



Welcome to the VirBELA Sales Affiliate Program **Registration Guide!**

We are very excited to have you join the VirBELA team!

As a Sales Affiliate your primary objective will be to advocate for VirBELA and sell virtual space to new customers. You will receive commission on any Team Suite sales that you make, as well as any Private Campus sales that you help facilitate.

Sales are tracked through an Affiliate **Referral Link**. Once your customer clicks on your Referral Link they will be able to make their VirBELA purchase, and your commissions will automatically be paid out in 60 days. You have the ability to offer their first month free by providing the **Special Offer Promo Code**. Your customer must enter that code at time of purchase.

If your customer is a non-profit, you will be able to provide a coupon code for them to receive a 50% discount for 3 months. Proof of non-profit will be asked after their purchase. *See step 11.

To get started selling VirBELA and generate your Referral Link, you will need to follow the steps below:

1. Complete the [Eligibility Form](#) (Password: [VirtualWorkspace](#)).

*If you are eligible, you will receive a follow-up email within 1-2 business days confirming your eligibility.

2. Join the [VirBELA Sales Affiliate Program Workplace Group](#).
3. [Download VirBELA's Open Campus](#) & create your avatar
4. Attend one of the weekly Affiliate Training Classes on Thursdays at 11AM PST in the Open Campus Auditorium, or view one of the recorded sessions posted in your Affiliate WorkPlace Group.
5. Attend one of the daily VirBELA Open Campus group tours at 9AM, 11AM, or 1PM PST. Please note, this tour is not affiliate specific.

6. Review the pitch deck, FAQ, and other materials at virbela.com/salesaffiliates. Team Suite pricing can be found at <https://www.virbela.com/teamsuite-plans>.
7. Complete the VirBELA Affiliates form and agree to the Sales Affiliate Contract & Code of Conduct here: <https://affiliates.virbela.com/>
**Note: This does not complete your registration as a Sales Affiliate.*
8. To consider your application, please tell us briefly how you plan to promote our product then hit "Send". Within 24 hours the Affiliate Program Lead will contact you regarding if your application is accepted or declined.

***Once you receive an email that your application is accepted, please follow the remaining steps...**

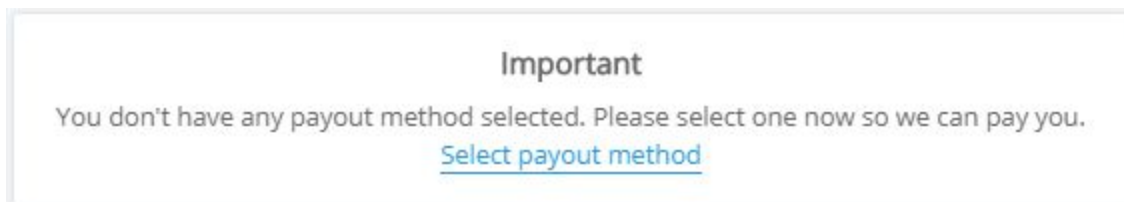
9. Go to <https://affiliates.virbela.com/> and "**Log in here**" on the bottom of the page
10. Update your profile under your name:



The screenshot shows a user profile dashboard with the following elements:

- Profile picture placeholder (a blue silhouette of a person's head and shoulders).
- Name: "First Last" with a link "[Edit profile](#)" below it.
- Statistics section with four items:
 - SIGNUPS: 0
 - CLICKS: 0
 - CUSTOMERS: 0
 - AWAITING PAYOUT: 0

11. Add your payment method for your commission payouts:



The notification box contains the following text:

Important
You don't have any payout method selected. Please select one now so we can pay you.
[Select payout method](#)

12. Upload your W9 (or W-8BEN for International Sales Affiliates):

Please upload W-9 or W-8BEN form

Please fill out and upload the [W-9 tax form](#) (for US citizens) or the [W-8BEN tax form](#) (for non-US citizens)

Select W-9 form

Select W-8BEN form

13. To provide your customer with your Affiliate Link, scroll to the bottom of the page, and copy your link. You have the ability to customize your link as well.

If you would like to offer your customer their first month free, please provide them with the Special Offer Promo Code. They must enter that code at time of purchase.

To provide your non-profit customer with a 50% discount for 3 months, simply copy the Special Offer Promo Code: **nonprofit50**. They must provide their non-profit paperwork to be eligible.

To provide your educational customer with a 50% discount for 3 months, simply copy the Special Offer Promo Code: **educate5**. They must provide their EDU paperwork to be eligible.

Share on social media

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Share this referral link to your friends and followers ([customize link](#))

Links ▾

https://www.virbela.com /test123virbela

Copy

Click the "Links" button above to view all available referral links. You can also create your own links with sub-ids.

Your special offer Promo Code

testpromocode

Copy

For questions or concerns, please contact: **affiliates@virbela.com**