

Manually attaching an affiliate to a client

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You can set the affiliate ID by looking up the client.

From the left navigation menu, click Manage > Clients, then look up the client.

Click to edit the client, then on the Edit Client page, add the affiliate ID you want to attach to that client in the Affiliate ID field, and save.

This will allow you to track that client for remaining installments, recurring upsells and future payments.

Additional keywords: manual, tracking, back end, affiliate tracking