



Act! Referral Partner Program

Frequently Asked Questions

Why would I want to become an Act! Referral Partner?

When you sign up to be an Act! Referral Partner, you get paid for referring your friends and colleagues to a product you trust!

The benefits include:

- Earn up to a 35% commission on the 1st year's subscription of any referred deal.
- Sign up before December 31, 2020, and we will waive the \$100 membership fee
- Receive referral reports keeping you updated about your referrals and commissions
- Access Act! Referral Partner marketing and training resources
- Relax! Act! will engage the customer and handle the entire sales process

How do I get started?

1. First, you need to apply to become an Act! Referral Partner. Do this by accessing the the Act! Referral Partner Program [landing page](#). Fill out and submit the application.
2. Next, you'll receive an email with an Agreement and an ACH payment form for you to complete and submit along with your signed W-9, tax form. This MUST be done within 30 days of registering or your account will be cancelled.
3. Act! will review your information and communicate your status within a few business days of receiving your tax forms.
4. You will then receive your account information and access to our Act! Referral Partner resources so you can begin referring leads to Act!.

How do I refer leads?

Each Act! Referral Partner will be issued a unique url that will be used to link the Act! Referral Partner to the lead. Leads registered will be time-stamped and linked to a Referral Partner on a first come, first served basis. There can only be one Act! Referral Partner identified for each lead.

What are some examples where a partner wouldn't be eligible for commissions?

- Existing Act! customers already on a subscription plan are not eligible as Prospects for commissions, neither are customers of other Act! Resellers or those currently registered in the Act! sales system(s).
- A partner cannot refer themselves or their employer.
- A partner that refers a company, that is later hired by that company, will cease being eligible for owed commissions once they become an employee of the referred company.
- Referrals from partners prior to their enrollment and acceptance into the Act! Referral Partner Program, will not be eligible to collect commissions.
- Referral Partners with missing or incomplete tax forms or ACH payment information will not be eligible to collect commissions.



Can a Referral Partner collect commissions for a verbal referral?

No, all leads must be registered in our sales system.

How much commission does a referral Partner earn for each referral?

Beginning October 1, 2020, all approved Act! Referral Partners will receive 25% referral commissions for the first year's subscription of the revenue they refer. In addition, Act! Referral Partners have the potential to earn a 10% bonus on all qualifying transactions within a quarter if quarterly sales exceed \$20,000 of re-occurring revenue.

Commission payouts may vary after December 31, 2021.

Are commissions paid out monthly or annually?

It depends. If your referred customer signs up for an annual subscription, you will receive a one-time 25% commission payment based on the total annual subscription amount. If the customer signs up for a monthly subscription plan, you will receive the first month's revenue.

What if I don't want to be a Referral Partner any more?

An Act! Referral Partner may terminate the Agreement at any time, with or without cause, with ten (10) days' notice to actmarketing@act.com. Upon termination, all marketing and/or promotional materials must be removed from the Referral Partner's websites. Act! reserves the right to modify program terms and conditions at any time.

Who do I contact if I have more Act! Referral Partner program questions?

Please email actmarketing@act.com any questions regarding the Act! Referral Program.