



# Onyx Online Education, LLC

Online writing courses for academic & workplace success with certificates of completion.

[View All Classes](#)

## **BECOME AN AFFILIATE. Earn monthly cash!**

*(Individual single enrollment courses only)*

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### **Complete these steps to become an affiliate:**

1. Send an email to the director expressing your interest in becoming an affiliate to [ashan@onyxedonline.com](mailto:ashan@onyxedonline.com). You can also fill out and email the **PDF affiliate payment form**.
2. **Include the following information in your email:**
  - o your first and last name
  - o your PayPal email address
  - o titles of the courses you want to promote--(5 maximum courses)
3. If you have never taken one of our courses on Thinkific, you will **receive an affiliate login ID, password and course links** from the Director to track your commission sales. If you are a current or previous student, you will use your same student login to track your commission sales, and you will also receive affiliate course links from the Director.
4. Share your affiliate links with your networks. Customers must click and enroll in courses through your affiliate link within 30 days of their first visit to the course landing page. The affiliate course link tracks your sales, so this is important.
5. The Director will give you access to your affiliate dashboard through Thinkific to track your commission sales and payments. You will use your account login or student login information to access this dashboard.
6. Receive payment through PayPal on the 15th and 30th of each month. All commission funds are calculated up to the 14th and 29th of each month and sent USD via PayPal. **Remember, Thinkific and PayPal take transaction fees, which will reduce the amount of your payout.**

## Getting set up as an affiliate:

Please read this support article posted by our vendor to further understand how the affiliate enrollment and payment process works:

### An Introduction to the Affiliate Menu (For Affiliates)

<https://support.thinkific.com/hc/en-us/articles/360030369454>

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## Affiliate Terms & Conditions

1. **We only accept affiliates that live within the United States and Canada.**
  2. Affiliates operating within the United States and its territories or Canada must have a **PayPal account to receive commission payments**. We do not use any other payment vendors. No cash. No checks. You must make sure that you give us the correct PayPal email address account information. We are not responsible for lost payments due to incorrect information.
  3. **Payouts will be sent via PayPal on the 15th and 30th of each month for the previous weeks' sales. (See the payment schedule in this affiliate packet.)** Remember, it is your responsibility to provide us with all of the correct information to send your payment. You may not be able to recover money sent to an account you mistakenly designate.
  4. **You will be required to fill out and submit a payment information form to the director before payouts are sent.** Please make sure that you submit the correct information. This information will be kept on file as long as you are an active, paid affiliate. If you terminate your affiliate relationship with us, your payment information will be discarded and shredded.
  5. **You receive 30% commission for each course sale initiated through your assigned affiliate course link.** However, your final payout will account for credit card/bank/ international and PayPal transaction fees that are subtracted from the total amount of the course sale. So, instead of a straight \$19.40 off of a \$97 course sale, you might receive \$18.35. Likewise, if your total commission amounts to \$350.00, all applicable transaction fees will be deducted, so that your total payout might be \$331.40. All funds are calculated and sent USD.
  6. **According to current IRS rules, we are not obligated to issue 1099s. Therefore, we will not issue 1099s at this time. However, we will abide by any future 1099 rule changes.**
  7. If you no longer wish to act as an affiliate, send an email to the Director. Your affiliate dashboard will be closed immediately upon receipt of your email. You will receive any outstanding commission payments as scheduled on the 15th and 30th of the following month.
  8. The Director/instructor of *Onyx Online Education, LLC* reserves the right to close this affiliate program at any time without notice. The Director/instructor of *Onyx Online Education, LLC* also reserves the right to terminate individual affiliates at any time without cause. In either case, any remaining commissions will be paid on the 15th and 30th of the following month as scheduled.
  9. By requesting to become an affiliate for [Onyx Online Education, LLC](#) courses, you agree to these terms and conditions of service and the procedures for enrollment and payment as outlined above.
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# AFFILIATE MARKETING SUPPORT

At your request, we provide you with the following digital marketing tools to help you increase course sales.

## WEBSITE SALES WIDGETS (HTML CODE)

### Sales Widget details

Configure your sales widget here and then copy/paste the Sales Widget code on your existing website or blog.

Course or bundle

Start Writing Your Memoir ▾

Affiliate (optional)

No affiliate selected ▾

Widget style

Product Image, price and button

Button only

Card background

▾



## DISCOUNT COUPON CODES

Choose the discount percentage amount to offer your audience. We will send you a personalized coupon code. Remember, discounts reduce your commission payout. For example, your commission rate is 30%. If you offer a 10% discount code, your commission for that sale will be 20%.

| Coupons              |          |          |           |         |          |              | <a href="#">+ NEW COUPON</a>          |                                      |
|----------------------|----------|----------|-----------|---------|----------|--------------|---------------------------------------|--------------------------------------|
| <input type="text"/> |          |          |           |         |          |              | <input type="button" value="SEARCH"/> | <input type="button" value="CLEAR"/> |
| Name                 | Codes    | Quantity | Remaining | Expires | Discount | For          |                                       |                                      |
| URBAN50              | urban50  | 25       | 11        | Never   | 50%      | All Products |                                       |                                      |
| ONYXED50             | onyxed50 | 25       | 19        | Never   | 50%      | All Products |                                       |                                      |



# Affiliate Payment Information

Onyx Online Education, LLC  
[www.onyxedonline.com](http://www.onyxedonline.com)

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**Directions:** Please attach and email this form to [ashan@onyxedonline.com](mailto:ashan@onyxedonline.com).  
Make sure all of your information is correct since this will be used to send your monthly payment through PayPal.

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I have read and thoroughly understood the terms and conditions of my participation in the affiliate course sales program.

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

PayPal email address: \_\_\_\_\_

U.S. Affiliate: \_\_\_\_\_  Canada Affiliate: \_\_\_\_\_

What state or province/territory do you live in now? \_\_\_\_\_

**Course Titles You Want to Promote:**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
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**\*\*\*Marketing Tools Request\*\*\***

Website Sales Widgets:  yes  no

Discount Coupon Code %: \_\_\_\_\_  none

# ONYX ONLINE EDUCATION AFFILIATE PAYOUT CALENDAR



[www.onyxedonline.com](http://www.onyxedonline.com)

## 2022-2023 Affiliate Payment Schedule

| Course Sales Month | Payment Dates           |
|--------------------|-------------------------|
| January 1-31       | February 15th and 30th  |
| February 1-28      | March 15th and 30th     |
| March 1-31         | April 15th and 30th     |
| April 1-30         | May 15th and 30th       |
| May 1-31           | June 15th and 30th      |
| June 1-30          | July 15th and 30th      |
| July 1-31          | August 15th and 30th    |
| August 1-31        | September 15th and 30th |
| September 1-30     | October 15th and 30th   |
| October 1-31       | November 15th and 30th  |
| November 1-30      | December 15th and 30th  |
| December 1-31      | January 15th and 30th   |