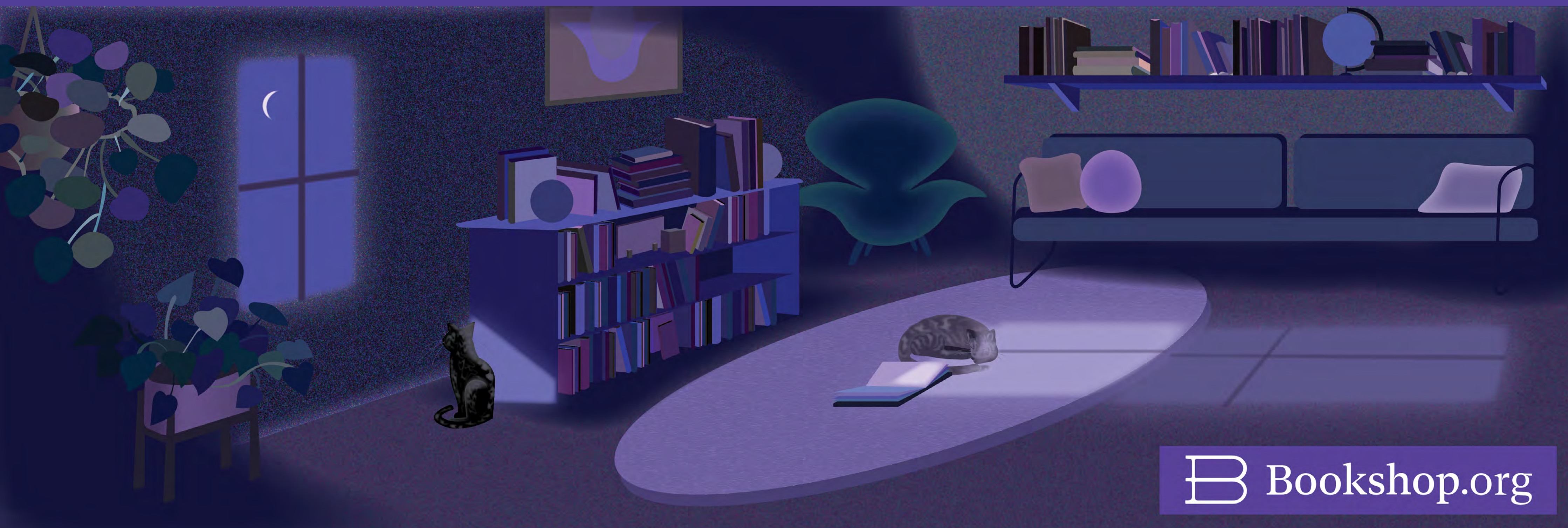


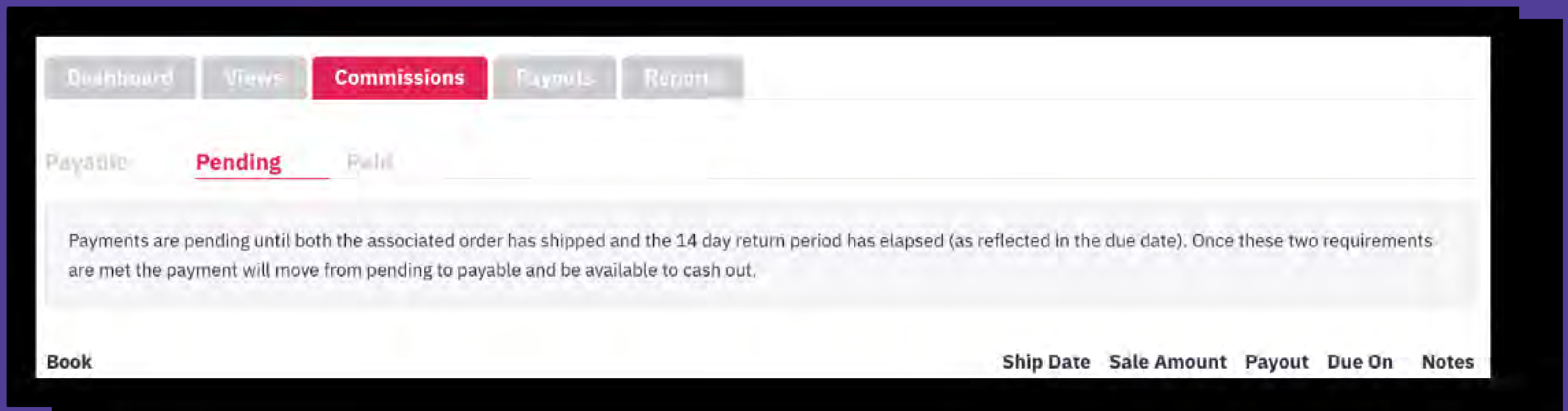
Track your Affiliate Sales



 Bookshop.org

To ensure you receive your rightful affiliate revenue, please remember to sign up for Stripe Connect (which is 100% free!).

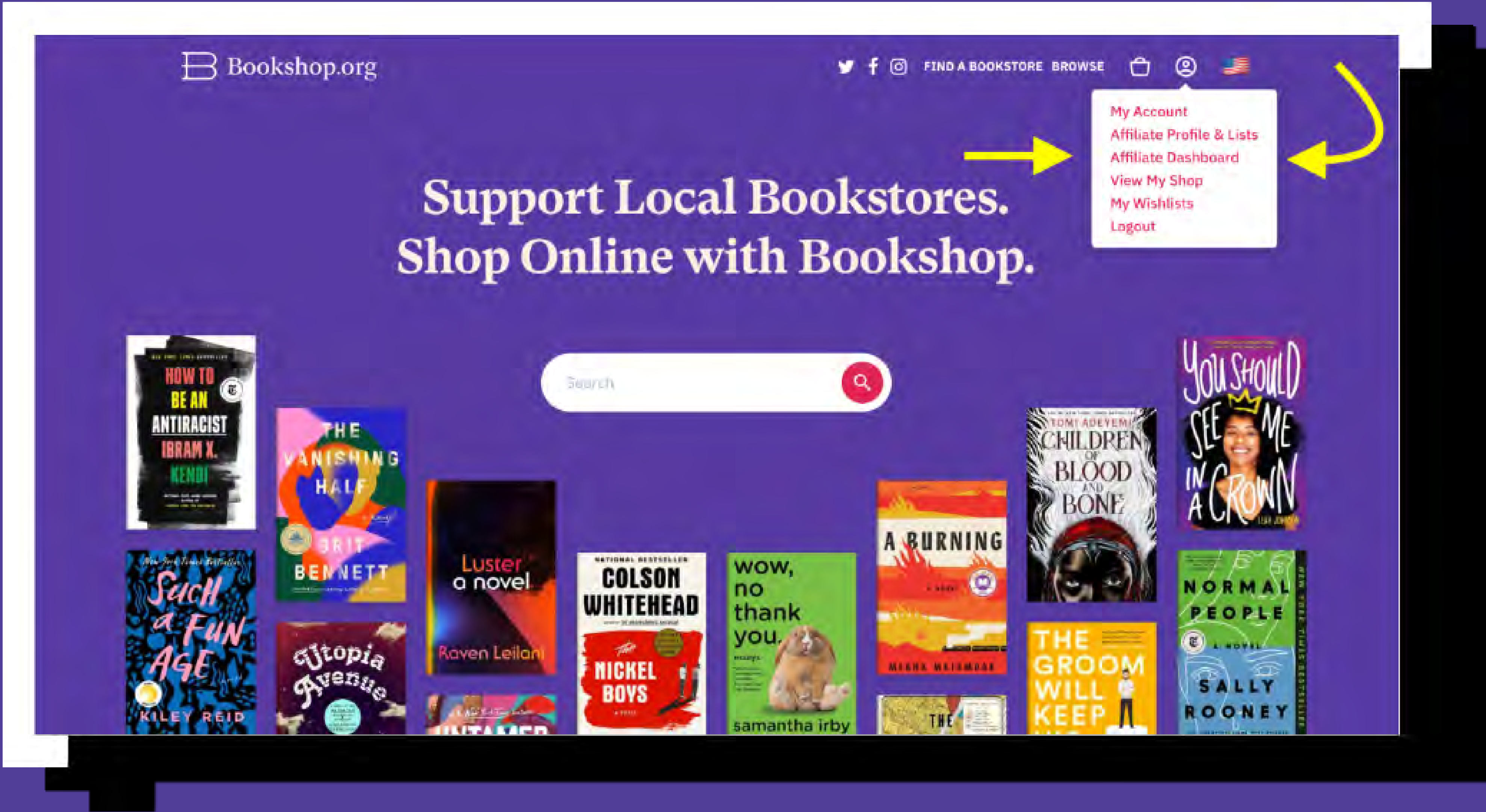
Track your Affiliate Sales



To track your sales for recent orders, please use your **Affiliate Dashboard**. There, your rightfully earned commissions will appear in the "**Pending**" tab. Your funds will then transfer to "**Payable**" about **14 days after the sale has been placed**, ensuring the return window has closed for the customer.

Once the return window has closed and your funds have transferred to "Payable", you'll be able to **withdraw your funds through Stripe Connect anytime your balance is \$20+**. After your funds are secured in your bank account, sales will be logged in the "**Paid**" tab.

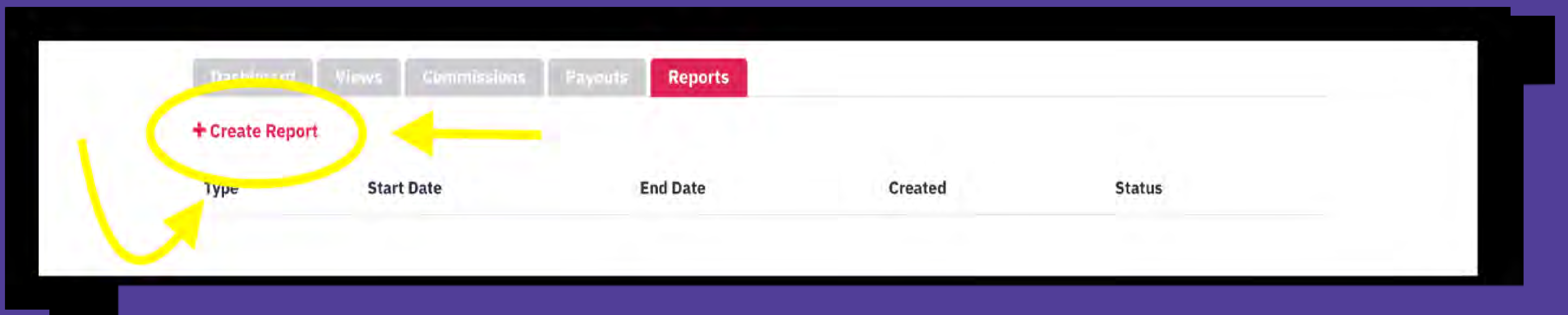
How to Create a Commission Report



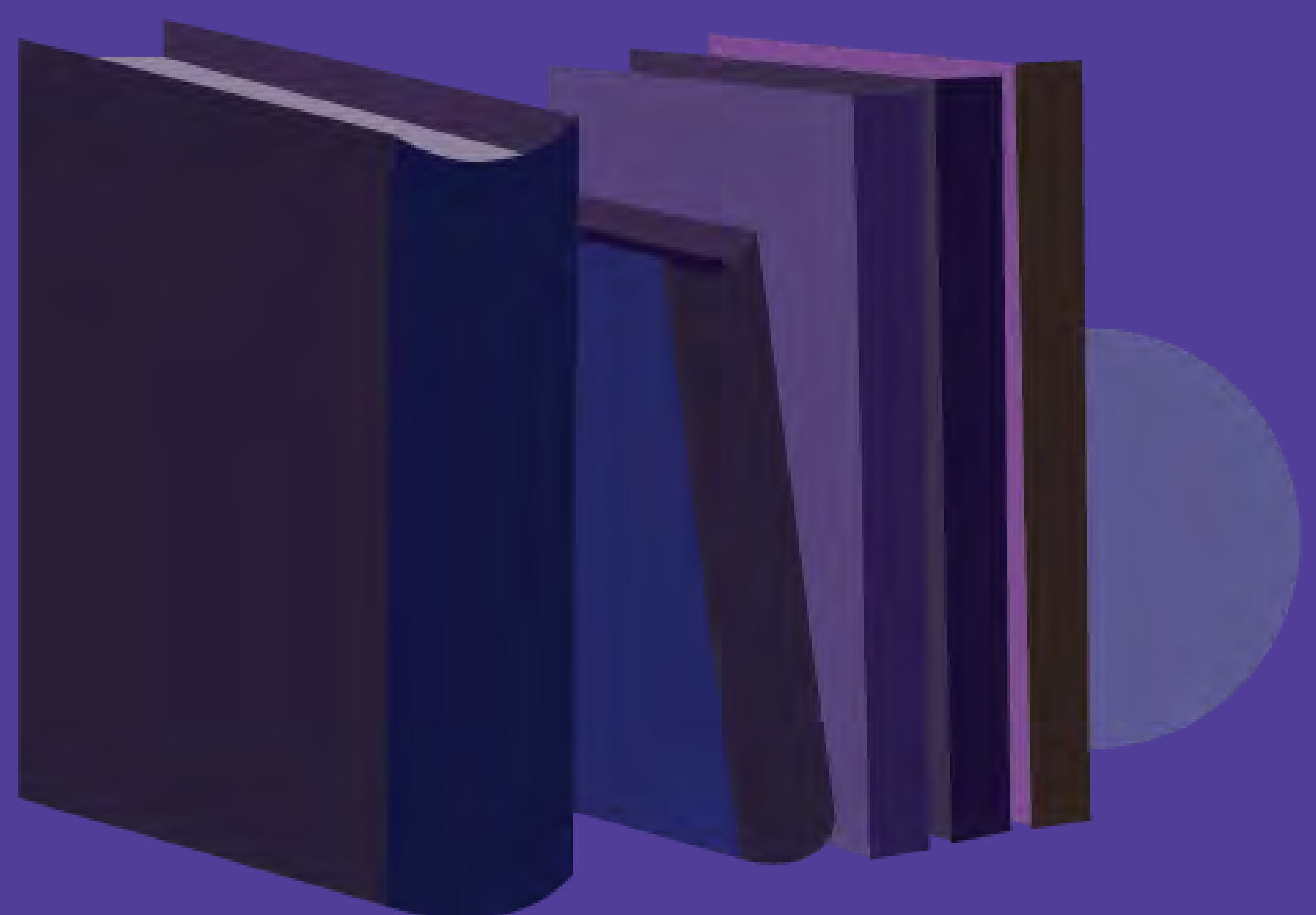
Step 1: Visit your "**Affiliate Dashboard**" in the top right corner of your browser.



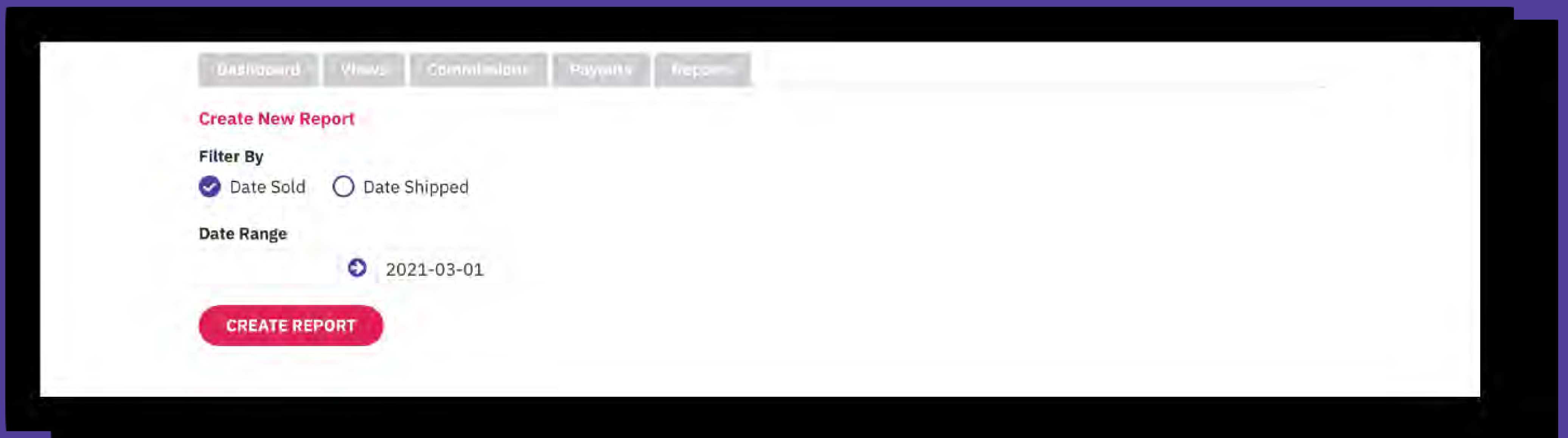
How to Create a Commission Report



Step 2: Toggle your dashboard tabs to "**Reports**" and click "**Create Report**".

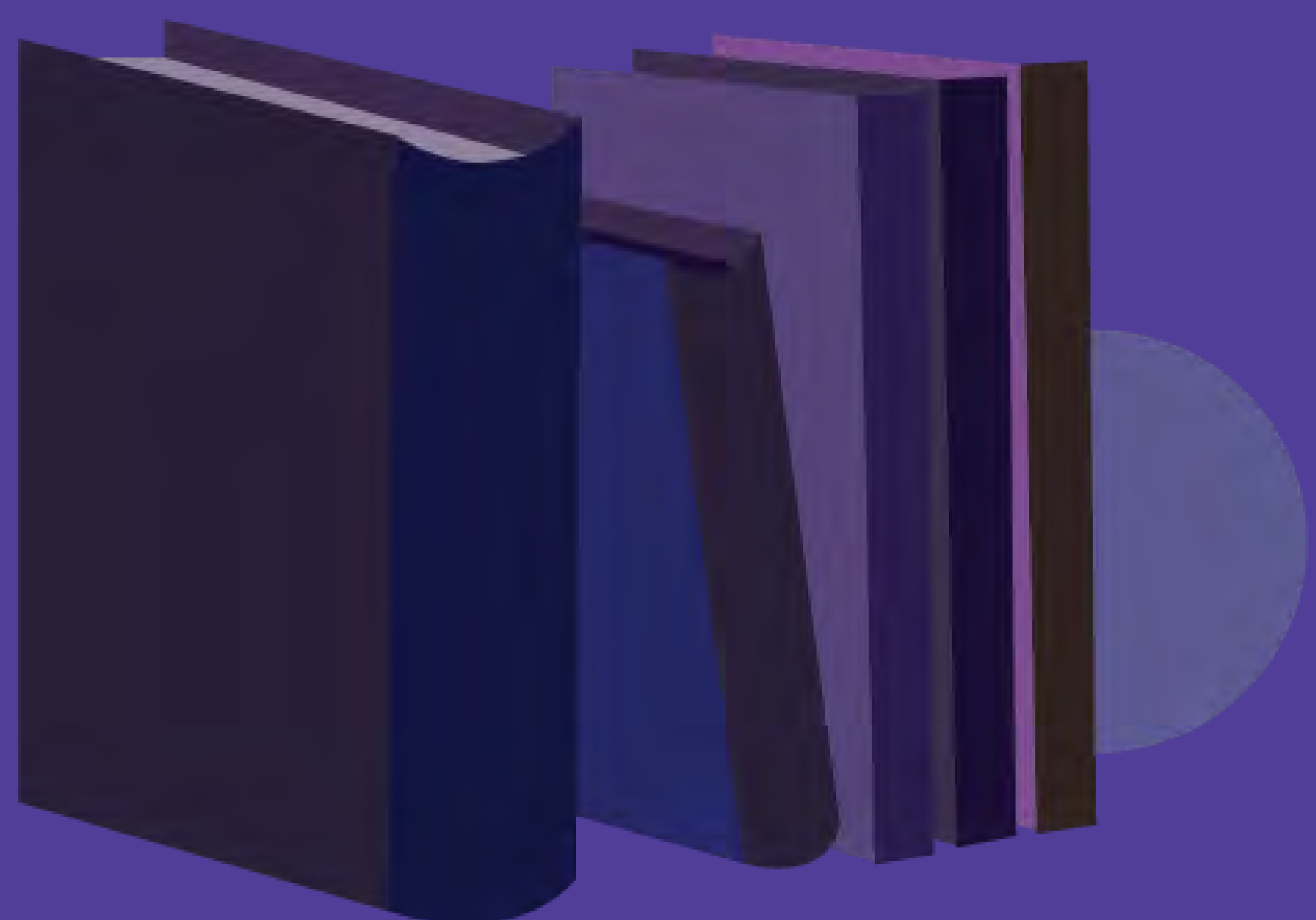


How to Create a Commission Report

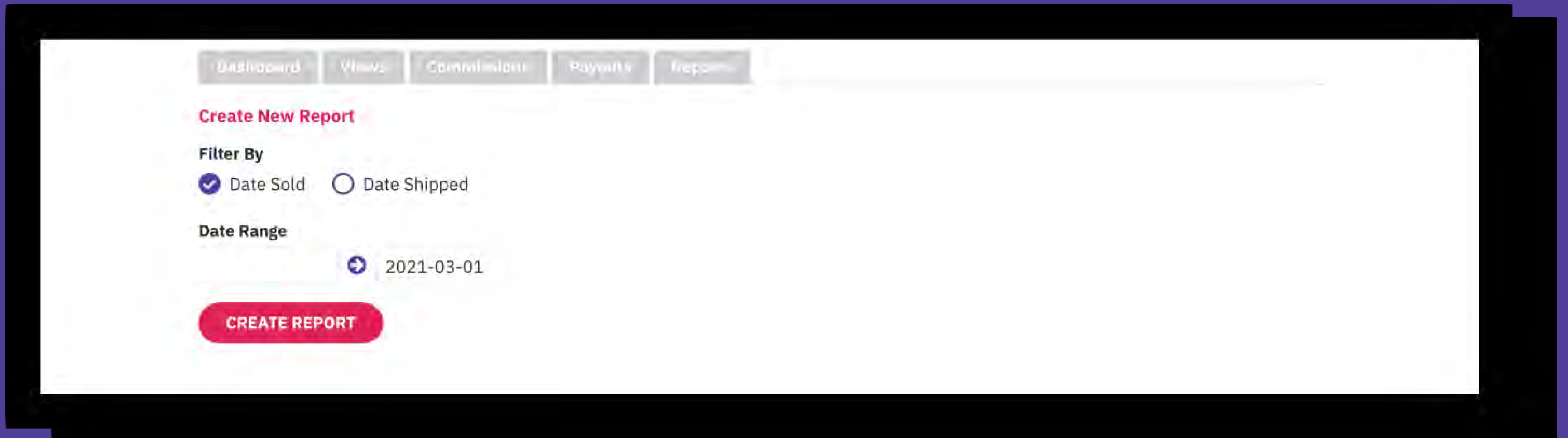


Step 3. Input the **date range** you wish to track and click "**Create Report**"

*NOTE: "Date Sold" means when the customer made the purchase. And "Date Shipped" is when our distributor shipped your customer's order.



How to Create a Commission Report



Step 4: Click "**Create Report**"

Shortly after, you'll receive your commission report at the email address associated with your affiliate account.



Questions?

Please feel free to email us if you need
any further assistance!

For Bookstore Affiliates: sarah.high@bookshop.org

For Media Affiliates: elle.mckenzie@bookshop.org

