

ShareASale Merchant Account Overview

Join us as we dive into your ShareASale merchant account. This guide provides a detailed technical overview of the five most important sections within the merchant interface, as well as the important aspects of your account to focus on as you grow your ShareASale affiliate program.

Many areas of your account can be controlled under the [MY ACCOUNT](#) tab. This section controls the basics of your program setup, affiliate communications, and deposit settings.

This section of your account houses all the tools that help attribute value to your affiliate partners, support your recruitment efforts, and generally manage the growth of your program.

You have the ability to set up a variety of creative assets for your program under the [CREATIVES](#) tab.

Review your approved affiliates and manage your partnerships.

Keep a pulse on the success of your account by regularly reviewing the reports available.

Use these buttons to navigate between pages

My Account

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Let's dive into the most important areas of your account.

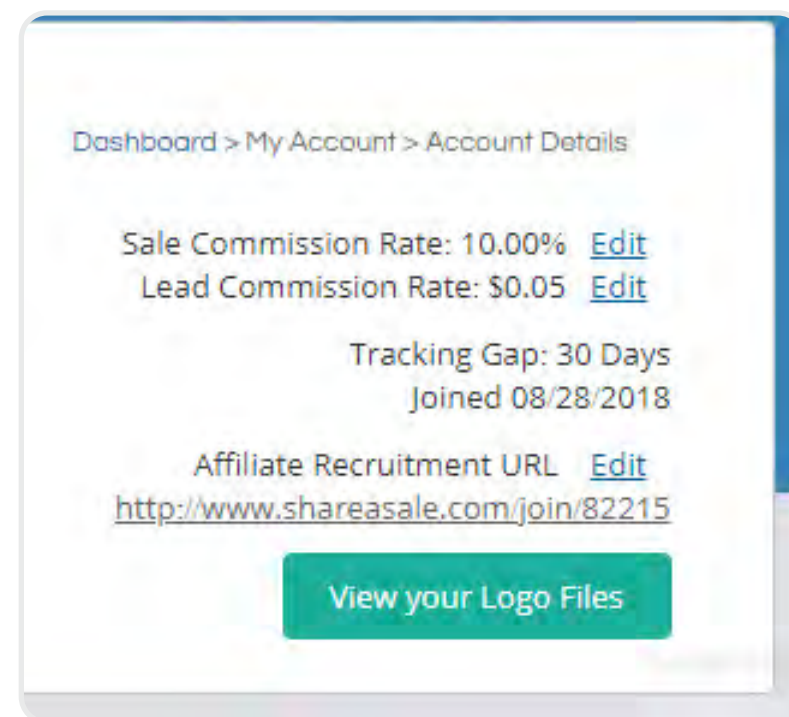
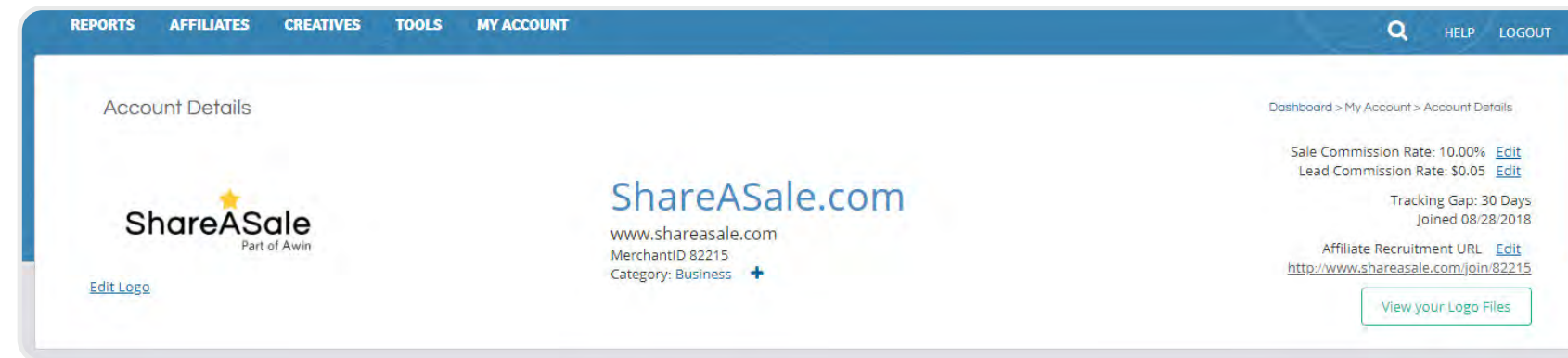
Use this menu to jump to a specific section

Account Details

Click on each heading to be taken to that part of the ShareASale platform

At the top of this page, find the basic details of your account. This includes your:

- Program logo
- Program account name
- Main website
- Merchant ID number
- Merchant category



In the top right corner, view and edit your [default commission rate](#) and [tracking gap](#).

Sale Commission Rate

Rate an affiliate is awarded when a sale transaction tracks through ShareASale

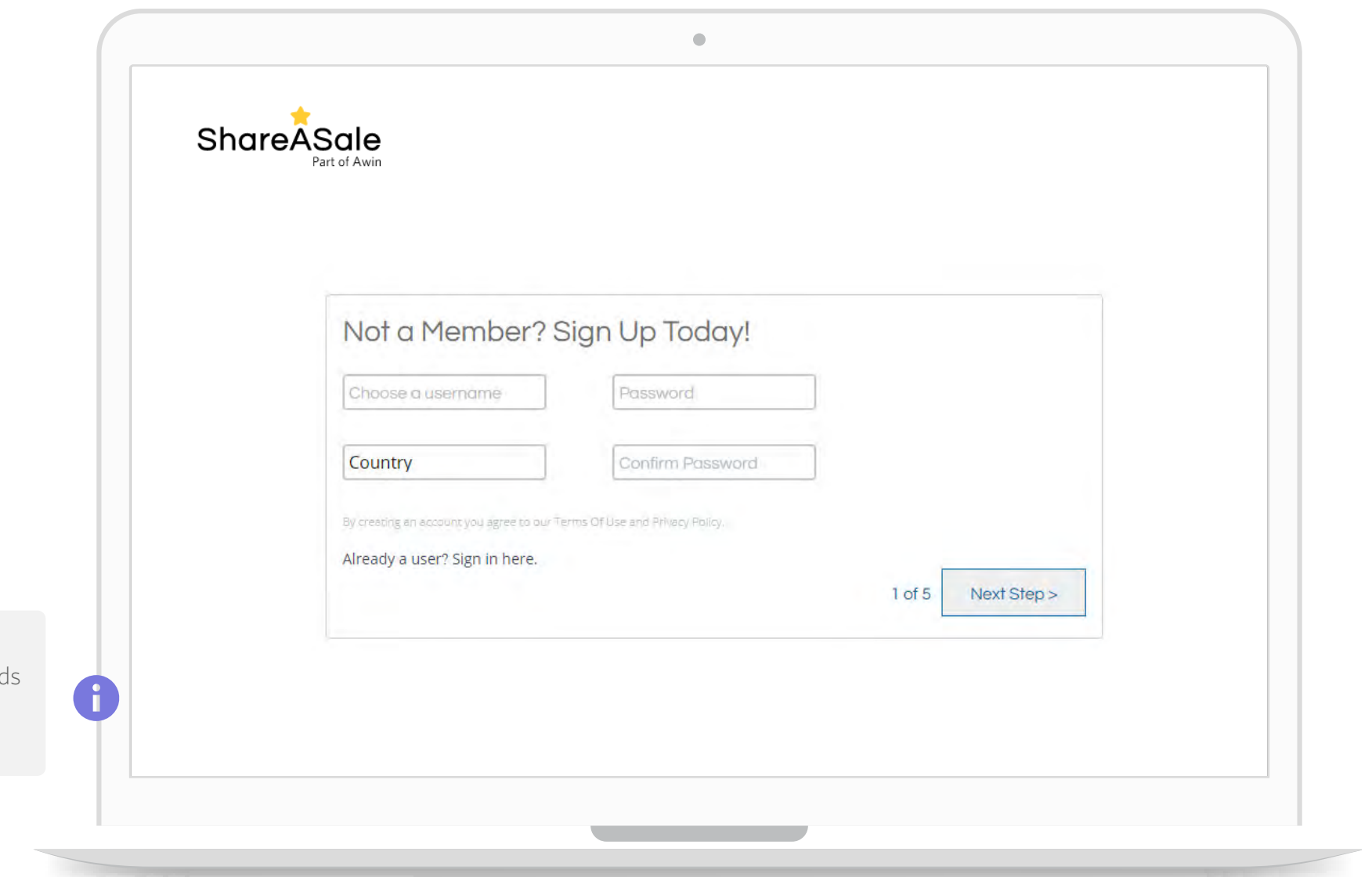
Lead Commission Rate

Rate an affiliate is awarded when a lead transaction tracks through ShareASale

Tracking Gap

Duration of time between a click on an affiliate's link and the conversion on your website

Click any underlined words for more information



The date your merchant program launched on ShareASale is listed in the top right corner, as well as your Affiliate Recruitment URL.

The Affiliate Recruitment URL is a link that can be sent to prospective affiliate partners that you are in direct contact with. This link allows the prospective affiliate to not only quickly join ShareASale if necessary, but more importantly to easily join your merchant program. The content on your recruitment page is pulled directly from your [Program Bio](#) and [Main Logo](#).

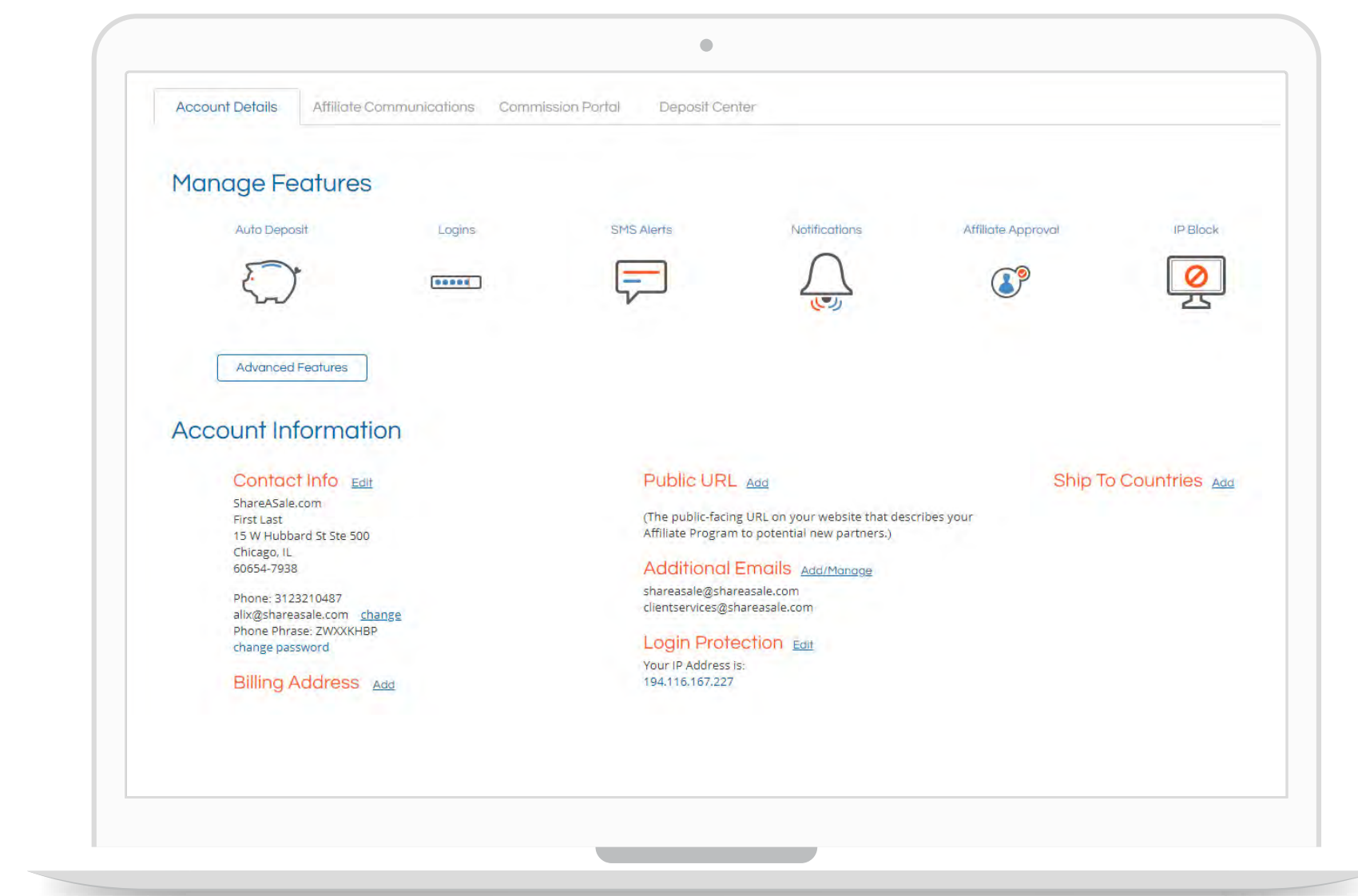
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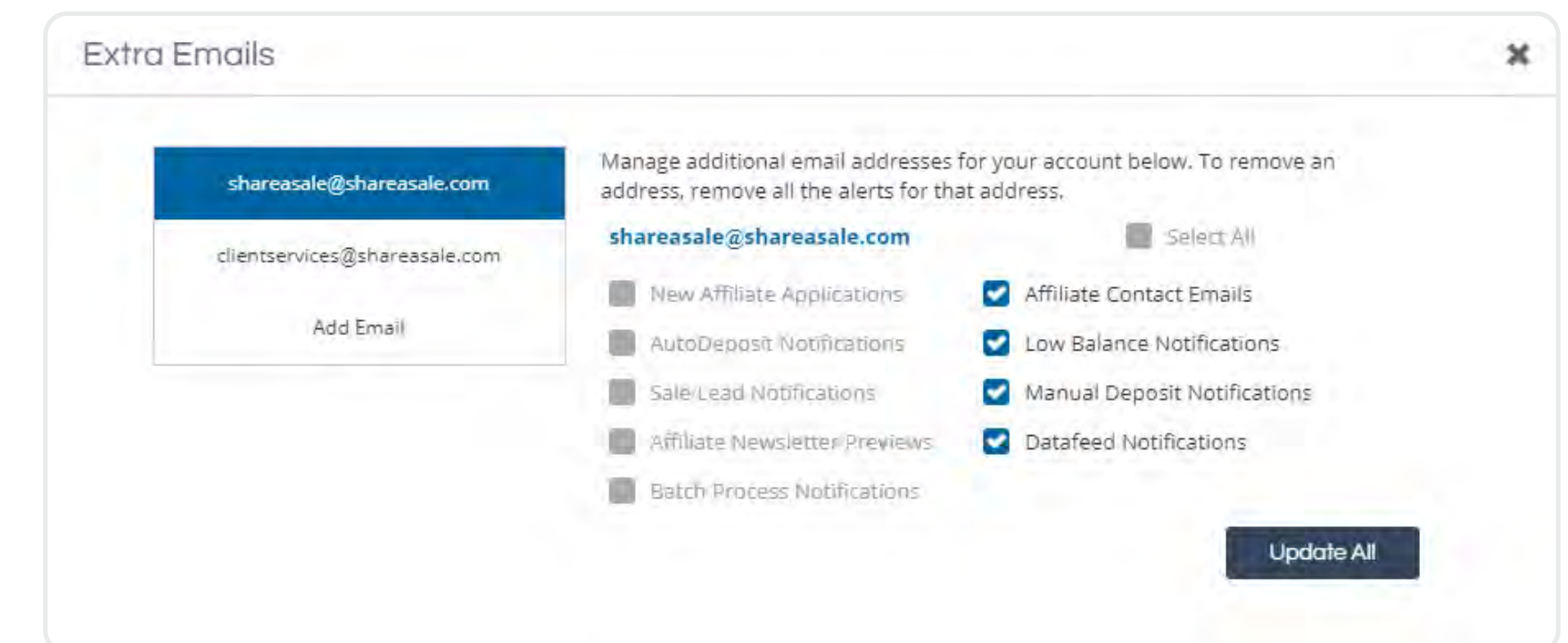
Let's dive into the most important areas of your account.

When you scroll down the page, find where you can manage various features for your account. This includes setting up additional logins, selecting the notifications you would like to receive, and adjusting your auto-approval settings for affiliate applications. When you click on the icon, a pop-up appears and allows you to edit the settings for that specific feature.



Under the Account Information section, update the main contact information for your account add additional email addresses to the account so that each team member receives the appropriate permissions and notifications.

[Additional emails](#) can be added to your account to allow for specific notifications to be sent to other individuals responsible with managing your program. While the primary email address on the account will still automatically receive all notifications and pertinent information related to the account/program, you can manually select the notifications you wish for the additional emails to receive. Email addresses can be removed in this section by removing all selected alerts for that email address.



My Account

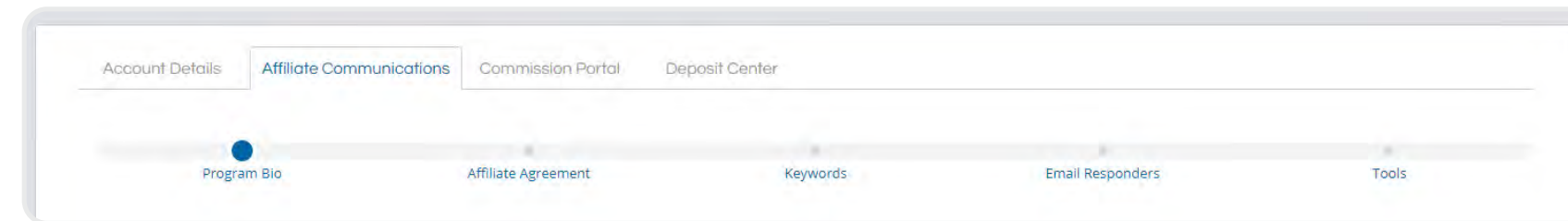
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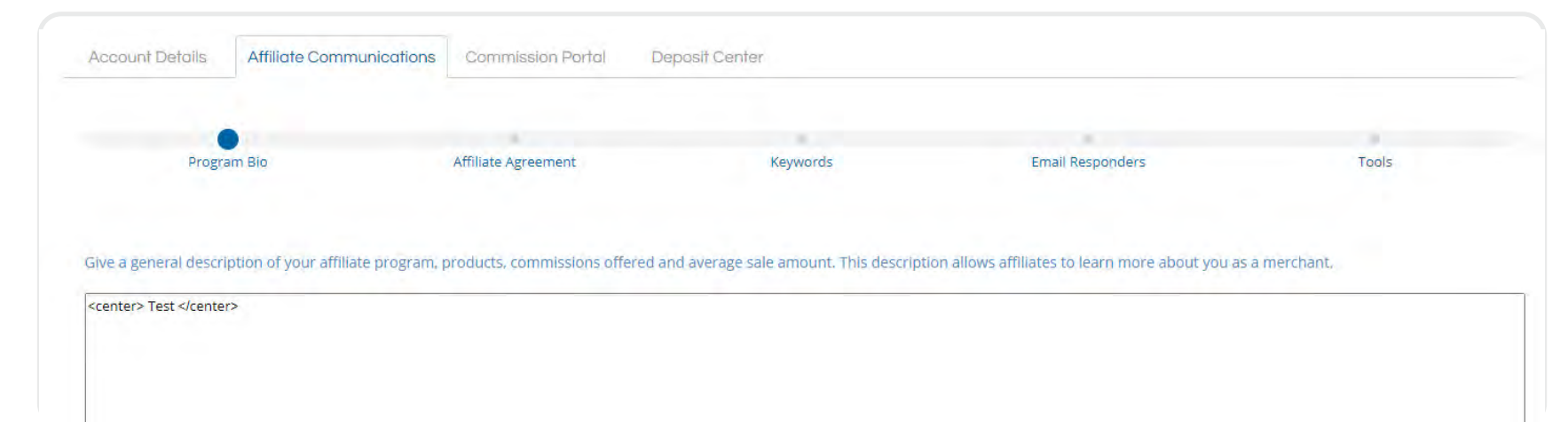
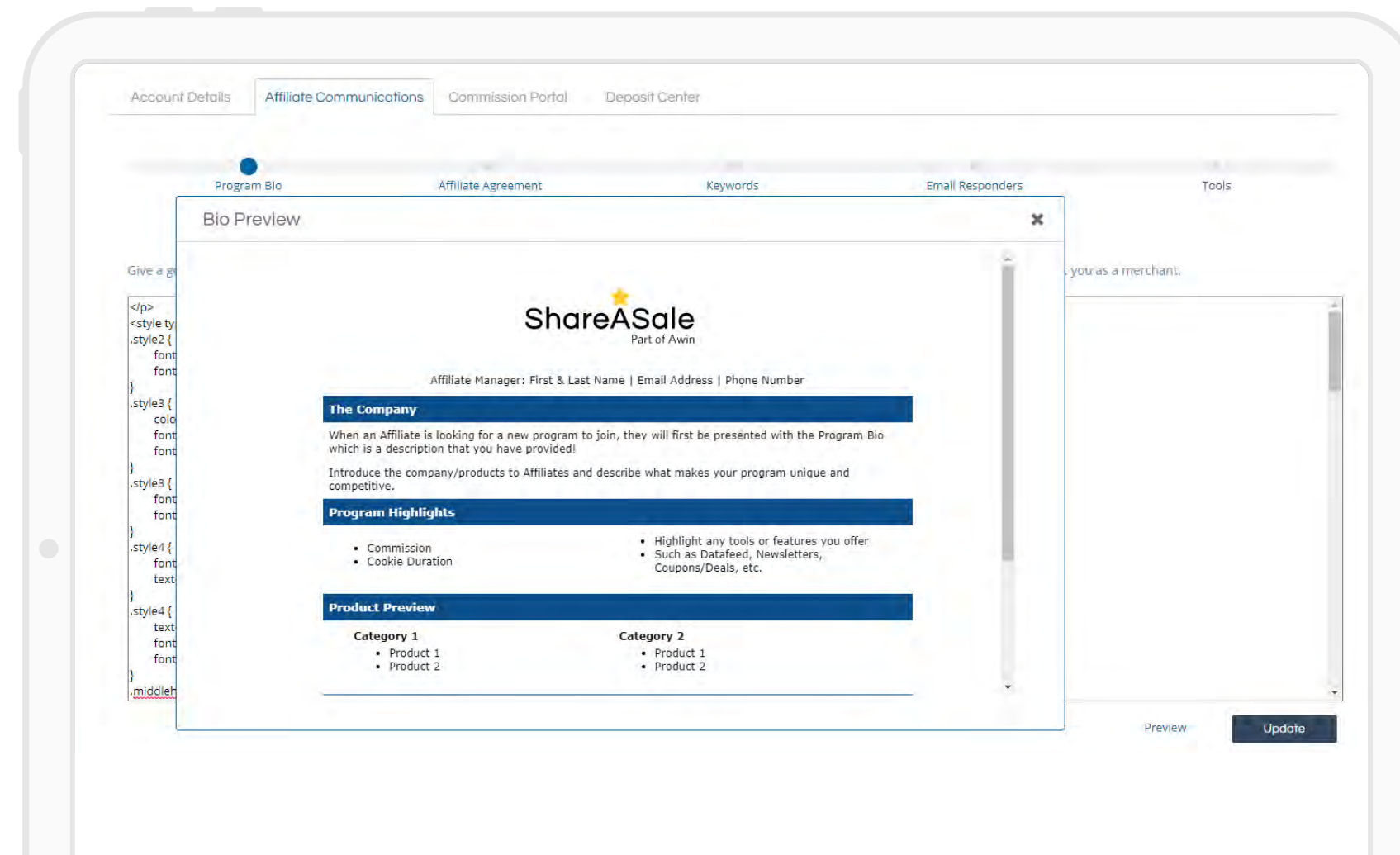
Let's dive into the most important areas of your account.

[Affiliate Communications](#)

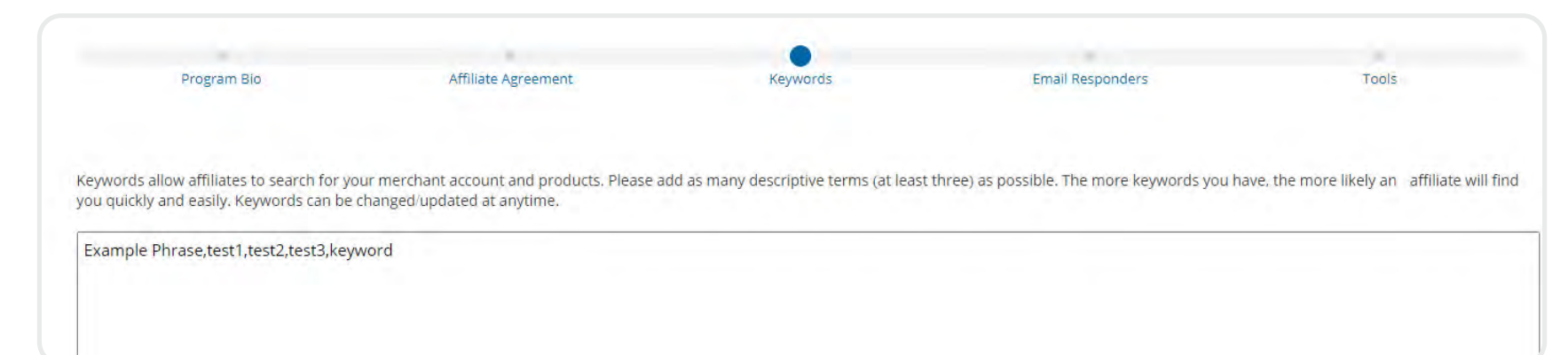
The [Affiliate Communications](#) section allows you to view and manage aspects of your account that are specifically shown to affiliate partners.



Your [Program Bio](#) is the main part of your account that is displayed to prospect affiliates when they are reviewing your program. So, this is a key opportunity to make a great first impression on what your program and brand has to offer. Your Program Bio should include information about your company, your affiliate program, popular products, and contact information so potential affiliates can reach out if they have any questions. For advanced users or anyone with HTML experience, you can further personalize and style your Program Bio by using [HTML code](#).



Your [Affiliate Agreement](#) is your legally binding agreement with your affiliates. Any program restrictions or rules that are enforced need to be added here. Without an agreement in place, your program technically and legally speaking has no restrictions. We highly recommend speaking with your legal team to set up your Affiliate Agreement because our team cannot assist in the creation of your agreement, however, a few common topics to include are trademark regulations, grounds of termination, PPC (Pay Per Click) bidding rules, and coupons and deals policies.



[Search Keywords](#) are used by affiliates to find new Merchant programs, so be sure to fill out this section with keyword or terms that relate to your program or products. You can add up to 255 characters worth of keywords, terms, and phrases. The more keywords you include for your program, the more visibility and exposure your program will receive. We recommend leaving out the spaces in between your keywords and commas to allow for even more keywords to be added.

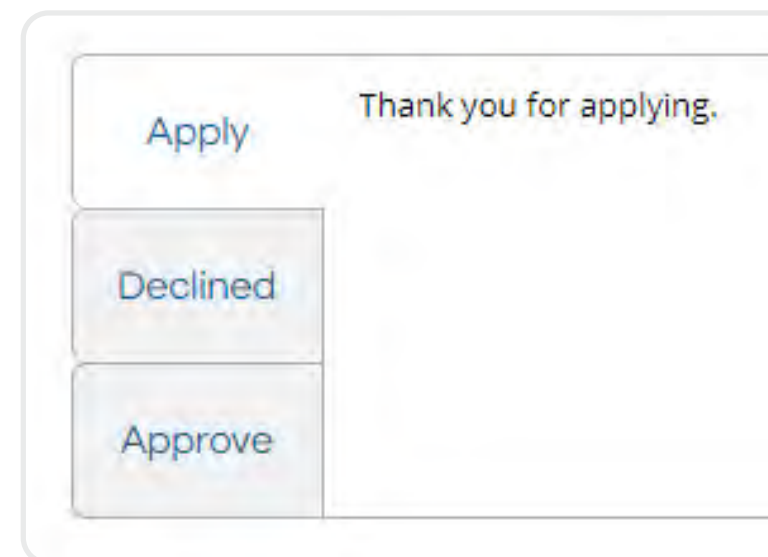
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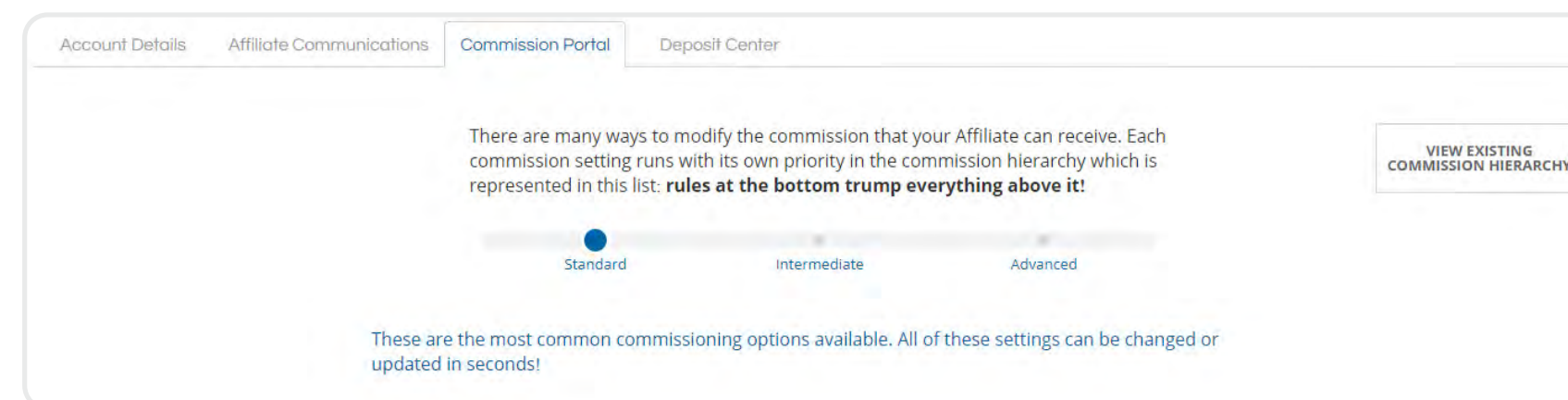
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[Email Responders](#) are automated emails that are sent to prospect affiliates throughout the application process. Affiliates can receive your automated email responders when they apply for your program, and when they are approved or declined. Email Responders are your first point of contact to new affiliates, so your approval email should include usable links to tools and sales data such as best sellers, demographics, etc.



Commission Portal

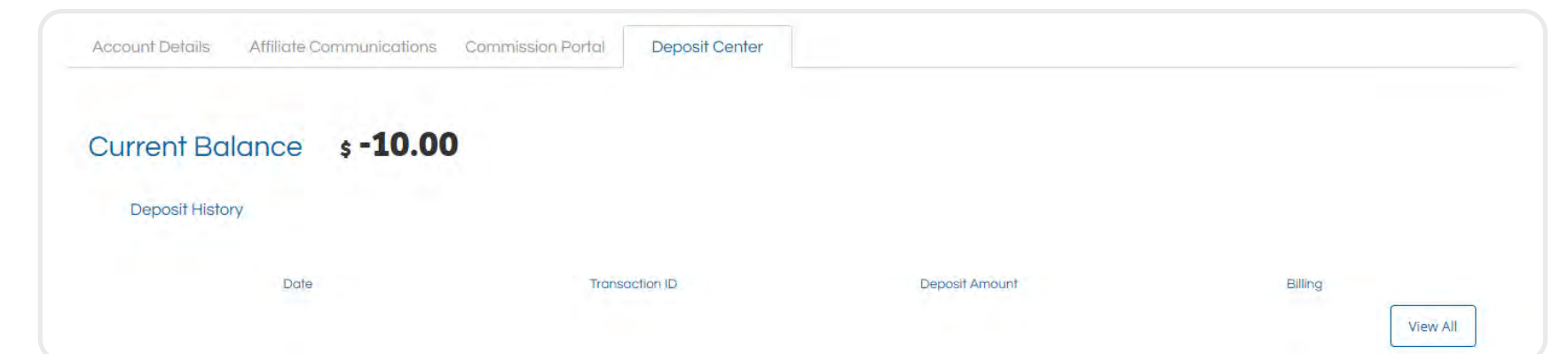
The [Commission Portal](#) houses the [Commission Hierarchy](#) and outlines how you can modify the commission that your affiliates are eligible to receive.



Each commission setting runs with its own priority in the Commission Hierarchy. The most important aspect of the Commission Hierarchy is that each commission setting overrides all the commission settings above it. The 'standard' view outlines the most common commission settings; however, you can expand the list within your account to review the full Commission Hierarchy. Feel free to [reach out](#) to our team if you have any specific questions related to the Commission Hierarchy.

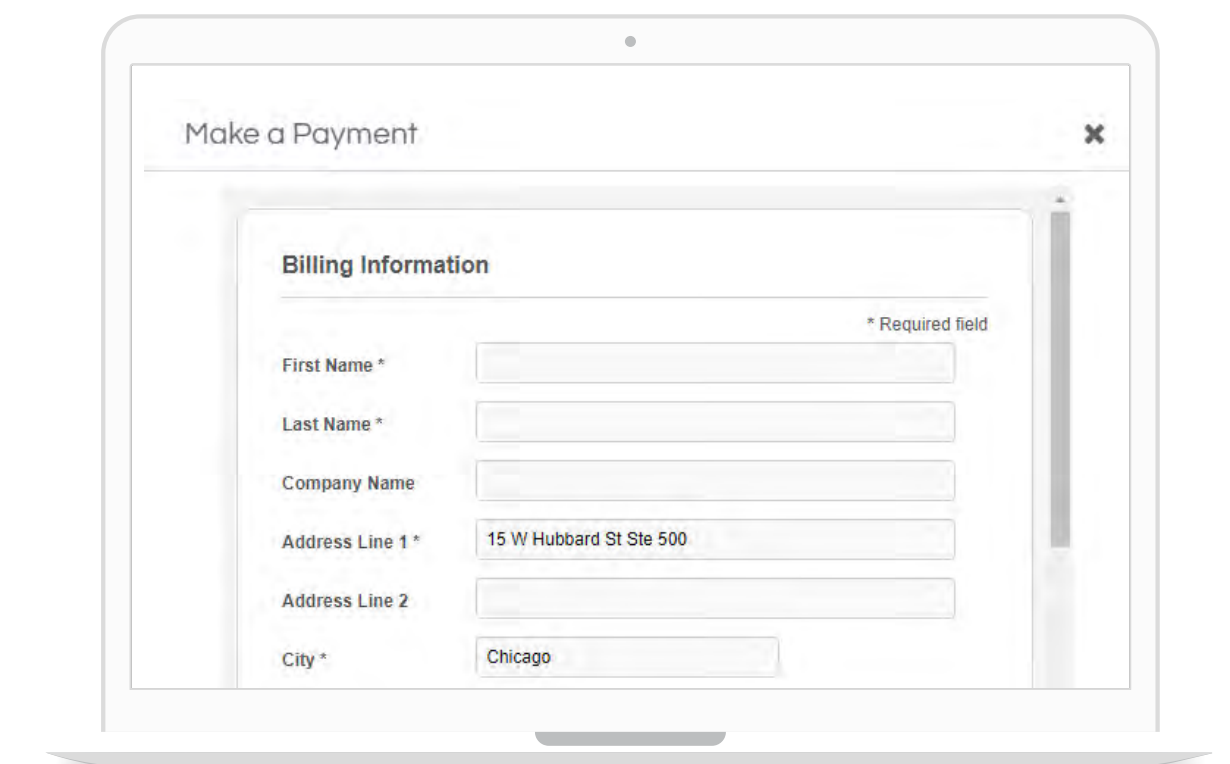
Deposit Center

The [Deposit Center](#) is where you are able to review your current account balance, as well as your [deposit history](#). The most recent deposits are displayed on this page with their respective Transaction IDs, deposit amounts, and downloadable invoices and receipts. To review all previous deposits, click '[View All](#)'.



You can make a manual deposit at any time under the Make A Deposit section. Simply enter the deposit amount (\$50 minimum), and a payment method to make a deposit. You can make a manual deposit via credit card, eCheck, or PayPal.

We recommend maintaining an account balance that is large enough to cover 5 days of payments, depending on the volume of your program.



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You can also enable the [Auto-Deposit](#) feature if you would like to automatically deposit when your account balance drops below a predetermined amount. We strongly suggest that all merchants set up this feature as a safeguard, so your account does not drop below \$0 and go offline, meaning your affiliate links become inactive and your program will not be visible to affiliates. To utilize Auto-Deposit, deposit funds via credit card, as PayPal is not supported for this feature. You can turn this feature on or off at any time.

The screenshot shows the 'Auto Deposit' settings page. At the top, there is a dropdown menu for 'Auto Deposit' currently set to 'OFF'. Below this are two input fields: 'Low Balance Trigger' set to '\$5000' with a note '(800 minimum deposit)' and 'When triggered, deposit:' set to '\$50' with a note 'into my Merchant Account.'. An 'Update Settings' button is located below these fields. The page is divided into three sections for payment methods:

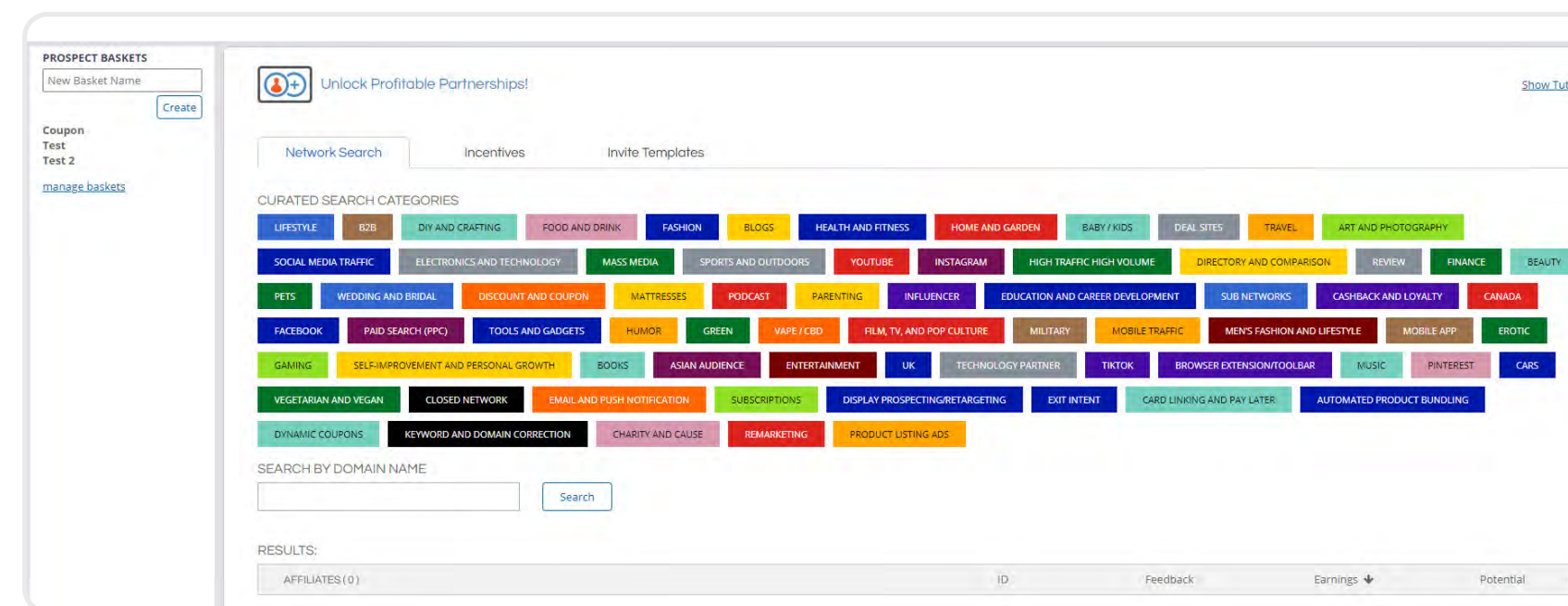
- Primary Payment Method:** A section with a 'Setup Primary Method' button. A note below states: 'This credit card will be charged to pay your Affiliate commissions and monthly minimums. Learn more about minimums. If the primary method fails twice, the backup method will be used.'
- Secondary Payment Method:** A section with a 'Setup Secondary Method' button. A note below states: 'This credit card will be charged after your Primary card fails twice. The card will then be used to pay your Affiliate commissions and monthly minimums.'
- Backup Gateway:** A section with a 'Setup Backup Credit Card' button. A note below states: 'If your first payment method fails, we will attempt the backup gateway. While the secondary payment method is designed to protect against an expired or insufficient funds error with the primary payment method, the backup gateway protects against a failure with the payment gateway, by routing the request through a different provider.'

Tools

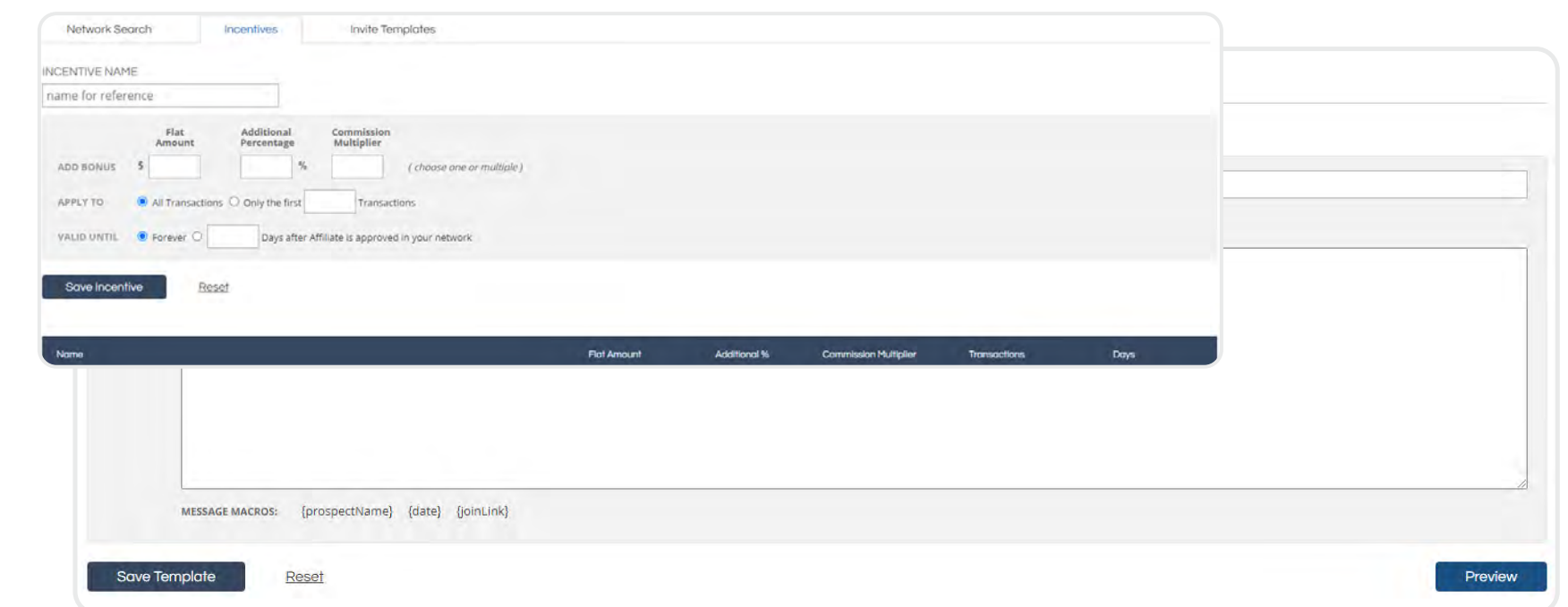
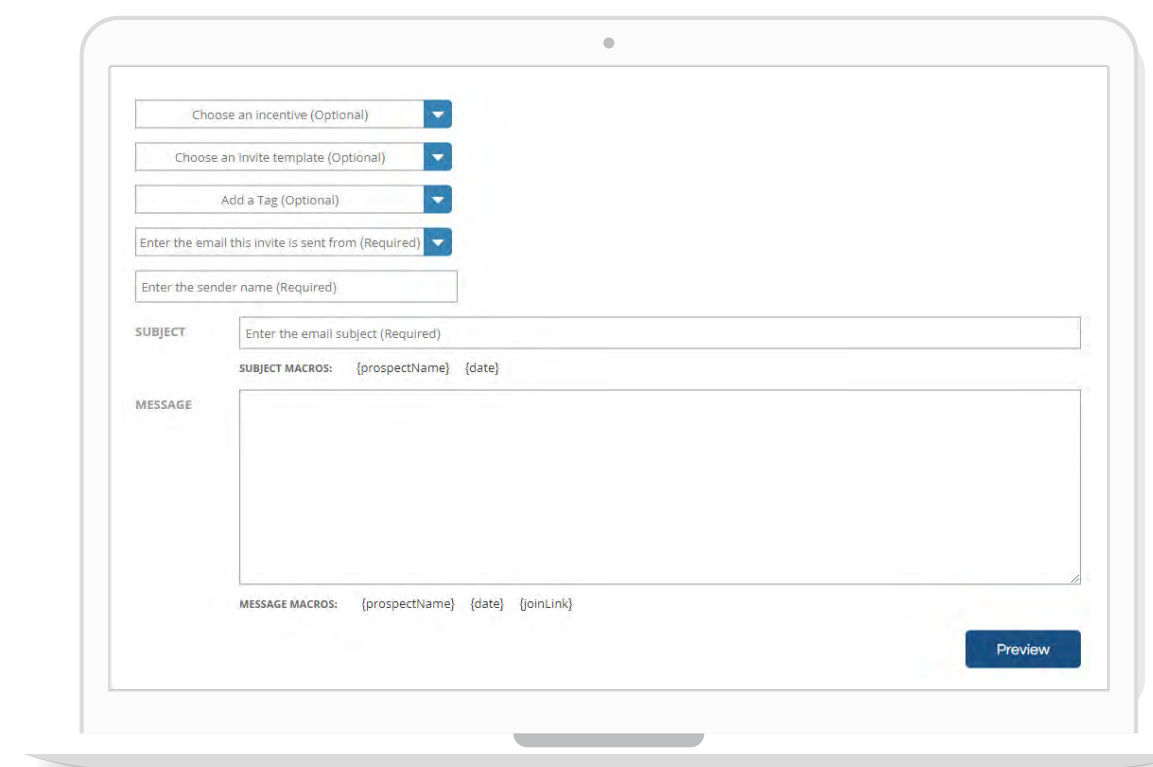
This section of your account houses all the tools that help attribute value to your affiliate partners, support your recruitment efforts, and generally manage the growth of your program. Let's take a look at a couple of the most utilized features in this session.

Recruitment Tool

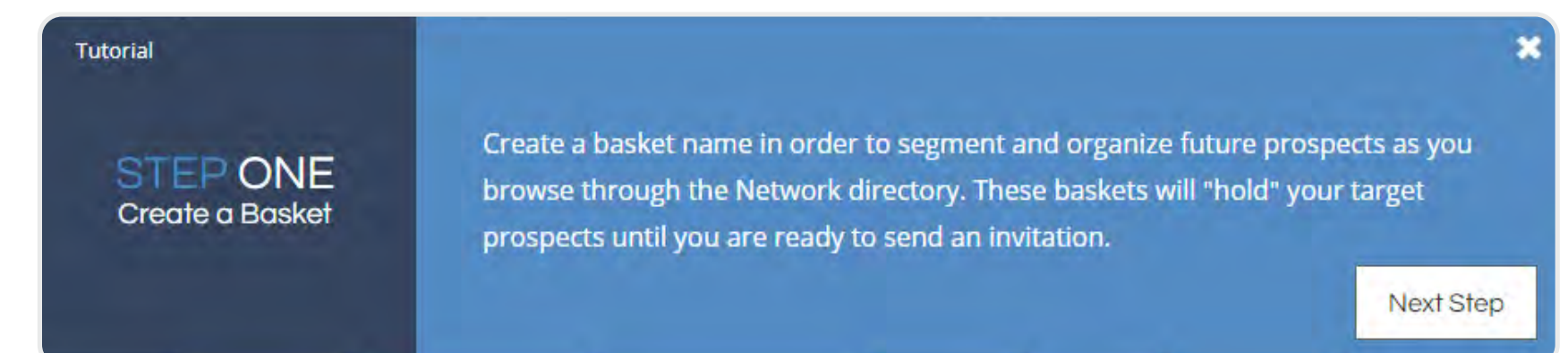
The [Recruitment Tool](#) tool allows you to browse affiliates on the network and find and invite those that you think match your program the best. In the tool you can browse through curated search tags that categorize affiliates by promotional niche or method.



Merchant are allowed unlimited invitations through this tool, and given the ability to set up and include a join incentive to encourage new partners to join and promote your brand.



To save time and energy, merchants can set up an Invite Template to quickly send new invitations. We encourage merchants to include basic information within the template, such as details about your company, affiliate program, and reasons why you think the prospective affiliate would be a good fit for your program.



Click the 'Show Tutorial' link in the top right corner of the page to pull up a step-by-step walk-through of how to successfully use this tool.

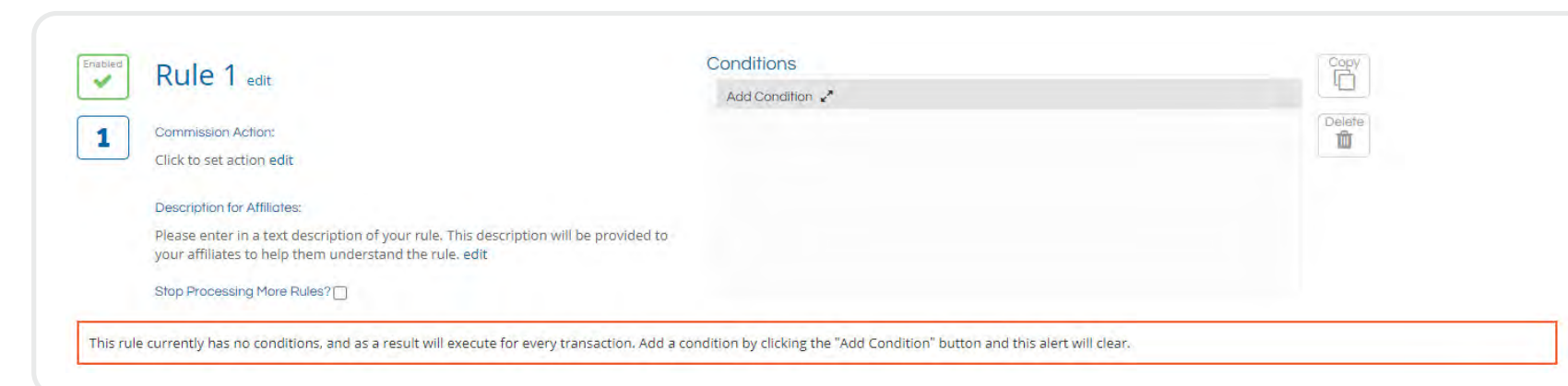
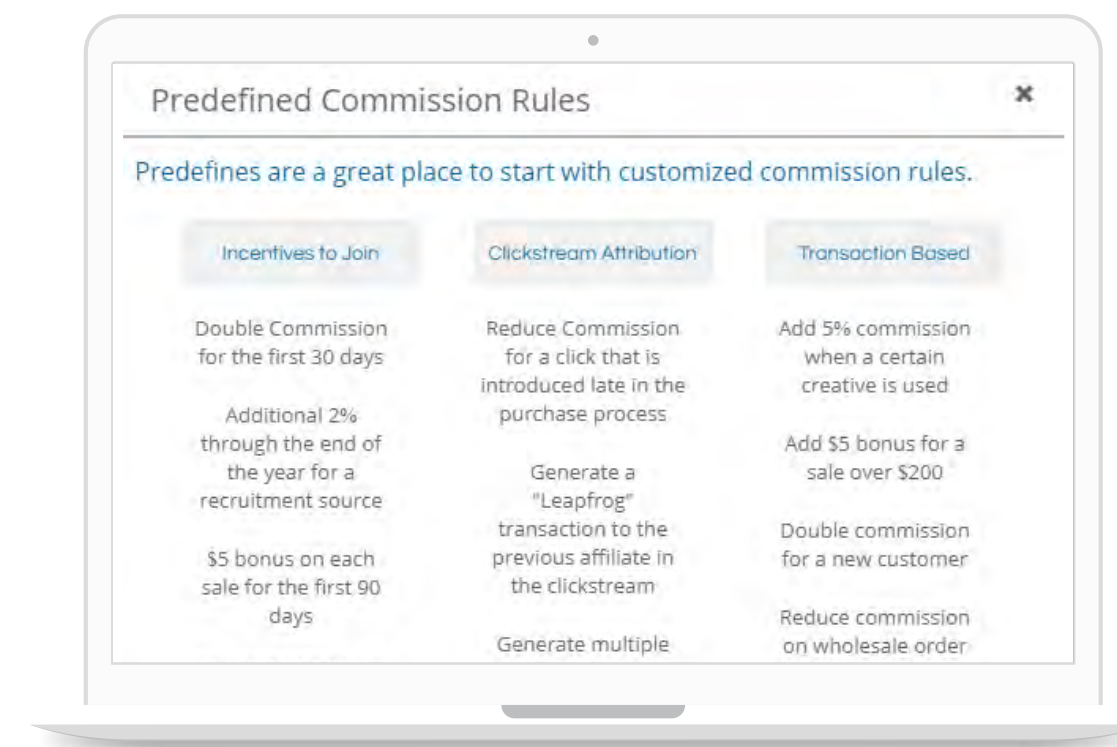
Tools

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[Commission Rules](#)

[Commission Rules](#) are a great way to test out different attribution models for your affiliates. This tool allows merchants to set up rules, such as assigning a custom commission rate, that are only triggered when specific conditions are met for a given transaction.

If you click the 'Add Predefined Rule' button, we provide examples of commonly used Commission Rules. Set up rules to assign a custom rate based on how long an affiliate has been approved for your program, based on an affiliate's performance metrics, and much more. To use one of our Predefined Rules, simply click the rule to apply it in your account. Be sure to click the orange 'Save' button at the bottom of the page for the rule to go into effect.



You can also click the 'Add Custom Rule' button to set up your own Commission Rule from scratch. By clicking 'Add Condition' you can review the wide variety of conditions available for a given Commission Rule. Feel free to [reach out](#) to our team if you need any help setting up or confirming the setup of a Commission Rule for your program.



Creatives

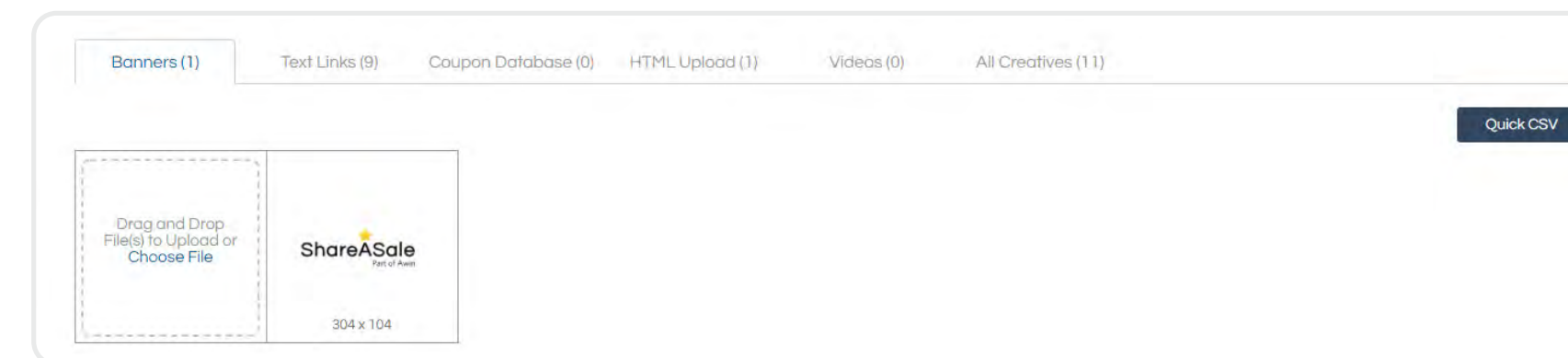
You have the ability to set up a variety of creative assets for your program under the CREATIVES tab.

Click below to walk through several types of creatives and how to set them up.

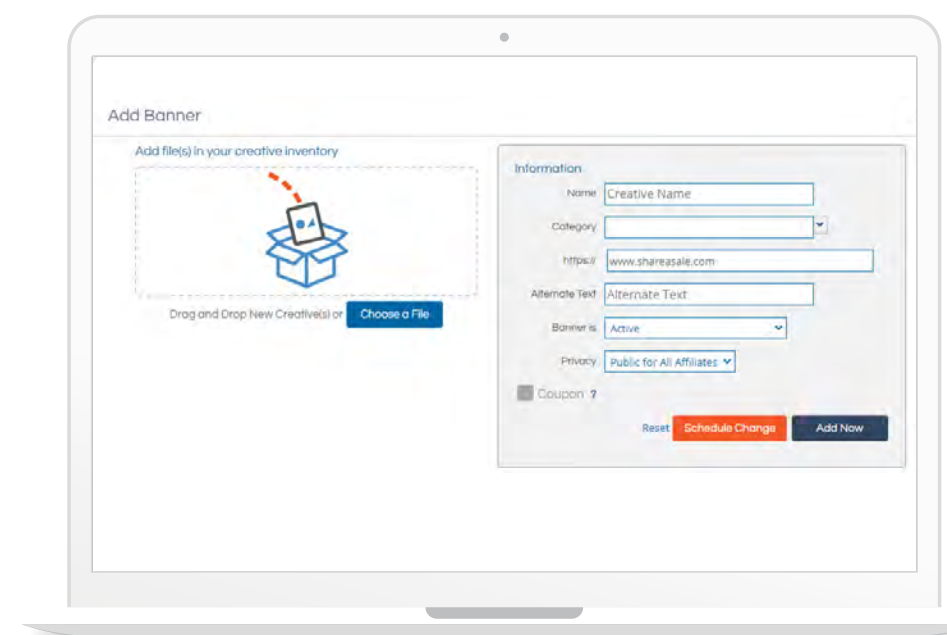
To review your full [Creative Inventory](#), click [‘All Creatives’](#).

[Banners](#)

[Banners](#) are simply images that are hyperlinked and clickable. When a user clicks a banner posted on an affiliate’s website, they are redirected to your website where they will ideally make a purchase. We recommend including several different types of banners for affiliate partners to choose. A couple good examples of banners include your company logo, lifestyle images, best-selling products, specific sales, or deals. The more options you can provide the better, because different affiliates may want different types of banners. An affiliate may even reach out to you directly and request that a certain banner be set up for them with specific dimensions to best fit their website. There are no limits/restrictions related to the number of banners you can set up, nor are there restrictions on the dimensions of your banners. We do recommend that your image files for your banners do not exceed 1 MB. Both static and animated images may be used for your banners.



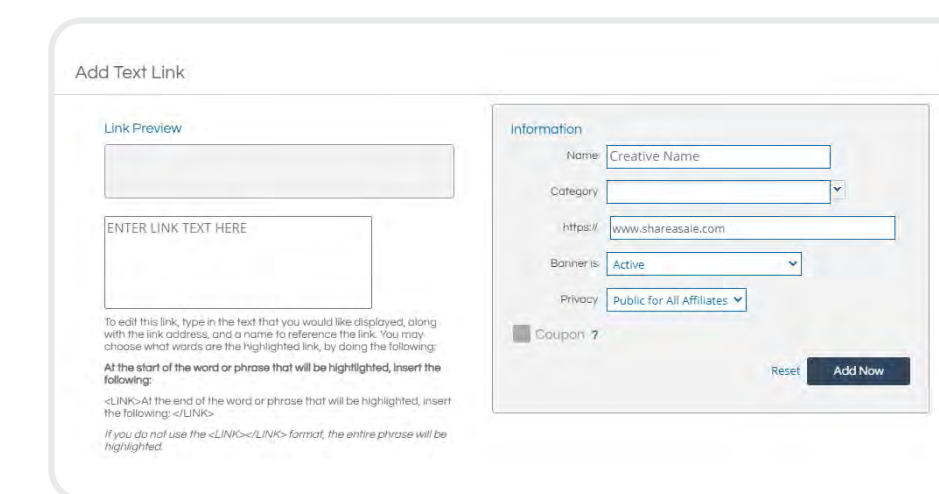
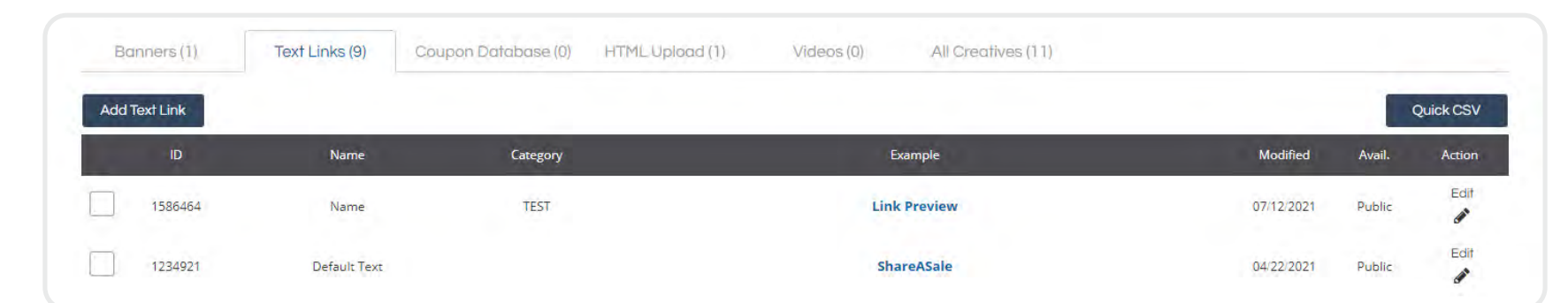
To set up a banner, simply click ‘Choose File’ to pull up the Banner editor. Then, click ‘Choose File’ to upload the image you would like to use for the banner. Then, populate each field in the ‘Information’ box. You can assign a name and category to your banner, which can be referenced by your affiliates. Enter the landing page URL associated with your website that you would like the banner to redirect to when it is clicked, and



specify whether the banner is active or inactive – you can change its status at any time. Finally, indicate whether the banner is public to all your affiliates, or private to a specific affiliate. To make a banner private, simply select ‘Private’ and choose which affiliate the banner is private to. When you are ready to save your changes, click ‘Add Now’ or ‘Schedule Change’ for banners that are be available at a later date.

[Text Links](#)

[Text Links](#) are simply clickable, hyperlinked text. Text Links operate no differently than banners – when an affiliate promotes a text link on their website, and a customer clicks the link, they will be redirected to your website. Text links are typically used by affiliates that have more copy-heavy websites and want to include a link that will seamlessly fit within their content. Text links are also particularly useful in promoting a certain product or deal, as you can include a brief product description and call-to-action that includes an affiliate text link.



Add a text link by clicking ‘Add Text Link’ and follow the easy-to-follow setup instructions in the pop up window.

Creatives

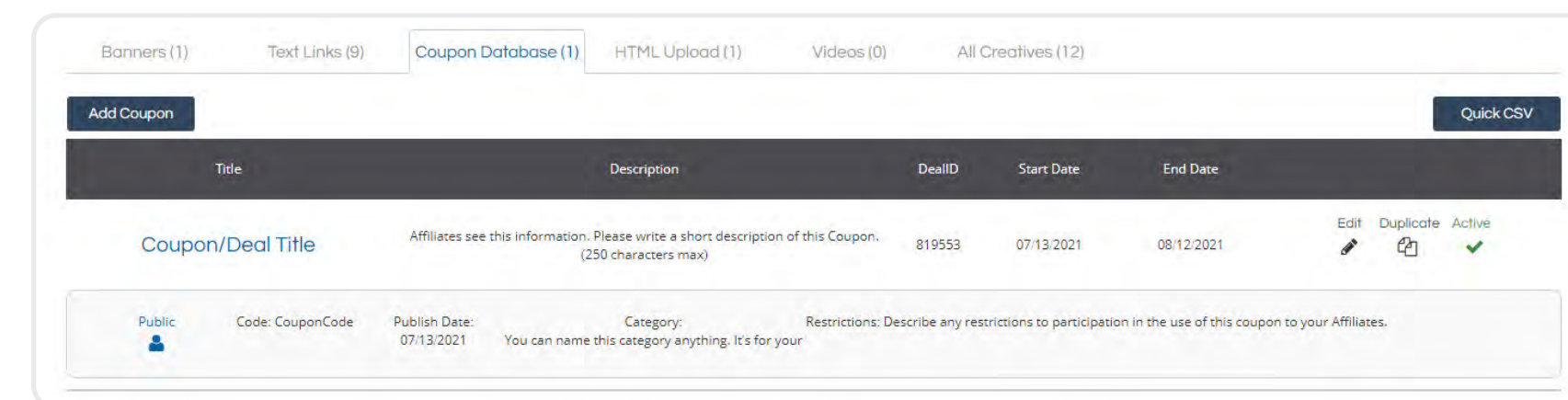
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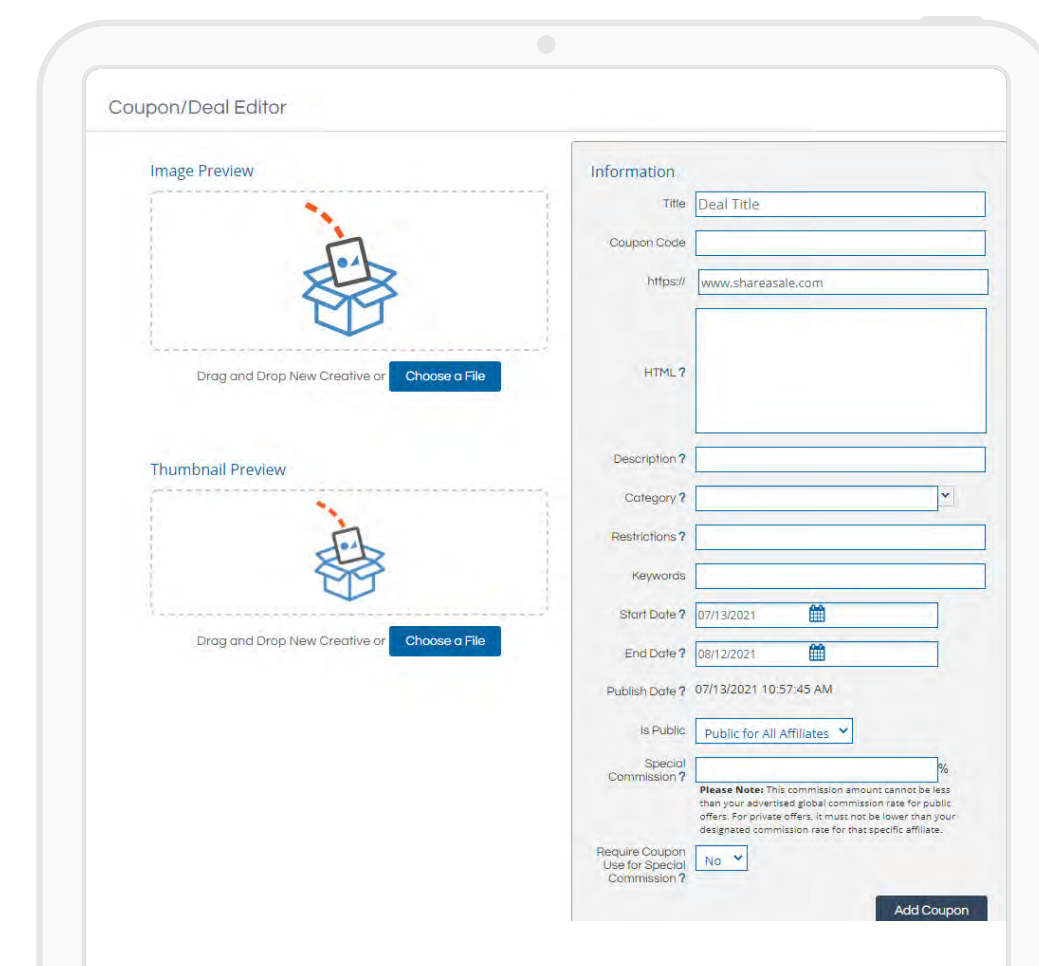
To review your full [Creative Inventory](#), click [‘All Creatives’](#).

[Deals and Coupons](#)

Let’s talk about [Deals and Coupons](#). It is always a good idea to include relevant and seasonal coupon codes or deals for your website. Adding or re-launching a coupon once a month can be a strategic way to recruit and activate affiliates or gain some additional exposure for your program because all coupons are regularly sent via RSS Feed to ShareASale affiliates.



Add a coupon by clicking the ‘Add Coupon’ button to pull up the editor. Then, add all the applicable information associated with the coupon in the ‘Information’ section and click ‘Add Coupon’ on the bottom right for it to be added to your Creative Inventory.

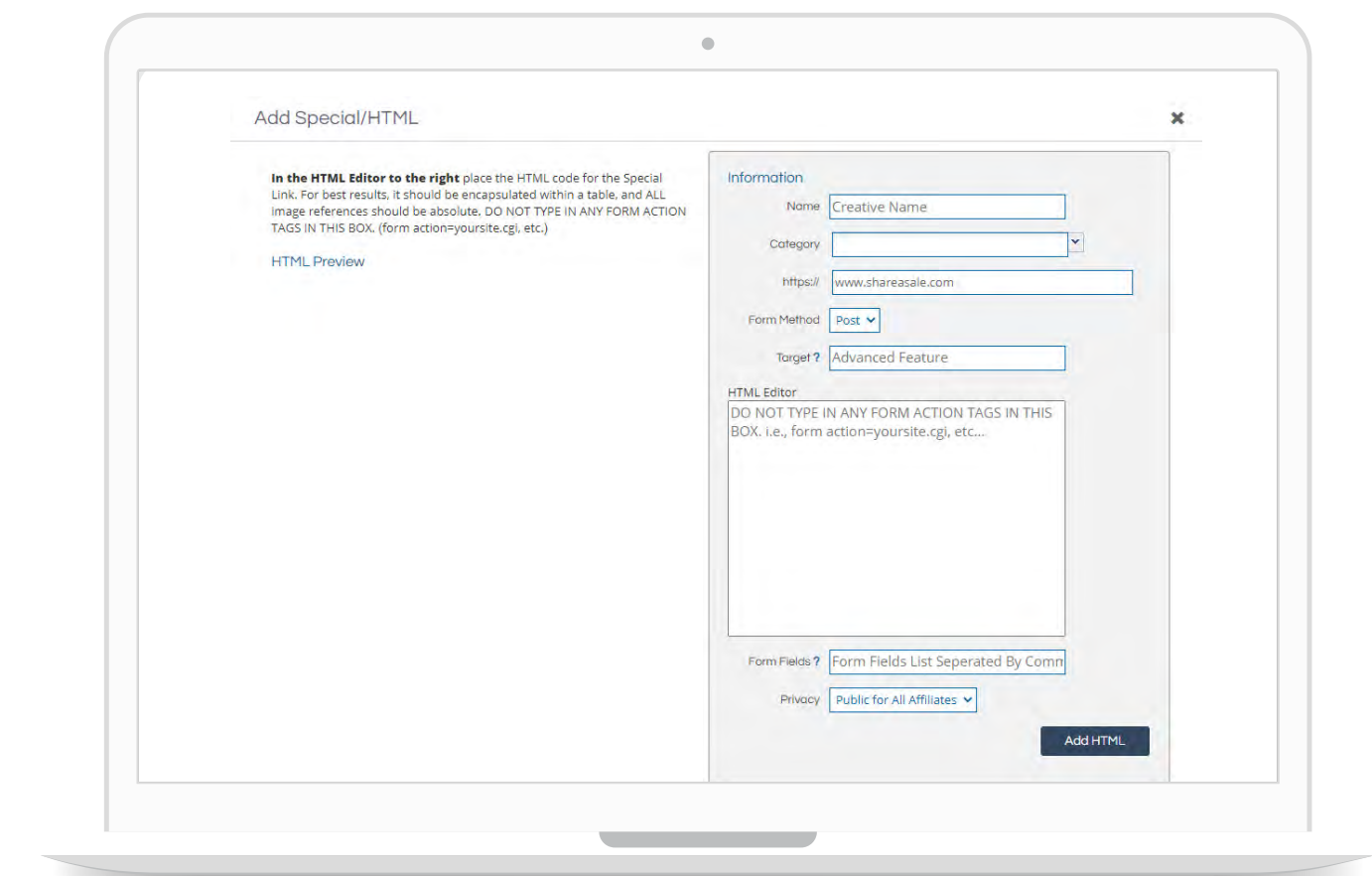


Once the coupon has been added to your Creative Inventory your affiliates have the ability to generate their own unique tracking links associated with the coupon from within their accounts. It is important to note that you need to set up and activate a coupon code on the back end of your website prior to adding it to your Creative Inventory. Coupon codes are not automatically applied during checkout if an affiliate’s tracking

link is clicked. The customer still need to manually enter the appropriate coupon code during checkout for it to be applied. The purpose of adding a coupon to your Creative Inventory is simply to notify your affiliates that it is live on your website and available for them to promote.

[HTML](#)

For more advanced merchants or those who have HTML experience, we do allow merchants to set up and upload [HTML Creatives](#). It is important that you feel comfortable working with HTML code as our team is not able to provide assistance with setting up or reviewing the code itself. If you’re not familiar with HTML code, please add creatives using our many other available options.



Creatives

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Click below to walk through several types of creatives and how to set them up.

To review your full [Creative Inventory](#), click ['All Creatives'](#).

[Videos](#)

Merchants are given the ability to upload [videos](#) if you'd like to showcase your products to your affiliates. To upload a video, click 'Add Video'. Videos must be uploaded in an MP4 format, and they need to be publicly hosted on your end. If you need ShareASale to publicly host your videos we can host up to three videos on your behalf and they must not exceed 25MB.

The screenshot shows the 'Coupon Database' tab with a table of coupons. The first row is highlighted, showing details for a coupon with DealID 819553, Start Date 07-13-2021, and End Date 08-12-2021. Below the table, there are fields for 'Public' (checked), 'Code: CouponCode', 'Publish Date: 07-13-2021', 'Category: You can name this category anything. It's for your', and 'Restrictions: Describe any restrictions to participation in the use of this coupon to your Affiliates.'

Title	Description	DealID	Start Date	End Date	Edit	Duplicate	Active
Coupon/Deal Title	Affiliates see this information. Please write a short description of this Coupon. (250 characters max)	819553	07-13-2021	08-12-2021			

[All Creatives](#)

To view all your creative assets in chronological order based on their upload date, click [All Creatives](#) tab.

The screenshot shows the 'All Creatives' tab with a table listing creative assets. The table has columns for Name, Type, Category, Updated, and Status. Three assets are listed: 'Name' (Text, TEST, 07-12-2021), 'Banner' (Banner, 07-12-2021), and 'Default Text' (Text, 04-22-2021). Each row has a checkbox, a status indicator (Active), a public/private indicator (Public), and an edit icon.

Name	Type	Category	Updated	Status
<input type="checkbox"/> Name	Text	TEST	07-12-2021	Active Public
<input type="checkbox"/> Banner	Banner		07-12-2021	Active Public
<input type="checkbox"/> Default Text	Text		04-22-2021	Active Public

Affiliates

Review your approved affiliates and manage your partnerships, go to [AFFILIATES](#) and select [Affiliate List](#).

[Affiliate List](#)

Each affiliate's ID number and website is listed in their tile. By clicking a specific affiliate, you can see a more detailed overview of their information where you can directly manage that partnership by assigning a personalized commission rate, viewing their 30-day stats for your program, and more.

The screenshot shows the 'All Affiliates' tab with a list of four demo affiliates. Each tile includes a profile picture, name, ID, website, and a feedback score of +0. Below each tile is a summary of their status and details.

Affiliate Name	ID	Website	Group	Commission Rate	Country	Membership Level	Applied	FTP Access
Demo Affiliate 23	890	www.example.com	Unassigned	Per Sale 8 %	USA - IL	Full	02/25/2008	Not Approved
Demo Affiliate 13	769	www.example.com	Unassigned	Per Sale 8 %	USA - IL	Full	02/14/2008	Not Approved
Demo Affiliate 52	753	www.example.com	Unassigned	Per Sale 8 %	USA - IL	Limited	01/31/2008	Not Approved
Demo Affiliate 53	1048	www.example.com	Unassigned	Per Sale 8 %	USA - IL	Full	01/28/2008	Not Approved

The screenshot shows the detailed information for Demo Affiliate 23. It includes a profile picture, name, website, ID, and various details about their application and status.

Affiliate Info
 Demo Affiliate 23
 www.example.com
 Affiliate ID: 890
 USA - IL
 Application Date: 02/25/2008
 Signup Source:
 Affiliate Membership Level: Full
 Group: No Group
 Referred By: None - edit

8% DEFAULT COMMISSION PER SALE
 COMMISSION HIERARCHY
 Tracking Gap: 60 Days edit
 Commissions:
 Total: \$4.56 30 Days: \$0.57
 Hits:
 Total: 22 30 Days: 2

You'll also find each affiliate's feedback score displayed on their tile. This score is compiled based on previous feedback from other merchants who have partnered with them in the past, giving you a better idea of what type of partner they are.

Click on the Advanced Filters and Sorting button on the left side of the page to filter your [Affiliate List](#) view, or find a specific affiliate by using the search bar at the top of the page.

The screenshot shows the 'Advanced Affiliate Filter' dialog box. It contains various filters and options to refine the affiliate list.

Advanced Filter

- Affiliates
- Applied to Program (Date Range)
- Affiliate Relationship
- Affiliate Source
- FTP Access
- Country
- US State
- Performance Metrics
- Personalized Commission/Tracking Gap/Commission Rule
- Sort / Display Options

Advanced Filter: Affiliate Relationship: Approved

Download CSV | Update Filter

The screenshot shows a mobile view of the affiliate tile for Demo Affiliate 23. It displays the affiliate's name, ID, website, and a summary of their status and details.

Demo Affiliate 23
 Affiliate ID: 890
 www.example.com

APPROVED
 Group: Unassigned
 Commission Rate: Per Sale 8 %
 Country: USA - IL
 Membership Level: Full
 Applied: 02/25/2008
 FTP Access: Not Approved
 GIVE A BONUS

Lastly, download your [Affiliate List](#) by clicking the [Download Affiliate List](#) link in the top right corner of the page to review various information and stats related to your affiliates, including their email addresses.

Your report has been generated, [click here to download it.](#)

Affiliates

Review your approved affiliates and manage your partnerships, go to [AFFILIATES](#) and select [Affiliate List](#).

[Pending Affiliates](#)

The [Pending Affiliates](#) tab allows merchants to see all of their pending affiliate applications. Review each pending affiliates' feedback score, bio, and website to determine whether or not you think they'd be a good fit. Manually approve or decline an affiliate by clicking the checkmark or the circle-backslash symbol, and then clicking the red Update button.

The screenshot shows the 'Pending Affiliates' tab in the ShareASale dashboard. It features a table with columns for 'Approve/Decline', 'Name', 'Website', and 'Applied'. One affiliate is listed: 'ShareASale' with a feedback score of +2 and an applied date of 08/19/2020. Below the table is a 'PENDING AFFILIATE MASS ACTION' bar with a 'Total: 1' and an 'Update' button.

[Approval Rules](#)

The last tab is the [Auto Approval](#) tab. Approval Rules can save you considerable time by automatically approve or decline applications if certain conditions being met, for example listed country, promotional methods, feedback score, and more. Feel free to [reach out](#) to our team if you need any help setting up an Approval Rule for your program.

The screenshot shows the 'Auto Approval' tab configuration. It displays a 'Default Approval Status' of 'Pending'. A rule is defined with the condition 'Plus 2 Feedback Score' and the action 'Automatically Approve'. The condition is set to 'Feedback Score is Greater Than 2'.

[Send Newsletter](#)

Merchants can download their [affiliates' email addresses](#) to contact them outside of the interface, however, we also offer the opportunity to send and manage communications right within a merchant's account. Easily send a [Newsletter](#) to your affiliates partners going to '[Send Newsletter](#)'. We [recommend](#) sending an email at least once a month to let your affiliates know what's going on with your store, program, seasonal product changes, program bonuses, recently uploaded creatives, and any other important information that might encourage them to promote your brand and products.

When composing your newsletter, you can find [macros](#) on the left-hand side of the page which populate the data specifically for each individual affiliate receiving your newsletter. You can also find creative information where you can add your program's banners directly into your newsletter so recipients can easily grab and use in their promotions.

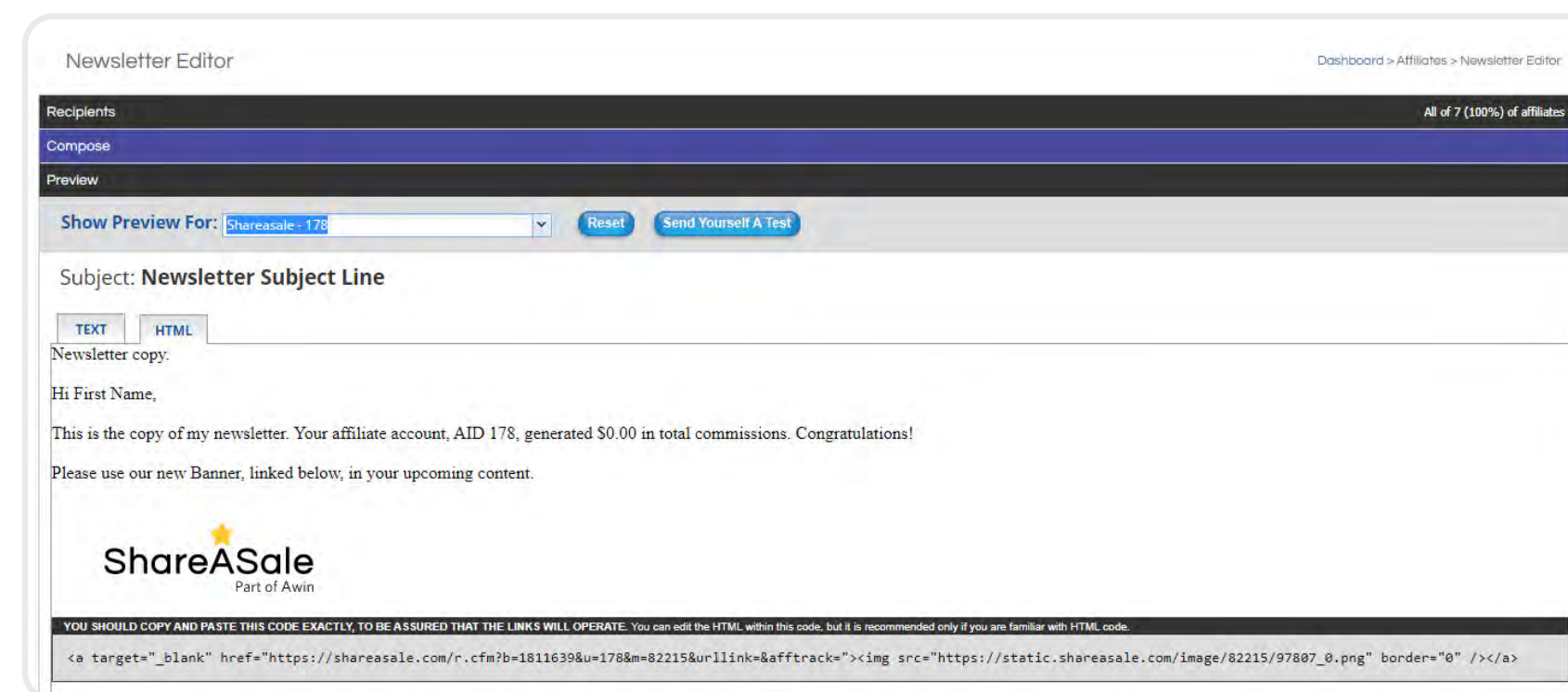
The screenshot shows the 'Newsletter Editor' interface. It includes a top navigation bar with options like 'New Blank Newsletter', 'Text', 'HTML', 'Split Campaign', 'Save Newsletters', 'Drafts', 'Send', 'Templates', and 'Full Archive Page'. The main content area features a 'SHAREASALE NEWSLETTER EDITOR' header and three options: 'New Blank Text Newsletter', 'New Blank HTML Newsletter', and 'New Split Campaign'. A 'Saved Newsletters' section is visible at the bottom.

This screenshot shows the 'Newsletter Editor' with the 'Recipients' list expanded on the left. The list includes fields like Organization, First Name, Last Name, User ID, Website, Username, Email, Referral URL, Total Commissions, Total Hits, Conversion Total, Commissions Month, Hits Month, Sales Month, Gross Sales Month, Net Sales Month, Conversion Month, Commissions Last Month, Hits Last Month, Sales Last Month, Gross Sales Last Month, Net Sales Last Month, and Conversion Last Month. The main 'Compose' area is visible on the right.

Affiliates

Review your approved affiliates and manage your partnerships, go to [AFFILIATES](#) and select [Affiliate List](#).

Should you want to preview your email, feel free to do so by sending yourself a test of the newsletter to the email address listed in the account. Please note that any macros or affiliate links that are populating with affiliate-specific information will not populate in your test email or preview since you are not an affiliate, but it will populate when the newsletter is sent to your designated affiliate partners.



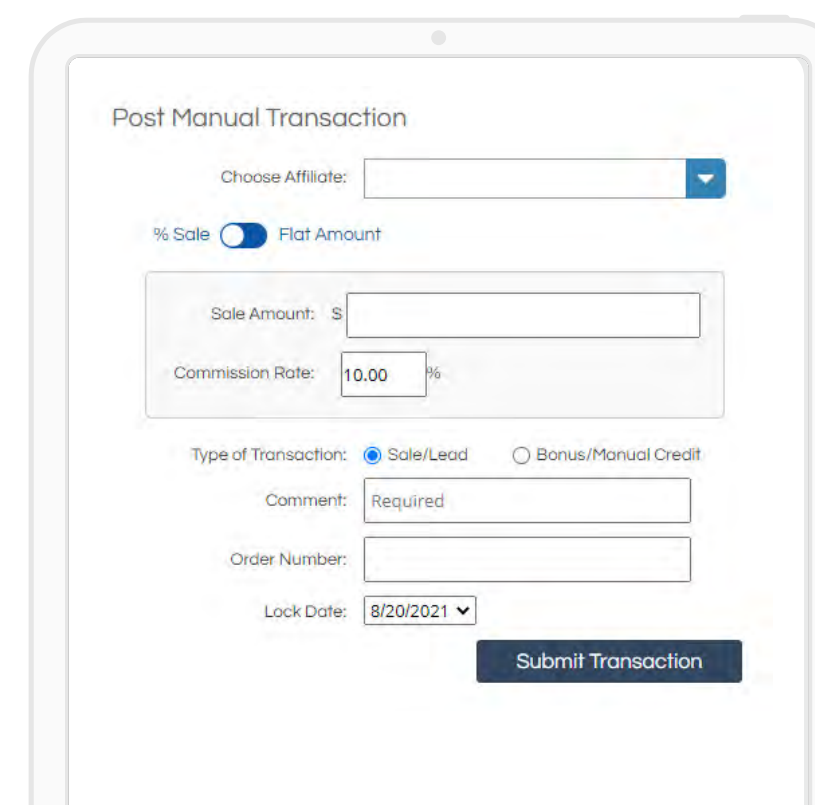
The screenshot shows the 'Newsletter Editor' interface. At the top, it says 'Recipients: All of 7 (100%) of affiliates'. Below that are tabs for 'Compose' and 'Preview'. The 'Preview' tab is active, showing a 'Show Preview For:' dropdown set to 'Shareasale-178', with 'Reset' and 'Send Yourself A Test' buttons. The subject line is 'Newsletter Subject Line'. There are 'TEXT' and 'HTML' tabs. The preview content includes: 'Newsletter copy:', 'Hi First Name,', 'This is the copy of my newsletter. Your affiliate account, AID 178, generated \$0.00 in total commissions. Congratulations!', and 'Please use our new Banner, linked below, in your upcoming content.' At the bottom is the ShareASale logo and a warning: 'YOU SHOULD COPY AND PASTE THIS CODE EXACTLY, TO BE ASSURED THAT THE LINKS WILL OPERATE. You can edit the HTML within this code, but it is recommended only if you are familiar with HTML code.' Below the warning is a code snippet: ''.

Whatever the reason may be, creating a manual transaction is very simple. All you need to do is choose the affiliate that should receive the commission payment, specify the sale amount and commission rate, and click the 'Submit Transaction' button to push the manual transaction through in your account.

As a reminder, the [ShareASale Transaction Fee](#) still applies to Manual Transactions.

Manual Transaction

Merchants can create [Manual Transactions](#) for their affiliates from within the interface. There are many scenarios when it may be appropriate to create a manual transaction for an affiliate in your program, including an order that your affiliate referred did not track in your account, you'd like to give one of your affiliates a one-time bonus commission payment, or you're participating in a paid placement with an affiliate on the network.



The screenshot shows the 'Post Manual Transaction' form. It includes a 'Choose Affiliate:' dropdown menu, a radio button selection for '% Sale' (selected) and 'Flat Amount', a 'Sale Amount: \$' input field, and a 'Commission Rate: 10.00 %' input field. Below these are radio buttons for 'Type of Transaction: Sale/Lead' (selected) and 'Bonus/Manual Credit'. There is a 'Comment: Required' input field, an 'Order Number:' input field, and a 'Lock Date:' dropdown menu set to '8/20/2021'. A 'Submit Transaction' button is at the bottom.

Reports

Keep a pulse on the success of your account by regularly reviewing the reports available. Let's review a few of the most commonly utilized reports.

[Transaction Detail Report](#)

The [Transaction Detail Report](#) displays every transaction that tracks in your account in real-time. The top left corner of each transaction shows the date and timestamp for the transaction. The Order ID associated with each transaction is tied to the Order Number assigned to each sale on the back end of your website. The Transaction ID associated with each transaction is a ShareASale-specific ID, and it is used for our back-end reporting.

The screenshot shows the 'Transaction Detail' page for a sale on 07/13/2021 at 10:35:00 PM. The sale amount is \$45.06, with a lock date of 08/20/2021. The commission is \$6.31, and the total spend is \$7.57. The interface includes a search bar for Order ID, a 'Quick CSV' button, and a 'Details' tab showing transaction type, click date, traffic source, HTTP referrer, and IP hash. A credited affiliate, 'Demo Affiliate 18' (ID: 982), is shown with a '+0' tag and a 'GIVE A BONUS' button.

This report clearly displays the sale amount and commission associated with the each tracked transaction. Below the commission you can see the [ShareASale Transaction Fee](#), which is always calculated as 20% of the commission amount. The Total Spend amount is the sum of the commission amount and the transaction fee; this is the total amount deducted from your account balance after the sale is locked in your account.

This screenshot shows the same transaction detail page but with a different commission rate of 14%, resulting in a commission of \$1.26 and a total spend of \$7.57. The sale amount remains \$45.06 and the lock date is 08/20/2021. The interface elements are consistent with the previous screenshot.

The HTTP Referrer listed under the 'Details' tab displays the page where the tracking pixel fired, which should display your website URL. The IP Hash associated with the customer shown below the HTTP referrer, and the full pixel call that was passed to us is displayed at the bottom of this tab.

The 'Details' tab shows the following information: Transaction Type: Sale, Click Date: 07/13/2021 10 HOURS, Traffic Source: http://www.example.com, HTTP Referrer: https://www.example.com/checkout.cfm, IP Hash: 1bfe6e9211a56ea7, and 1 Affiliate(s) Involved, 1 Total Click(s).

The credited affiliate is included to the right of the transaction, along with their Affiliate ID and any tags you've assigned, and the opportunity to contact the affiliate or give them a bonus directly within this report.

If a product is returned and a refund is sent to a customer, merchants can void the appropriate transaction from within this report by clicking the 'Void' button listed above the credited affiliate's tile. When voiding a transaction, the commission and transaction fee associated with the sale will both be returned to your account balance. It is important to note that you can only void a transaction prior to its assigned lock date, which is displayed in green under the sale amount.

The 'Void Transaction' dialog box prompts the user to choose a void reason from a dropdown menu and provides a red 'Void Transaction' button to confirm the action.

The affiliate tile for 'Demo Affiliate 18' (ID: 982) includes an 'Edit' button, a 'Void' button, a '+0' tag, and a 'GIVE A BONUS' button. The tile also shows the affiliate's name, ID, and a 'CONTACT AFFILIATE' button.

Reports

Keep a pulse on the success of your account by regularly reviewing the reports available. Let's review a few of the most commonly utilized reports.

[Affiliate Timespan Report](#)

The [Affiliate Timespan Report](#) shows all of the affiliates that have generated activity for your program within the date range that you specify. This is a great report to determine which of your affiliates are currently active, as well as who your top performing affiliates are for a certain timeframe.



Column Manager

PRESET VIEWS

- Sales Data
- Clickstream Data
- Custom Save

KITCHEN SINK

- Name/ID
- Clicks
- Sales
- Gross Sales
- Net Sales
- Two Tiers
- Calls

Filter

Date Range

07/05/2021 - 07/12/2021

Compare Dates

Affiliate Search +

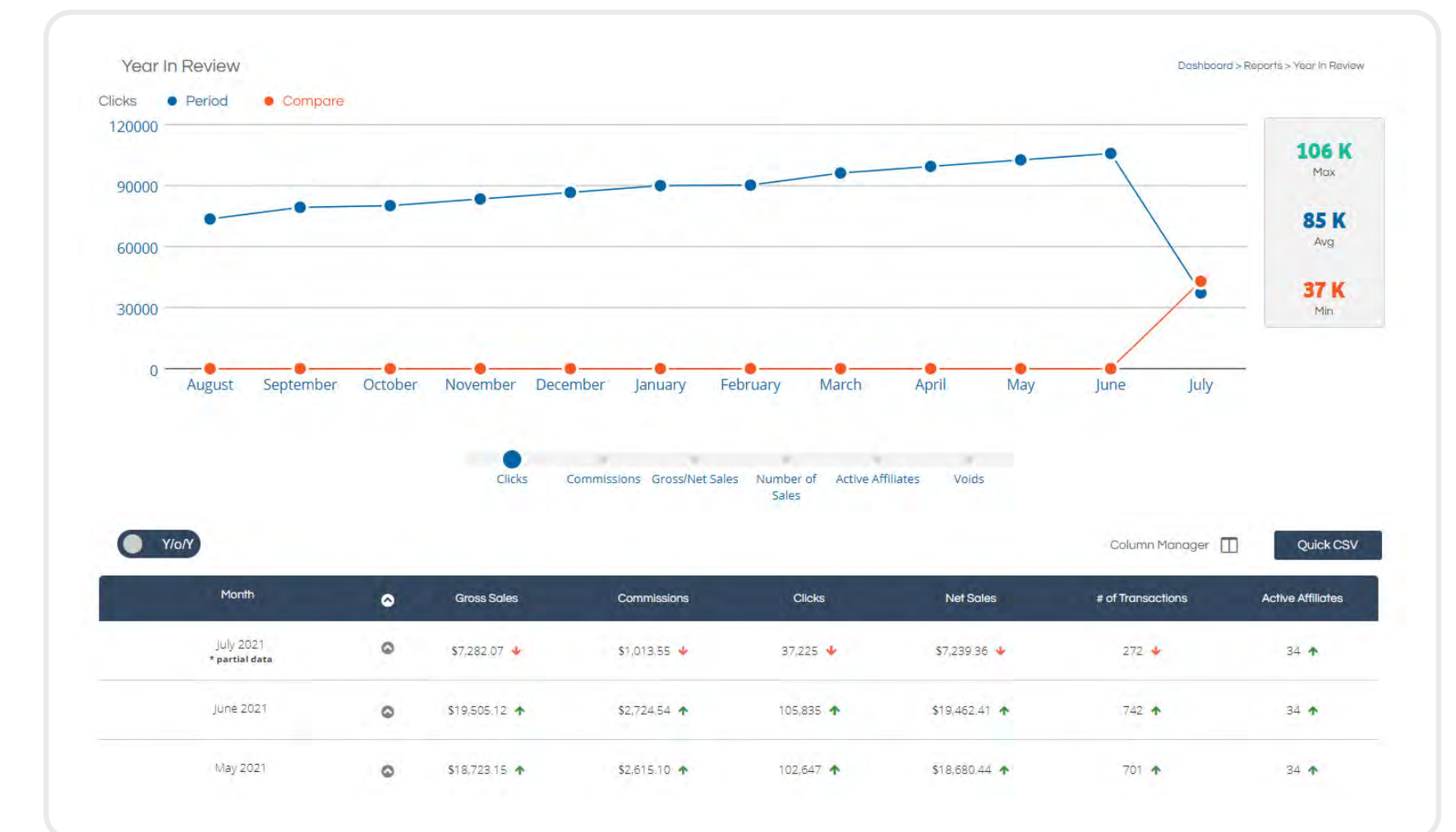
Order By

Commissions ▼

Descending (High to Low) ▼

[Year In Review Report](#)

The [Year In Review Report](#) is the best report to pull if you'd like to review rolled-up month-over-month or year-over-year stats. This report helps identify any monthly trends, as well as compare performance metrics over time for your program. Toggle between year-over-year and month-over-month comparisons, or click the arrow for a given month to provide a comparison breakdown for your program.



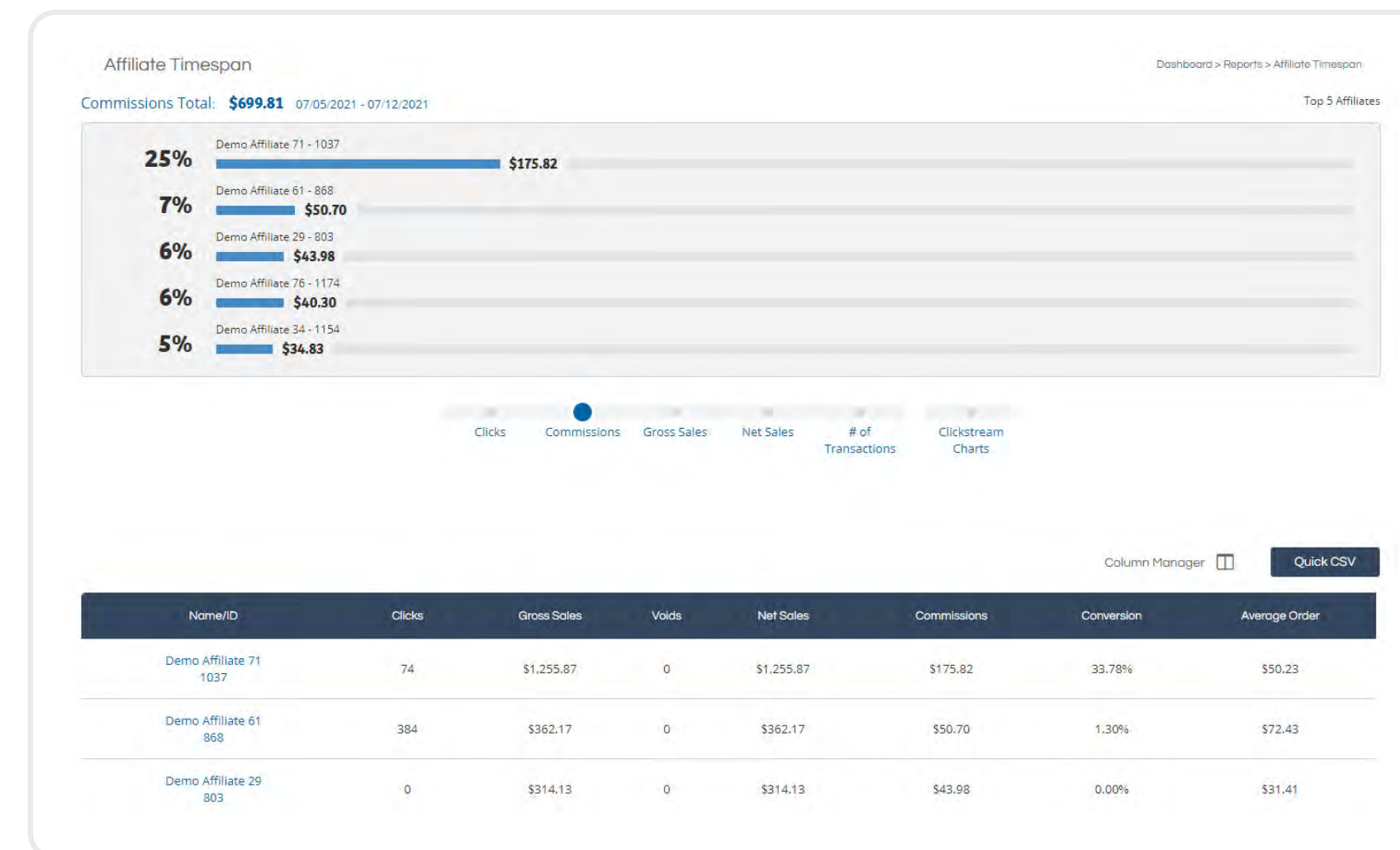
Reports

Keep a pulse on the success of your account by regularly reviewing the reports available. Let's review a few of the most commonly utilized reports.

[Weekly Progress Report](#)

The [Weekly Progress Report](#) provides you with daily stats for your program. Similar to the [Year In Review Report](#), this report pinpoints any daily performance trends for your program.

These are just a few of the great reports available to you within your account. Check out our [full reporting suite](#) as you're managing your account.



We hope this information helps you set your program up for success and optimize all available tools and features in your account on ShareASale. If you have any additional questions related to tools or features available within your account, please don't hesitate to submit a ticket through the Help Center button below and a team member would be more than happy to provide further support.