

Affiliate Training Manual

Congratulations on taking the first step in discovering not only an opportunity to create additional income in very short order, but also a way to truly help people and their ambitions. The more you become aware of everything that Head Start Biz Solutions has to offer, the more you see that we can be a positive influence towards anyone's life. This can come in the form of personal or business. This means that every person you encounter can potentially reward you with \$50, paid by us, for making them aware that we exist. Your only responsibility is to send them to us using your custom link.

We provide you with many resources and training to help get you going. There are many links provided in this document that will lead you to everything that you need. Please take the time to read through it entirely and visit the links and watch the videos. We promise that you will be confident enough to start without having to speak with anyone here at Head Start Biz Solutions.

An affiliate is NOT required to learn about the different services we offer and their advantages, but we highly encourage you to do so. We provide weekly conference calls and will respond to questions asked through your affiliate dashboard under the contact section as quickly as possible. There are many areas we can assist with that come up in common conversations every day. When you take the time to understand, you can feel more confident knowing you are helping them. Taking this initiative will also naturally lead to your advancement and desire to establish the relationship further and earn greater commissions by becoming a consultant.

Step 2

Sign up on all 3 affiliate sites to increase your options for promoting. They operate the same but www.headstartbiz.com/affiliate focuses on all the services we offer, www.headstartbizfunding.com/affiliate-program focuses on business funding, and www.headstartcredit.com/affiliate focuses on personal credit repair. These give you as the affiliate, the power to direct your potential client to the information that they are most interested in.

You will have to sign up and create a new account on the websites you have not joined. All reporting is kept separate so that you can again distinguish which strategy is working best for you.

*Please use the same Affiliate ID on all websites.

There are different creatives on each website in your affiliate dashboard. Take a little time to review slightly different variations of ultimately the same thing. The idea is to create just some interest to look at our website and contact us.

Step 3

Take advantage of our training. The very moment you sign up, you receive an email with your password and username for safe keep as well as our link www.headstartbiz.com/affiliate-help. This page will show you when new training information is available, what exists now, and where to go.

Head Start Biz Solutions offers a phone conference every week to take advantage of. It will take place on Wednesday evening at 6:00PM E.S.T. Please join the call and at the end there is always time for open questions if there is something specific that you cannot find the answer to. We will also be uploading

conference calls to see what you missed or to recap what you heard. The recordings will be made available through this link.

The key is to be honest with yourself and your comfort levels. Find the approach that you enjoy, and you will experience results.

Step 4

Start spreading the word. Use the different strategies mentioned in the training and get your custom link in front of people. This is purely a game of numbers. Refer 20 people over that become clients in a month and earn yourself an additional \$1,000. That's less than 1 person a day who is trying to start a business. 1 person who has personal credit scores holding them back from buying their home. 1 person that needs money to help grow their business.

With all the services that we offer, this list of where we can help that 1 person grows and grows. There is a never-ending demand.

ACTION is the key. You need to do something. You need to spend some time. We give you the methods, but you have to act in order to see the results you desire.

F.A.Q.

What happens if someone calls in to the office instead of filling in the form?

Our receptionist maintains a high call volume and primarily works towards filtering clients and prospective clients to the right department or associate to assist with their needs. An individual who is not in our system will be asked to visit the "FREE Assessment" page and complete the form as it will help expedite all future requests. Otherwise, if they do not have the 5 to 10 minutes to spare, to visit any of the service pages and complete the short form. Then instructing them to put in some quick notes on the reason for their call to ensure we get them over to the right department right away. Therefore, the first action that anyone must take is filling in a form and the affiliate is protected.

Does Head Start Biz Solutions take out taxes on payouts?

No. An affiliate is compensated as a W-9 employee. The affiliate will be responsible for filing their own taxes, however, Head Start Biz Solutions is happy to help them in complete their returns as a service.

Are there more options for payment besides PayPal?

There are 2 ways of advancing to our internal payment system where direct deposit can be set up. The first is by reaching \$600 in earnings as an affiliate. The second is by upgrading to a consultant instead of an affiliate.

What happens if someone buys more than one product? Do I earn more?

No, not as an affiliate. Our business model is focused on building long lasting relationships and naturally all our clients end up purchasing more than one product from us. Building this relationship does take time and work, so this additional commission is reserved for the consultant who spends that time. If the idea of earning more per customer is appealing, we encourage you to sign up as a consultant.

How do I create results?

Everyone is in the same position and must go out and actively promote. We encourage you to take advantage of our training material which will show you different strategies. The trick is finding the method that works best for you.

Someone has been a lead forever? What's the deal?

Our hope is that everyone becomes a client, but that is unfortunately not the case. Some leads will become clients immediately, others take time, and others don't. We implement consistent drip campaigns and consultants are actively reaching out. Once they are a lead, they are registered to you, and even if it takes a year for them to become a client, you will be compensated as soon as they do.

How much does it cost to sign up as a consultant?

The setup fee is \$399 and then \$59 a month after. Consultants are provided with a C.R.M., additional marketing material, additional training, and leads once they have proven themselves to be efficient in maintaining client relationships.

Can you use affiliate earnings to upgrade to a consultant?

Yes. In fact, it is encouraged, and we help make it easier to get going. We provide a \$150 discount to affiliates who have proven their ability to create results. This means that you can upgrade to a consultant by referring over only 5 clients for any of our services. Please inform us if this is your desire and we will hold back payments on earnings until you have reached enough to get started as a consultant. When an affiliate hits a total of 20 referrals that have become clients with us, they will also be given the opportunity to become a consultant with NO setup fee.

Affiliate Terms and Conditions

The information listed below is found on our www.headstartbiz.com/affiliate-terms-and-conditions, www.headstartbizfunding.com/affiliate-terms-and-conditions, as well as www.headstartcredit.com/affiliate-terms-and-conditions. These are the terms that were agreed to when signing up as an affiliate with Head Start Biz Solutions:

Becoming an Affiliate with Head Start Biz Solutions is completely FREE. We have creatives for you to use and tracking for you to gauge results. An affiliate will receive their custom link when logged in. All you have to do is pick which ad you want to use, copy the text and paste.

Responsibilities: The role of an affiliate is to refer individuals/businesses to Head Start Biz Solutions by using their custom link. An affiliate is NOT responsible for selling services, collecting documentation, or keeping in contact with the customer.

Marketing Material: An affiliate is provided banners and creatives to use for promotion. These can be found in the affiliate dashboard by logging in at either www.headstartbiz.com/affiliate, www.headstartbizfunding.com/affiliate-program, or www.headstartcredit.com/affiliate. The banners and creatives will already include a custom link to ensure the proper affiliate is credited by simply copying and pasting the html. An affiliate's custom link is provided in the dashboard and they are welcome to come up with new creatives of their own if desired.

Tracking: All tracking on clicks and conversions appears in real time in the affiliate dashboard. An affiliate can see which ads are working better than others, who converts into a sale, commission earned, and commission due.

Training: There are hours' worth of training videos to learn new tactics on how to create results as well as utilizing the tools provided more effectively. These videos are provided FREE of charge and all affiliates are encouraged to take advantage of them. A training manual is provided upon signup to constantly refer to as a useful resource. Affiliates will also be invited to join in a weekly conference call on Wednesday at 6:00 PM E.S.T.

Payout Structure: Affiliates will be paid \$50 for every individual/business sent to Head Start Biz Solutions that becomes a client through one of our many different services. Payments will be received directly through [PayPal](#). Please set up an account for FREE if you do not have one. Other payout options like direct deposit become available when you become a consultant with us. Affiliates will be required to fill out a W-9 form before payments are dispersed.

Payout Dates: Affiliates will be paid on the 14th and 28th of every month. The ending submission dates will be the 10th and 24th of every month. (Example: If someone becomes a client on the 13th of the month, that \$50 will be paid on the 28th and not the 14th.) This allows time for processing and to ensure the transaction is legitimate.

Termination: Head Start Biz Solutions does NOT allow any affiliate to use their custom link in a spam type campaign. If an affiliate is to utilize a mass email type campaign, the list must be subscribers who have opted in to receive such information. Spam complaints will be immediate grounds for termination of an affiliate account. Any payments due will be forfeited to help recover some of the damage caused to the hosting account and website.

By signing up as an affiliate, you are agreeing to these terms and conditions.

You are also agreeing to sign up for our email notices informing you of conference calls and other.

There will be a link provided to unsubscribe shall you wish to stop receiving them.