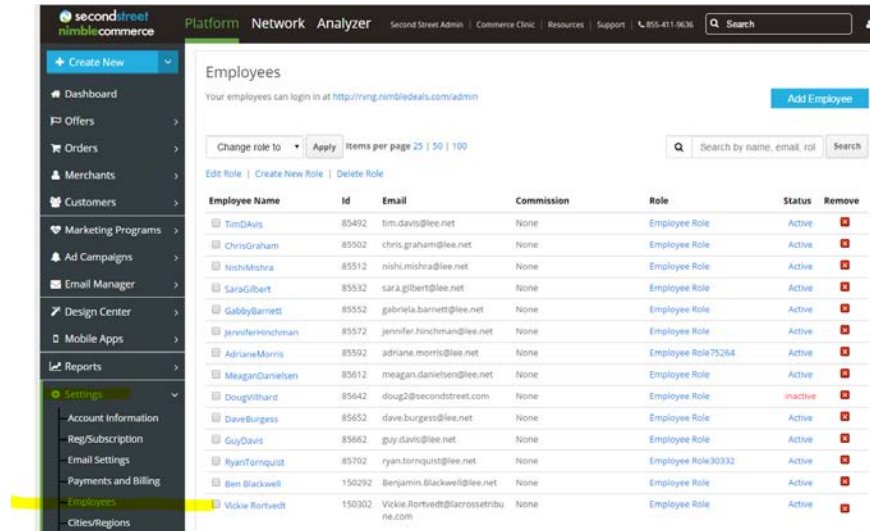
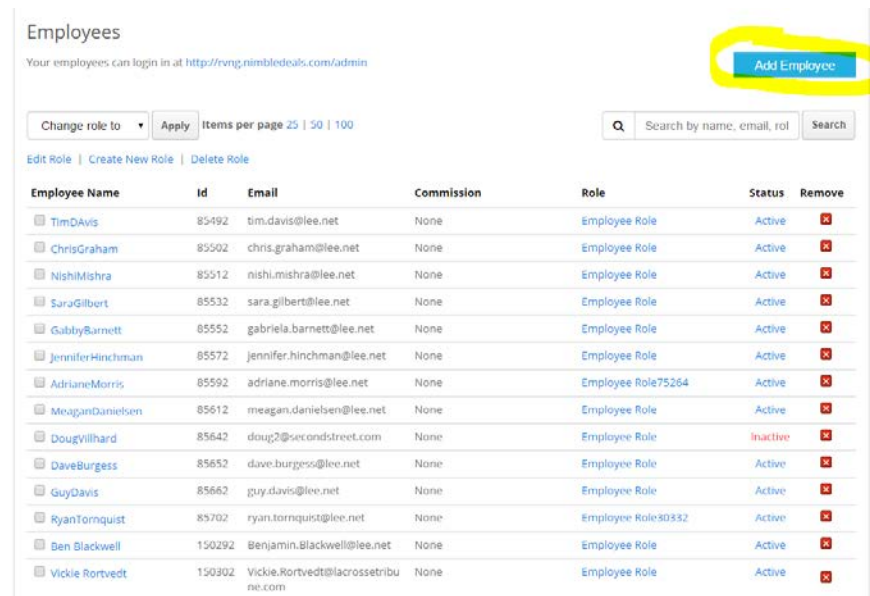


HOW TO SET UP A NEW EMPLOYEE LOGIN –NIMBLE COMMERCE

1. Choose **Settings** from the left navigation bar
2. **Settings > Employees**



3. Add Employee



4. Enter a User Name, First/Last Name, and Email Address
5. Select a Role > Choose Admin

6. Select a commission rate per deal > No Commission
7. Select a state > Active
8. Check the box that says "Send the employee a welcome email"
9. From here, the employee will receive an email to activate their login

Employees > Add Employee

Username:

First Name:

Last Name:

Email address:

Password: *****

[Change Password](#)

Select a Role:

Select a commission rate per deal:

Flat Fee

(Ex. \$50 per offer that is publisher)

 \$

% of Sales

Net %

(Revenue after Merchant is paid)

 %

and **Flat fee** (optional)

 \$

Gross %

(Total gross revenue)

 %

and **Flat fee** (optional)

 \$

Minimum (guaranteed)

 \$

No Commission

Select state:

Active

Inactive

Send the employee a welcome email.