirmed Email** with a link to your *xpmedia.com* account if you are a new subscriber.

    ### xpGOteam Affiliate Program

    3. **XPGOTEAM CONFIRMATION NOTICE**– Confirms receipt of application and explains next steps. The approval process can take between 5 minutes and 48 hours.

        Note: as you are waiting for your approval, sign up for a PayPal account if you do not have one yet. This is how you will be paid your commissions. It is Free-Fast-Easy!

    4. **Approval** email with Username, Password & Link to access your **AFFILIATE** account. ***Please note you will have TWO usernames & passwords: 1 for your xpmedia.com site user account and 1 for your xpGOteam affiliate account. These are not the same.***

5. Click link in the xpGOteam APPROVAL email to be directed to the sign-in portal for your xpGOteam affiliate account. Input the username and password listed in the Approval email. Keep this email for future reference to your sign-in credentials.

INSIDE YOUR AFFILIATE ACCOUNT

AFFILIATE LINK *(the tracking code that credits visits and subscribers to your account)* is posted at the top of the HOME link under the upper banner. Your affiliate number is displayed at the end of the link as seen in the following example: /?affid=YOUR NUMBER or (ie the example below /?affid=8002. NOTE: Your number is **NOT** 8002 this is only an example. Your number is on your Account Home page in the same place as the example below.

STEP ONE – PERSONALIZE YOUR ACCOUNT

1. Welcome to your XPGOTEAM AFFILATE PROGRAM. The link on the blue bar at the top of the page revelas your xpgoteam affiliate ID – the last program code following the ".com" (/?affid=_ _ _ _). You can always find it at the top of the affiliate home page but you will soon memorize it. This link will be used in emails, blogs, social media sites, and websites to direct people to the xpmedia.com site. When they arrive your ID is what attributes them to your account if they first visited the site through you. We will share more detail on this later.

2. On the menu bar at the top of the page you will find **MY PROFILE.** Click on that.

3. Under **MY PROFILE**, click on **PERSONAL DETAILS** and review your account information. This is where you can change your personal password for the affiliate program. You might want to keep it the same as the one you enter XPmedia.com with to make it simple. When you complete this review, **SAVE** and then click **MY PROFILE**. Put your password in a place where you can find it if you need it.

4. Click now on **PAYMENT DETAILS**. At this time we only accept PayPal as a method of payment. It is Fast, Easy, and Free. To sign up, open a new window on your computer and go to: www.paypal.com. When you have your PayPal account return to PAYMENT DETAILS and simply insert your PayPal account email into the space provided. You can choose your pay point (your PAYPOINT is the amount you must reach before the system will issue you a payment. You can choose between $50 and $500 as your paypoint) and PayPal will credit to your account your income earned in that month, on the first of every month, once your paypoint is reached. When you are finished, **SAVE** and then click **MY PROFILE**.

5. Click now on **EMAIL NOTIFICATIONS** and select your options. Emails will be sent to you to fulfill each selection you make. When you are finished, **SAVE**.

6. On the menu bar, you will see **REPORTS.** You can review this section and discover the great reporting the program will give you. You can check your report updates any time you wish.

QUICK START PROMOTION OPTIONS:

#1 EMAIL DIRECT

From your personal email account send the xpmedia.com w/ your affiliate ID link to a friend.

1. On your Affiliate HOME page, place your cursor right in front of your AFFILIATE code linked to the homepage of xpmedia.com. http://www.xpmedia.com/?affid=XXXX link, highlight the entire link and **copy the link.** (note: When you come into the site in the future, make sure you sign into your account – normally you will be signed in automatically unless you are using another computer)

2. Go to your email account to compose a new email. **Paste the link** into the email. Write a note and send it to a friend recommending they **CLICK ON THIS LINK** to visit the site. They must click on the link to enter the site under your Affiliate ID, if they go directly it will not credit to your account upon a sale nor will it drop a cookie for future signup.

3. When your friend clicks on the site a cookie is immediately dropped on their computer with your Affiliate ID linked to their identity. So if they signup during their first visit, you are credited with the subscription. If they don't sign up and return within **30**

days they will still carry your Affiliate ID. ***The cookie expires after 30 days.*** However if a user deletes their cookies from their computer, the referral ID will also be deleted.

#2 SHARE

Share a video/audio or article via the SHARE button on the xpmedia.com PLAYER PAGE or ARTICLE VIEW page.
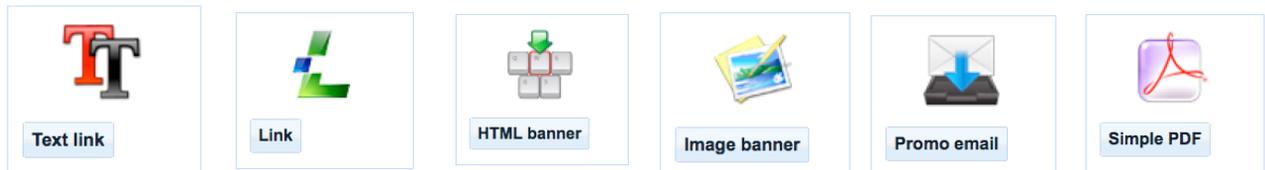
EMAIL

1. **LOG IN to xpmedia.com.** *Make sure you are logged into your xpmedia.com account or your Affiliate ID will not be added.*
2. Select a video to play that you would like to forward to a friend.
3. Video will load into the Player.
4. Click **SHARE** – and select **EMAIL**
5. The link to the video you selected is automatically created with your Affiliate ID number attached at the end. To see this, click on the link and using your right arrow key scroll to the end of the link where you'll see your Affiliate ID # at the very end of the link.
6. Scroll down below the link and **Fill in the email addresses** you and personal note and click **SEND**
7. You can do this with AUDIOS & ARTICLES too.

FACEBOOK / TWITTER / GOOGLE PLUS

1. **LOG IN** to xpmedia.com. **Make sure you are logged into your xpmedia.com account.**
2. **Select** a video/audio/article to post on your social media site.
3. Video will load into the Player.
4. Click **SHARE** – and select **FACEBOOK or TWITTER or GOOGLE PLUS**
5. The link to the video you selected is automatically created with your Affiliate ID number attached at the end and sent to the social media site.
6. If you are not logged into your social media site you will be prompted to do so.
7. Link will then post to your social media site where you will be prompted to Confirm Post. **Confirm**. Link is posted along with a thumbnail picture.
8. **Test.** Click on the link inside your social media page. When you are redirected to xpmedia.com look at the URL's address. You will see your Affiliate ID at the end of the redirect address in the URL.

ADVANCED PROMOTION OPTIONS:

These options are also available to you as an xpGOteam Affiliate. We are in the process of creating video tutorials for easy step by step instruction on these options as well. Found at HOME/PROMOTIONS/BANNERS & LINKS

| Text link | Link | HTML banner | Image banner | Promo email | Simple PDF |

CHOOSE YOUR CAMPAIGNS

A "Campaign" is a focus of target for you to consider. You can choose one or all of the options below. Each one has a different reach.

1. On the home page menu, click **PROMOTIONS** and then click on CAMPAIGNS. You should see three (4) campaigns listed.

    1) *XPGOTEAM AFFILIATE PROGRAM* - to promote xpGOteam

    2) *XPSUBSCRIPTIONS* to promote Subscription Sales

    3) *DRIVE TO SITE* to promote Subscription Sales

    4) *EMAIL SIGNATURES* to promote Subscription Sales & xpGO team

    All campaigns are active and ready for you to use. Additional campaigns, banners and links will be added on a continual basis.

2. The **XPGOTEAM AFFILIATE PROGRAM** is your campaign for more xpgoteam members. All your banners and graphics available in this campaign will make appeals for xpgoteam sign up. Note: there is no commission for xpgoteam sign ups but there is for those they subscribe.

3. The **XPSUBSCRIPTIONS** is your campaign to refer your friends to the XPMedia subscriptions. The banners and graphics available in this campaign will advertise subscription options that will lead them to the subscription page sign up on the site.

4. The **DRIVE TO SITE** campaign contains links, graphics, and banners that will drive your friends to view videos or information on XPmedia.com. This is very beneficial because as soon as they enter the site, your ID is attached if you were the first one to lead them to XPmedia. After they watch a video they will be offered an opportunity to subscribe. This might be your most valuable campaign.

QUESTIONS or PROBLEMS:

Email: affiliatesupport@xpmedia.com