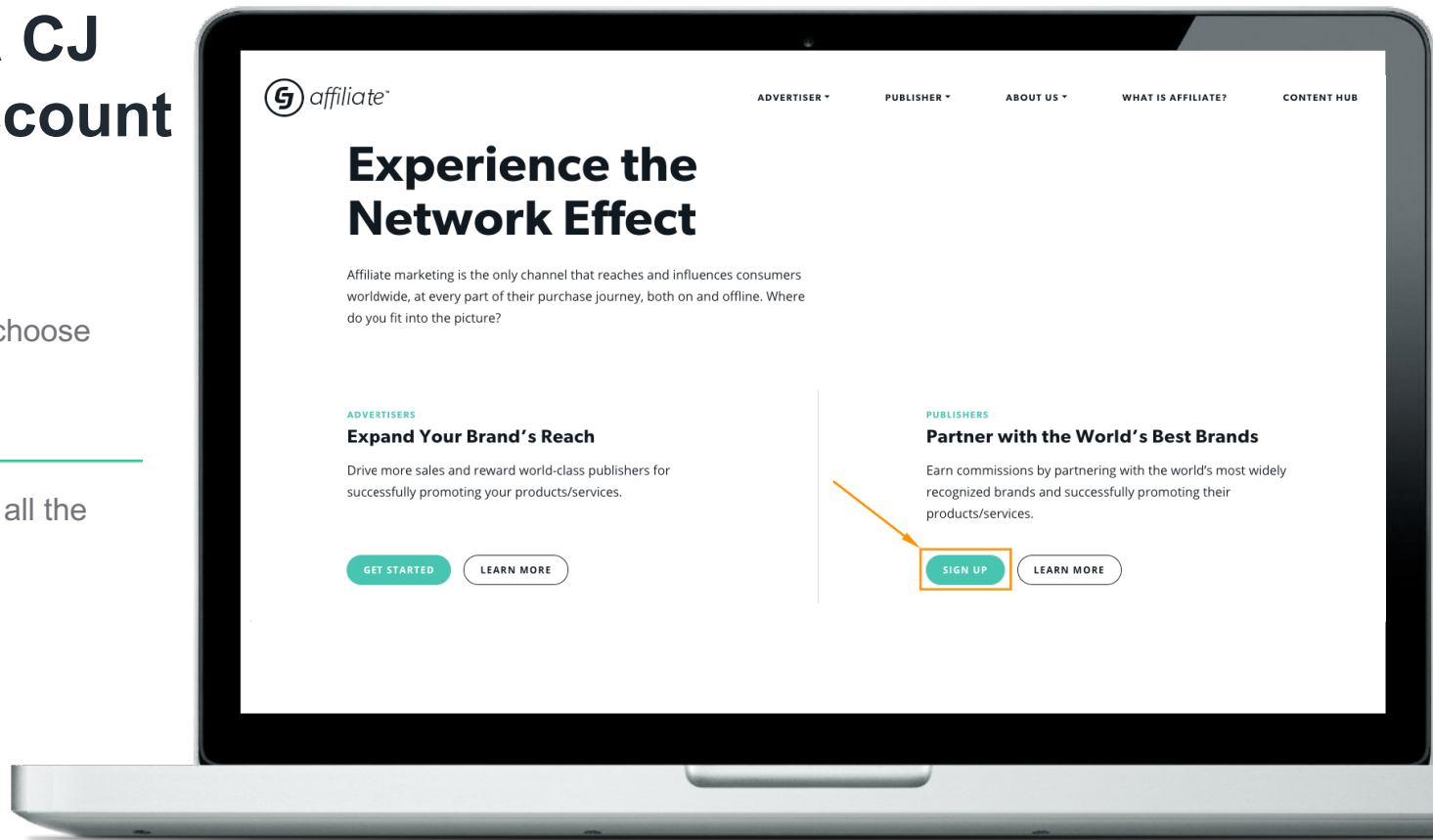


Sign up for a CJ Publisher Account

Head to cj.com/join and choose
the “Publishers” option.

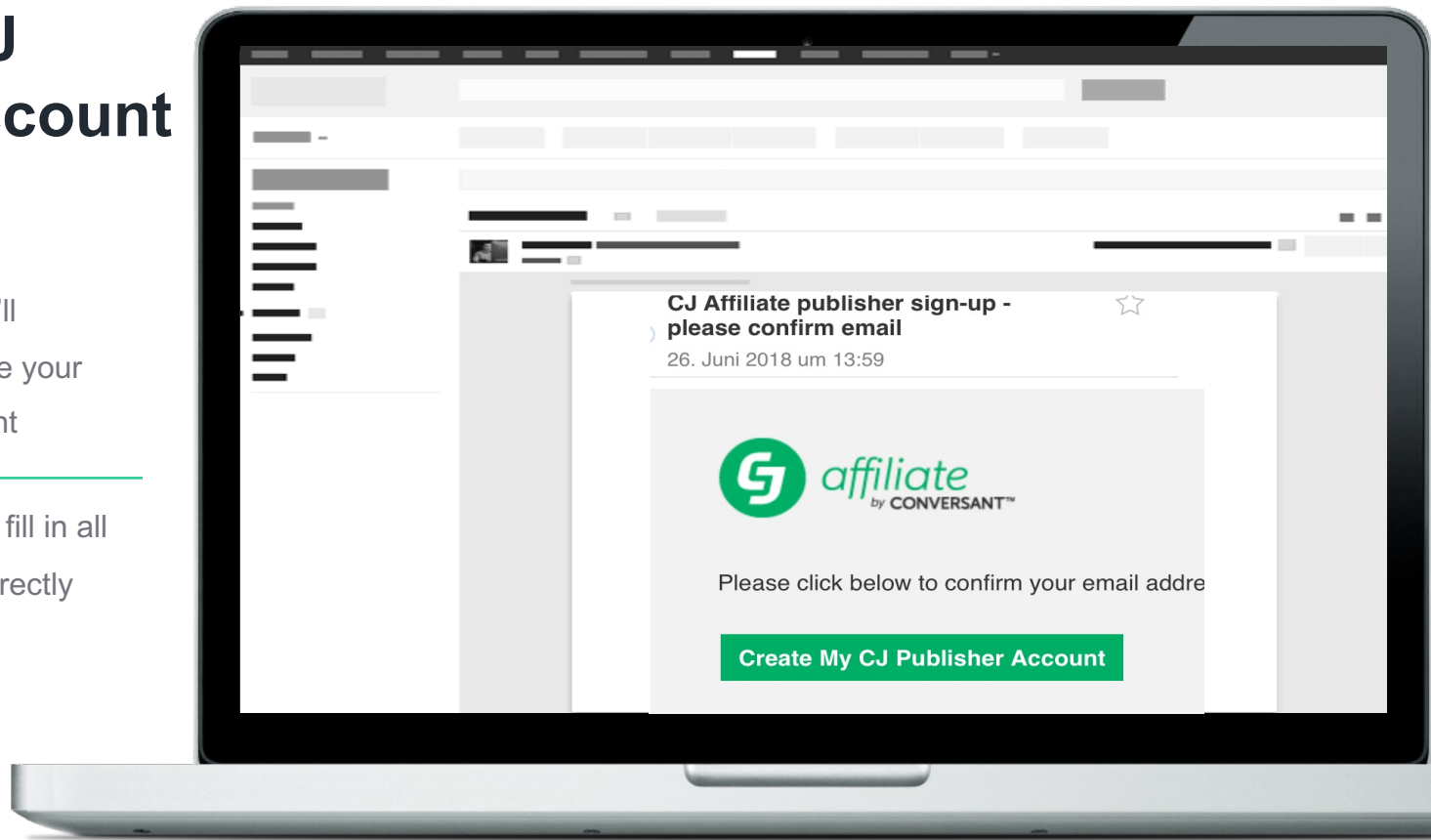
Click “Sign Up” and fill in all the
necessary fields.



Create My CJ Publisher Account

After the registration you'll
receive an email to create your
own CJ Publisher Account

Follow the email link and fill in all
fields completely and correctly

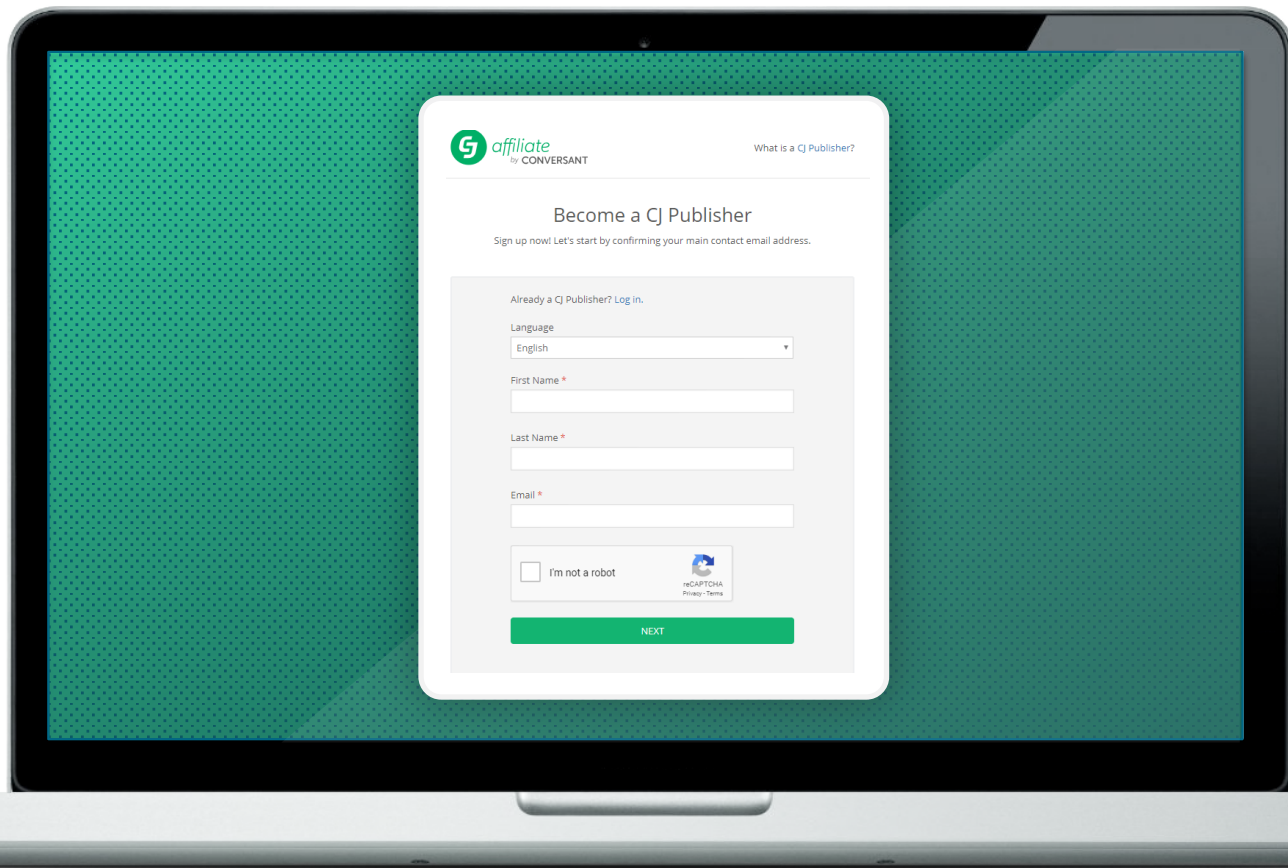


Publisher Login

Please use a unique email, which is currently not yet registered at CJ for signing up

If you see the message below please try another email address

That email address is already in use.



Publisher Login

Specify the country in which you operate and the currency that will be used for your payments.

Choose a secure password (with a capital letter and a number)

The screenshot shows a laptop displaying the 'Account Settings' page for a publisher login. The page is divided into three main sections: 'Account Settings', 'Contact Information', and 'Company Information'. In the 'Account Settings' section, the 'Language' is set to 'English'. Below it, the 'Country' is set to 'FRANCE' and the 'Currency' is set to 'EUR Euro'. These two dropdowns are highlighted with a red box. In the 'Contact Information' section, the 'First Name' is 'Benjamin', 'Last Name' is 'Girard', 'Phone' is '0625334337', and 'Email' is 'benjamingirard716@gmail.com'. Below this, the 'Password' field is highlighted with a red box, and it contains a masked password '.....'. There is a 'Show Password' checkbox below the password field. In the 'Company Information' section, the 'Company Name' is 'Home', 'Address' is '4 Villa Damremont', 'City' is 'Paris', and 'State, Province, or County' is 'Select...'. Red arrows point from the text instructions on the left to the 'Country' and 'Currency' dropdowns, and the 'Password' field.

Publisher Login

Click on the hypertext link
to check the box below.

Check all the boxes to
complete the operation by
clicking on "accept terms

Agreements

In order to maintain a high quality network for both Publishers and Advertisers, CJ Affiliate reminds all applicants that Publishers' web site(s) and online activity must comply with CJ Affiliate's Publisher Service Agreement. By filling out and submitting this form, you agree to all terms of the CJ Affiliate Publisher Service Agreement, including but not limited to the following obligations:

- Not to mislead others;
- Not to use promotional means that contain objectionable content, including but not limited to content that is misleading, libelous, defamatory, obscene, violent, bigoted, hate-oriented, illegal, and/or promoting illegal goods, services or activities;
- Not to engage in and/or facilitate spamming, indiscriminate advertising or unsolicited commercial email; and/or
- Not to infringe on an Advertiser's, CJ's or a third party's proprietary rights.

Service Agreement *

Click on the link below and read it carefully. By checking the box, you acknowledge that you have read and agree to the following service agreement: [Publisher Service Agreement](#)

☐ By checking this box I confirm I have read, understand, acknowledge and accept the CJ Publisher Service Agreement, and I agree to be bound by its terms.

Software Publisher Policy *

☒ By checking this box I confirm I have read, understand, acknowledge and accept the CJ [Software Publisher Policy](#) and I agree to be bound by the terms of the CJ Affiliate Software Publisher Policy.

Privacy Policy *

☒ By checking this box, I confirm that I have read, understand, acknowledge, and agree to the [Privacy Policy](#).

Age Certification *

☒ By checking this box I acknowledge and warrant that I am at least 18 years of age.

Certification of Authority *

☒ By checking this box I acknowledge, represent and warrant that I have the authority to act on behalf of the Company (if a company) entering into the CJ Publisher Service Agreement and described in this Application, and I acknowledge, represent and warrant that all information is true, complete, and accurate, and I will keep all such information current with CJ.

FAQs Account Setup

Password	Category	Logins
<p>Please provide a password that is at least 8 characters long and includes a combination of letters, numbers and/or special characters, and does not contain username</p>	<p>In the category field please choose a category that matches your business</p>	<p>After a successful registration, please save your login data!</p>

Publisher Dashboard in your CJ Account

This is your CJ Dashboard

This is the page from where you can access all other options within your account

Account Advertisers Links Widgets Reports Mail Placements Balance: €0.00 EUR Test Test (5119380) Test GmbH

Dashboard Complete your Network Profile to promote your business. Go to Network Profile

Performance Summary

Yesterday

€0 Commission	0 Sales	0 Leads	0 Clicks	0 Impressions	N/A EPC	N/A Conversion
---------------	---------	---------	----------	---------------	---------	----------------

N/A Change From Last Year

Network Stats

New Earnings	New 3 Month EPC	New 7 Day EPC
--------------	-----------------	---------------

Advertisers

NEW JOINED TOP TEN RECOMMENDED All

best egg	Best Egg Personal Loans Personal Loans	Sale: \$150 USD
PointClub	PointClub Communities	Sale: \$1.25 USD
wave.video	Animatron Marketing	Sale: \$25 USD Perf. Incentive
PetAssure	PetAssure Pet Plan Pets	Sale: 20% USD, \$10 - \$30 USD
JOANY	JOANY Wellness	Sale: \$25 USD
JuJu Supply Co.	JuJu Supply Co. Jewelry	Sale: 15% USD Perf. Incentive
BRICE EMEA		

Messages

Announcements

European Union General Protection Regulation (GDPR)

As a client of Commission Junction LLC ("CJ Affiliate"), Conversant Europe Ltd. and/or Conversant LLC, we wanted to express our commitment to protecting personal data in compliance with all applicable laws, rules and regulations. This communication specifically addresses the European Union General Data Protection Regulation ("GDPR"), which will take effect on May 25, 2018. This new data protection law will replace the 1995 Data Protection Directive (Directive 95/46/EC).

In order to protect the personal data of EEA citizens under GDPR, we have made changes to the CJ Affiliate

Tasks

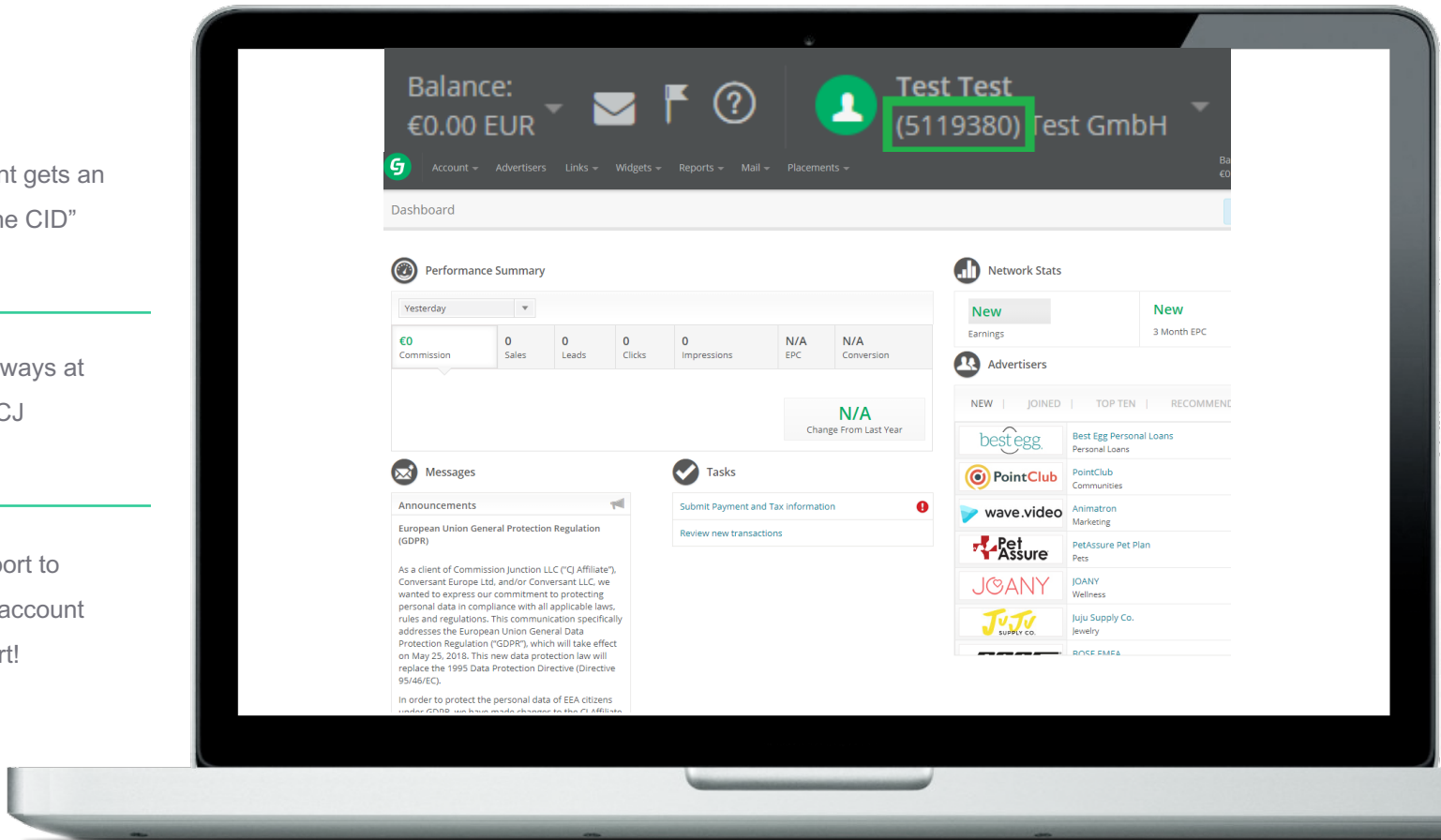
- Submit Payment and Tax information
- Review new transactions

CID

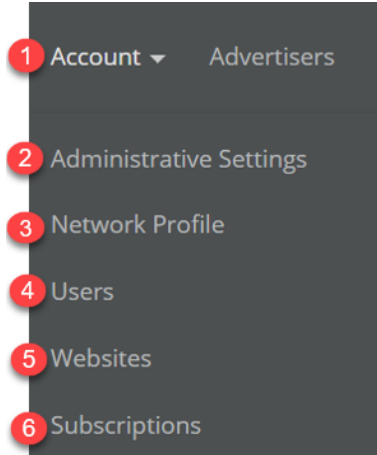
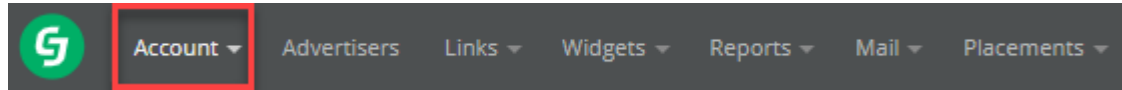
Every Publisher Account gets an individual ID, called “The CID” (Company ID)

Please have the CID always at hand when contacting CJ support!

The CID helps CJ support to identify your individual account and to speed up support!



Account Setup



Log-in >Account

1. Clicking on the Account tab in the Navigation Bar opens a drop-down menu to pages to complete your account setup. This is an overview and we go into additional detail in subsequent slides.

2. Administrative Settings: Enter all payment and tax information so that you can be paid for earned commissions.

International payment options, including Payoneer, are available. **Learn more on Slides 28 & 29**

3. Network Profile: The Network Profile is your introduction to the CJ network. It's sent to each advertiser that receives your application. Be sure to list all promotional methods. If one of your promotional methods is software/technology, such as a toolbar, please fill out the new Software Disclosure Agreement before enabling software in your account. **An example is provided on Slide 17**

4. Users: Email Preferences Are Located Here. You must Opt In to Receive Email from CJ. Each member of your team should have their own log in and password. **Get the details on Slide 16.**

5. Websites: Fill out the Promotional Properties page for each of the properties you will use to promote advertisers. Each property you create will have a unique Property ID (PID). The PID is an essential component of tracking links and reporting. **Learn how to add them on slide 18**

6. Subscriptions: Create and manage data import and export feeds. Details in the *Support Center* articles [Product Feed Exports](#) and [Shopping Feed \(Google Format\)](#)

Steps to complete your CJ-account

You need to complete this 3 steps in order to earn commissions and get payouts from CJ Affiliate !!!

ADMINISTRATIVE SETTINGS / Go to "Account → "Administrative Settings"

1. Enter Tax Information by clicking "Edit"



type in your account password and
edit your Tax Information
→ (see slide 12)

2. Enter Payment Information by clicking "Edit"



type in your account password and
edit your Payment Information
→ (see slide 13)

NETWORK PROFILE / Go to "Account → "Network Profile"

3. Network Profile by clicking "Edit"



enter a description for your business model



choose one of the selectable promo methods
→ (see slide 15)

Tax Information

Please choose and fill out the form applicable for your business

(e.g. W-9, W-8BEN etc.)

If applicable, also enter your VAT-Number (if you don't have a VAT Number just write the 2 First letters of your country following by multiple "0" (ex publisher UK : GB000000000))

Tax Information

Commission Junction is required to collect necessary tax information from our publishers prior to processing your payments. Please choose and submit an electronic form from the list below. For assistance in choosing the required form for your business, please contact a tax advisor or visit the IRS website at www.irs.gov.

US persons

W-9 Request for Taxpayer Identification and Certification

Non-US persons

Certification of No United States Activities

W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

VAT Registered Publishers

VAT registered publishers should submit their VAT number and contact to Commission Junction whenever they need to have the number changed. If your company is not VAT registered, please leave this field blank.

VAT Number

Please include VAT prefix DE

Save

Cancel

Validating your Tax information

The payee name can be different from your signature, but the signature needs to be the exact same as the account's holder name (Super User).

Payment Information

Payment Information

You must submit Tax Information to be able to edit Payment Information or to change Payee/Account Holder's Name.

* Minimum Payment Amount:

Minimum: 60.00 EUR Maximum: 750.00 EUR

* Payment Method:

Check

▼

Payee's Name

Test GmbH

* Check Currency:

▼

! Get paid anywhere in the world. Explore global payment options to find the right choice for you at [CJ International Payments](#).

Cancel

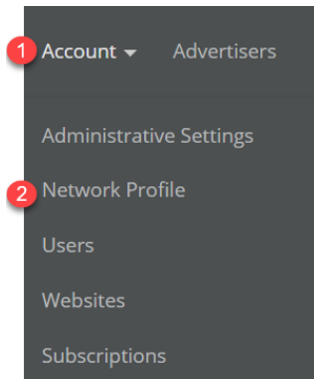
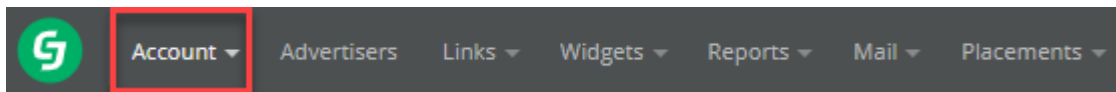
Save

Fill in your Payment Information

You can choose the type of currency, account, and the method of payment. Note that the name of the account will be the one indicated during your registration :

There is a minimum amount for each type of payment at CJ: 25 € for bank transfers and Payonpeer payment and 60 € if you wish to be paid by check.

Network Profile

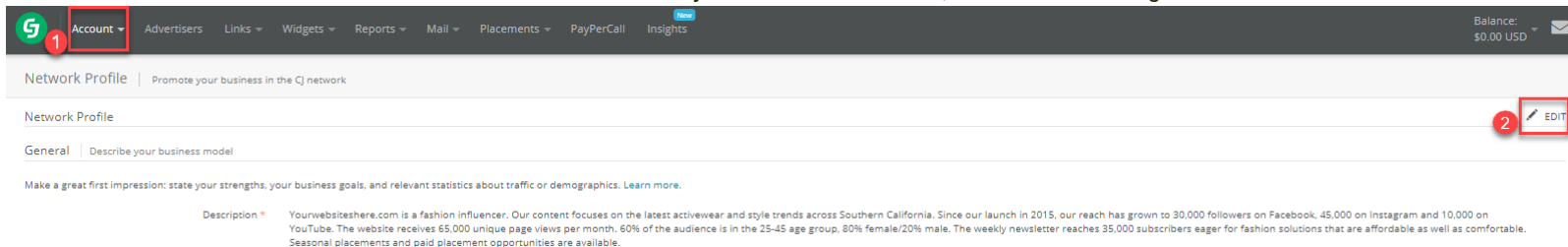


Log-in >Account >Network Profile

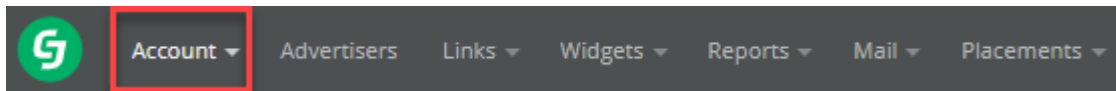
Network Profile: Introduce yourself to advertisers by filling out your *Network Profile* page. It's your elevator pitch so it's crucial that you get this right. This is how advertisers will review your account to get you approved for their programs.

1. Just click on the *Account* tab in the *Navigation Bar* at the top of your screen and choose *Network Profile*.
2. Click on the edit pencil and fill in the description to tell us who you are, what you write about, demographics, site traffic and social media follows.

Example: *Yourwebsiteshere.com is a fashion influencer. Our content focuses on the latest activewear and style trends across Southern California. Since our launch in 2015, our reach has grown to 30,000 followers on Facebook, 45,000 on Instagram and 10,000 on YouTube. The website receives 65,000 unique page views per month. 60% of the audience is in the 25-45 age group, 80% female/20% male. The weekly newsletter reaches 35,000 subscribers eager for fashion solutions that are affordable as well*



Opt-In to Email



Log-in >Account >Users

On the **Users** page, Opt In to receive email and important news from CJ.

Under *Communications Preferences*, there are two categories:

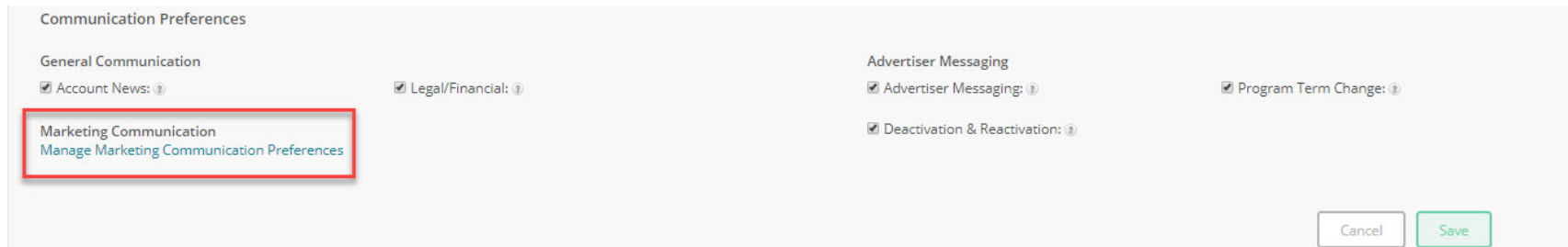
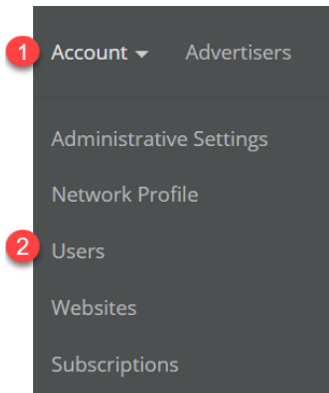
General Communication

Marketing Communication: You must opt in at the email preferences center to receive important email from CJ regarding events and partner opportunities. On the *Users* page, the link can be found under Marketing Communication.

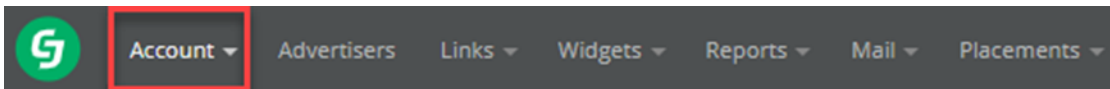
Designate one member of your team as the Partner Contact who will communicate with advertisers.

There are four roles available for members of publisher teams.

- **Superuser:** May view, access and edit the account settings and program terms. There can be only one Superuser per account and this user is created when the account is created.
- **Operator:** May not modify account, payment or other user's settings.
- **Analyzer:** May not modify account, payment or user settings. May not accept, decline or expire relationships.
- **Link User:** May only search for, view and copy links for advertisers.

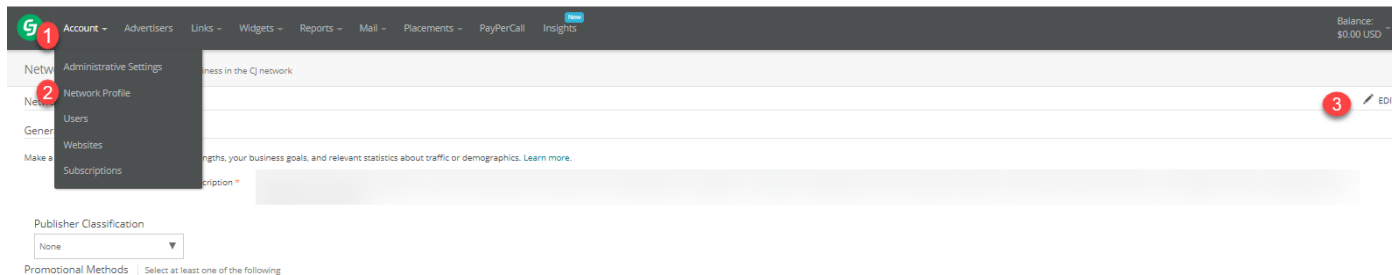


Software Disclosure

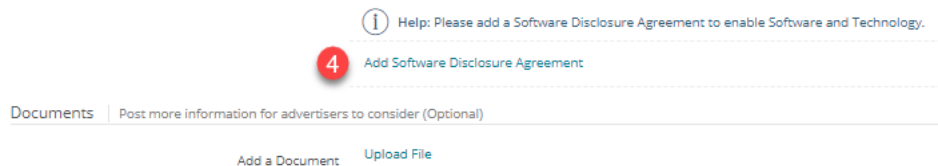


Log-in > Account > Network Profile > Add Software Disclosure

- Publishers that utilize toolbars/software are required to upload a software agreement to the CJ account manager to provide transparency to CJ and our advertisers
- The software/toolbar is reviewed by our NC team in a series of tests before approve/declining (typically takes 1 week)



- After clicking on the Edit pencil (step 3 in the screenshot above), the *Add Software Disclosure Agreement* link will appear at bottom of the page (step 4).



For more information visit - <https://cjcommunity.force.com/s/article/Software-Publisher-Policy-4777053>

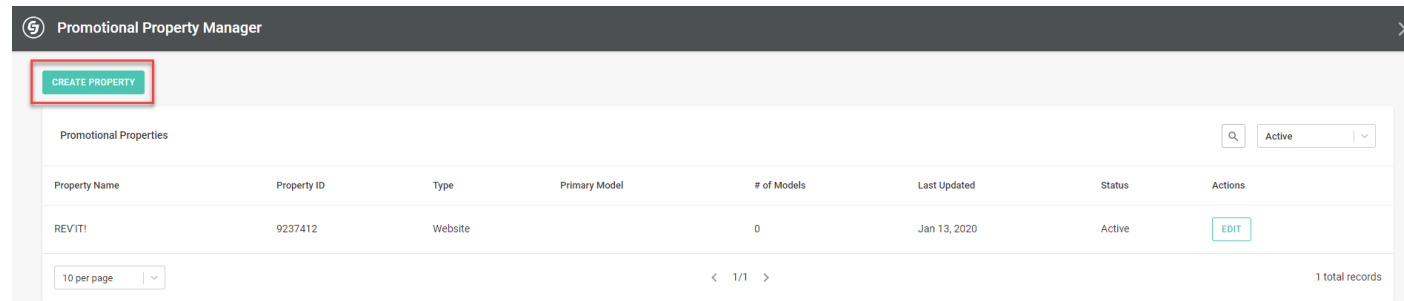
Log-in > Account > Websites

Websites: Let brands know where they can find you.

List all promotional properties - websites and social media, such as Facebook, Instagram or Pinterest - to make sure that each one has a CJ website ID, called a PID. This is essential for tracking sales and earning commissions.

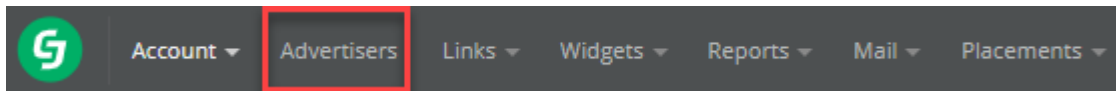
1. Click on *Account* at the top of the screen and choose Websites, to open the page.
2. After the *Promotional Property Manager* page opens, click on *Create Property*.
3. Fill out the Create Promotional Property checklist to define your property and obtain the PID for your tracking links.
4. Once created, you'll be able to choose the website/social media platform from the website list on the *Links* page to incorporate your PID.

See the Support Center article: [Edit Your Websites and Promotional Properties](#)

The screenshot shows the 'Promotional Property Manager' interface. At the top left is a 'CREATE PROPERTY' button, highlighted with a red box. Below it is a table titled 'Promotional Properties'. The table has columns: Property Name, Property ID, Type, Primary Model, # of Models, Last Updated, Status, and Actions. One row is visible with the property name 'REV/IT!', ID '9237412', type 'Website', 0 models, last updated 'Jan 13, 2020', and status 'Active'. An 'EDIT' button is in the Actions column for this row. At the bottom left is a '10 per page' dropdown, and at the bottom right is a '1 total records' indicator.

The Promotional Properties API is available for publishers who have a high number of promotional properties that require automation to manage. The documentation is available on our Developer Portal: <https://developers.cj.com/graphql/reference/Promotional%20Properties>

Find Advertisers

A search tool interface on the left side of the screen. It features a search bar at the top with a magnifying glass icon. Below it are two input fields: 'Advertiser(s)' and 'Keyword(s)'. Under these fields are links for 'Save Search', 'Load Search', and 'Clear Filters'. A 'Search' button is highlighted with a green border. Below the search bar is a section for filters. It starts with 'Advertiser' and 'Status' (both with dropdown arrows). The 'Status' section has a list of radio buttons: 'All' (selected), 'My Advertisers (Active)', 'Pending Offers', 'Pending Applications', 'Publisher Expired', 'Advertiser Expired', 'Declined Offers', 'Declined Applications', and 'No Relationship'. Below this is a 'Category' section with a dropdown arrow. The 'Serviceable Area' option is highlighted with a red border. Below that is a 'Language' section with a dropdown arrow. The 'Advertiser's Country' section has a dropdown arrow. The 'Geographic Source' option is highlighted with a red border. At the bottom is a 'Currency' section with a dropdown arrow.

Log-in > Advertisers

Connect with Advertisers in the Network: Click on *Advertisers* in the *Navigation Bar* at the top of the screen. When the *Advertisers* page opens, you'll see the top of a list of over 2,500 brands. To narrow your search, use the *Search* tool on the left side of the screen.

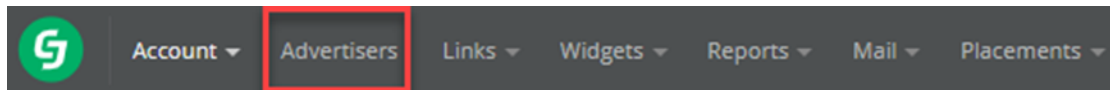
To find the Withings affiliate program, type “Withings” into the first window of the Search tool.

From this screen you can also monitor advertiser partnerships.

Use the radio buttons in the *Status* section to view your relationships.

- My Advertisers (Active) – advertisers who have accepted you into their programs
- Pending Offers - from advertisers that want to work with you
- Pending Applications – to advertisers that you want to join
- Publisher Expired – advertiser relationships that you have expired.
- Advertiser Expired – advertisers who have expired the relationship
- Declined Offers - offers that you declined, rather than accepted
- Declined Applications – advertisers who did not accept you into their program

Program Terms



Log-in > Advertisers > Advertiser Box (expands) > Program Terms

- Publishers must comply with advertisers' program policies/terms and conditions, so it's important to read them before you apply.
- Program terms include policies on commission rate, TM+ bidding rights, direct linking, etc., and are strictly enforced
- Advertisers can expire publishers from their program for violating these policies.

This screenshot shows the 'Advertiser Box' for 'AB Elbo (3829751)'. On the left is a search sidebar with fields for 'Keyword(s)', 'Save Search', 'Load Search', 'Clear Filters', and a 'Search' button. The main area displays the advertiser's name '3829751 - AB Elbo' with a red circle '1' next to it, and the category 'Accessories'. Below this are tabs for 'MORE INFO', 'PROGRAM TERMS' (highlighted with a red circle '2'), 'RELATIONSHIP HISTORY', and 'LINKED ACCOUNTS'. The 'PROGRAM TERMS' tab shows details for '(Active) - 17 test' including: Action: Sale, Description: Testing, Referral Period: 45 day(s), Number Of Occurrences: Unlimited, Commission: 5.17%, and Locking Period - Standard: Actions lock on the 10th of the month, unless extended.

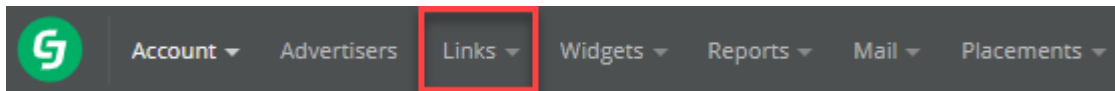
Remember, you only receive commissions if you are accepted by the advertiser.

Apply to Programs: When you find a brand that's a good fit for your site, click on the *Join Program* button to the right of the advertiser's name, as shown below, to apply to the program. Once you are joined to a program, it will say "Accepted" on the calendar icon. Then, you will be able to pull links that the advertiser has provided in the *Links* tab

This screenshot shows a card for the advertiser 'WITHINGS' (ID: 4996850 - Withings Equipment). It includes a 'Network Earnings' section with a green progress bar and a scale from 0 to 5. To the right, it lists performance metrics: '3 month EPC: 19.47 EUR', '7 day EPC: 35.82 EUR', and 'Sale: 7%'. On the far right, there are icons for a calendar and a document, followed by a green 'Join Program' button.

For more information visit: [Advertiser Details and Policies](#)

How to Get a Link



Log-in > Links > Search

As soon as you are joined to a brand's program, you can put their links on your site.
If you prefer a bookmarklet, our *Deep Link Generator* is described on slide 22.

Click on the *Links* tab and choose *Search* from the drop-down menu.

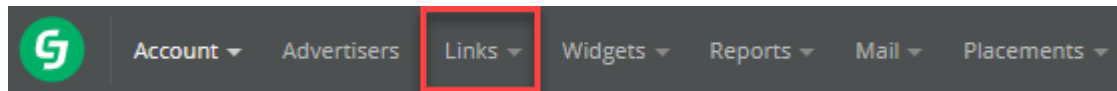
A *Search tool* on the left helps you find the brand and their links.

1. When you find a link you like, click on *Get Code*
2. Choose *Click URL* from the choice of code types for a simple link.
3. The tracking code appears in the box below.

Now you have the tracking link to place on your site. If you prefer a banner, choose *HTML*.

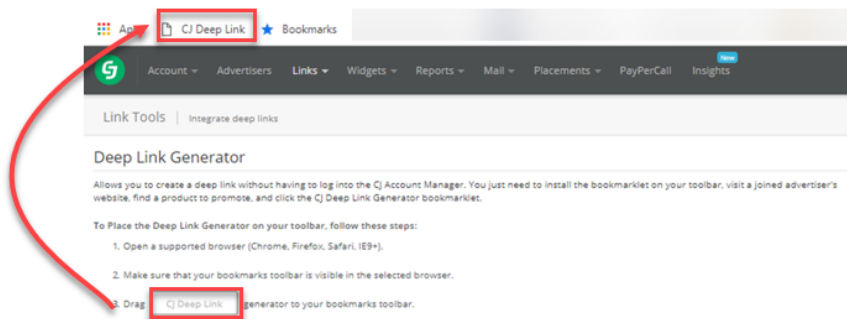
Here's a quick video walk-through: <https://www.youtube.com/watch?v=t6ht6QJqnVY>

Deep Link Generator



Log-in > Links > Tools

The Deep Link Generator bookmarklet allows you to create a deep link without logging in to your account. Deep Linking allows you to drive customers to a specific product or category page. From this page, download the *CJ Deep Link Generator* bookmarklet onto your browser by clicking on the *CJ Deep Link* button and dragging it up to your browser toolbar.



Once the bookmarklet is installed on your browser bookmarks toolbar as shown above, visit the website of one of your joined advertisers and navigate to the page you want to send your customers to.

Click the *CJ Deep Link* button you just added to your browser and a window will appear with your deep link URL. Two things to keep in mind: 1. You must be joined to the brand. 2. For advertisers who are not set up for the *Deep Link Generator*, you will have to use the *Links* tab to get their links.

CJ publisher reports

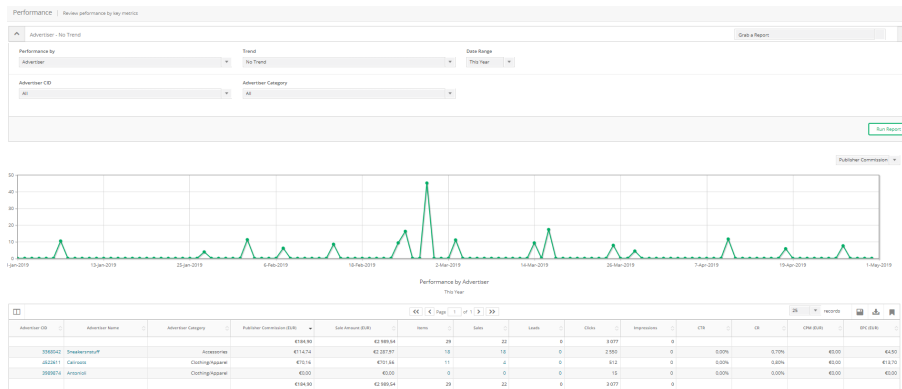
TRANSACTION REPORTS

The Transaction Reports feature allows you to view details about commissions you are earning and being paid for. They are different from your [performance reports](#). Transaction reports provide you with the current status of commissionable transactions, including bonuses, reversals and corrections, that have posted to your account. You may use these reports to track revenue generated and spent, and analyze the financial results of your program.

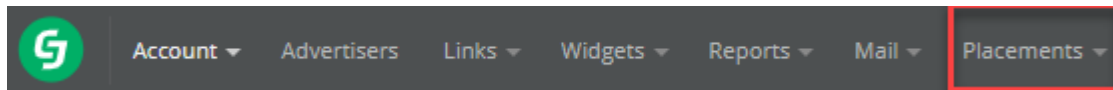
[illegible]

PERFORMANCE REPORTS

The Performance reports displays data and relates to your program's activity such as clicks, sales, leads, for time periods of your choosing. This report is here to give you an overlook of your account without going in too much details. You won't see anything related to your bonuses or if sales has been canceled.



Rate Cards



Log-in > Placements > Opportunities

To add a placement, click on *Placements* at the top of the screen, and choose *Opportunities* from the drop-down menu. You may create a single placement, a package, or upload a full rate card. Just follow the prompts and you will be guided through the process. The process is shown in the [walk-through video](#).

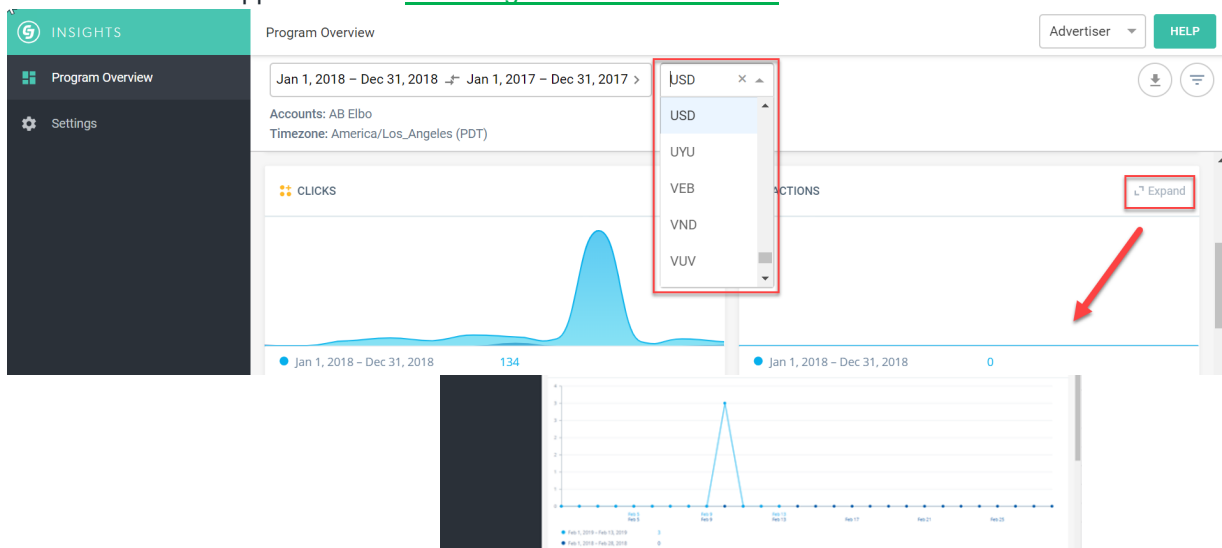
A screenshot of the 'Opportunities' page in the Commission Junction interface. The top navigation bar is dark grey with the 'Placements' menu item highlighted. Below the navigation bar, the page title 'Opportunities' is followed by a subtitle 'List placement opportunities on your sites'. On the right side of the page, there is a red-bordered button labeled 'Create Opportunity'. Below this button, there are radio buttons for 'Active' (selected) and 'Archived'. The main content area displays a table with 13 results. The table has columns for placement details, pricing, dates, and platform types. The 'Create Opportunity' button is highlighted with a red rectangular border.

Placement Name	Commission	Price	Start/End Dates	Platform	Actions
Homepage Banner in August 2016 Single Placement		\$3,000.00 USD FLAT FEE	Starts: 1 Aug 2016 Ends: 31 Aug 2016	Website	[More]
Q4 Rate Card Full Ratecard	10% COMMISSION	\$500.00 USD To \$10,000.00 USD FLAT FEE	Starts: 1 Oct 2016 Ends: 31 Dec 2016	Email, Content, Website, Social	[More]
Website Home Page Placement Single Placement		\$2,000.00 USD FLAT FEE	Starts: 1 Apr 2016 Ends: 30 Apr 2016	Website	[More]
Website Home Page Placement Single Placement		\$5,000.00 USD FLAT FEE	Starts: 1 Apr 2016 Ends: 30 Apr 2016	Website	[More]
Q1 Rate Card Full Ratecard	10% COMMISSION	\$500.00 USD To \$2,000.00 USD FLAT FEE	Starts: 1 Jan 2016 Ends: 31 Mar 2016	Email, Content, Website	[More]
TEST OPPORTUNITY Single Placement		\$3.00 USD FLAT FEE	Starts: 1 Jan 2016 Ends: 31 Dec 2016	Website	[More]
Q1 Rate Card Full Ratecard	10% COMMISSION	\$5,000.00 USD To \$10,000.00 USD FLAT FEE	Starts: 1 Jan 2016 Ends: 31 Dec 2016	Mobile, Website, Email, Content	[More]

Log-in > Insights

Analyze performance metrics by country now available in our Insights platform. You can choose from 100+ currencies. View top performing partners, links, websites, browsers, devices, or countries with our gauge-expand functionality, as shown below. You can use any combination of these metrics to filter your Dashboard.

Learn more in the Support Center: [CJ's Insights Platform Overview](#)

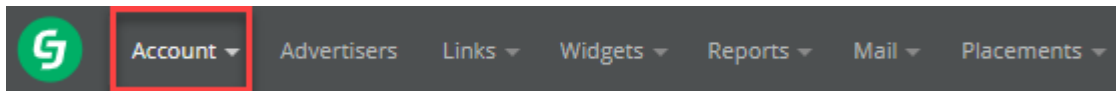


CJ API

<https://developers.cj.com/>

PRODUCT SEARCH	ADVERTISER LOOKUP	LINK SEARCH	AUTOMATED OFFER FEED
<p>The Product Search API is an API that enables you to access specific product information from an advertiser's product feed (catalog). Developers may search by any number of criteria including price, currency, country, serviceable area and UPC. Product Feed data with ads designated as private within the CJ Account Manager are not available through the Product Search API.</p>	<p>Publishers can use the Advertiser Lookup REST API to easily and automatically look up sets of advertisers and details about their programs in the CJ network using a variety of criteria. For example you could use the Advertiser Lookup API to identify non-joined advertisers with whom you'd like to establish a relationship, or you could easily pull a list of all of your already joined advertisers in order to view all of their current program details.</p>	<p>The Link Search Service is a REST API that enables publishers to find links based on desired criteria. All parameter names and values are not case sensitive. You must provide at least one of the optional parameters. Submitting an empty request does not return all possible results; an empty request returns zero results.</p>	<p>The Automated Offer Feed via our Link Search API is an API that enables you to access specific credit card content, links and images from our financial advertisers. The link output is recommended for mapping to your Content Management System, and we recommend that you seek Advertiser approval prior to putting it into production.</p>

Payment Options



Log-in >Account >Administrative Settings

CJ supports multiple check and direct deposit payment options.

The choices depend on where you reside and the country where you have a banking institution. We have direct deposit options for 39 countries. To learn more, see the Support Center article [Payment Options for Publishers](#).

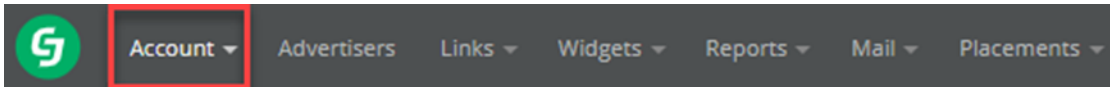
CJ has partnered with Payoneer to offer a flexible and easy option to receive payments in local currencies around the world.

With Payoneer, you can get paid in your own currency via your local bank account without having to open an international bank account. As our partner, Payoneer offers special pricing to CJ Affiliate Publishers. To qualify for the special pricing, you must sign up for Payoneer using our dedicated registration page at <https://register.payoneer.com/cj-affiliate/>. Once you have your Payoneer account information, simply add it to your CJ publisher account as you would with regular bank account details. Navigate to Account > Administrative Settings and in the Payment Information area and click the *Edit* pencil icon. Select direct deposit as your payment method and enter your Payoneer account number as your bank information

How Payoneer Works

When you sign up with Payoneer, you receive a Payoneer account that acts as your US-based bank account where you can receive your earned CJ publisher commissions. Commissions are processed according to CJ's usual payment process and schedule and are deposited into your Payoneer account. From there, you can withdraw your funds directly to your local bank account in your local currency or to a Payoneer Prepaid MasterCard.

Payoneer bank withdrawal is available in over 150 local currencies with no clearing fees, or you can get a Payoneer Prepaid MasterCard worldwide for purchases and ATM withdrawals wherever MasterCard is supported. You can learn more about Payoneer at payoneer.com. Currently CJ does not offer payment to your PayPal account or into a credit card account, such as VISA or American Express.



Functional Currency

When you signed up for your account, you were asked to choose your *functional currency*. Your functional currency establishes the currency used to calculate and display financial information in your account. Functional currency settings are permanent and may not be reversed or changed once established. If you need to change your functional currency, you will need to sign up for a new publisher account.

Payment Currency

CJ will issue payment in the account's *payment currency*. The Superuser on your account is required to choose a payment currency when they enter their payment information, and they must do so before being qualified to receive a payout. This currency may be changed at any time by the Superuser by navigating to *Account > Administrative Settings*.

If Your Functional Currency is Different than Payment Currency

You can set your payment currency to be the same as your functional currency, or you may choose to receive payment in a different currency. For those publishers who select a currency other than their functional currency, CJ uses a conversion rate based upon the world currency exchange rate on the day the payment processes. This conversion rate is outside of CJ's control.

CJ applies a customary 3% rate differential to all conversions at the time of payout. This practice is common among financial institutions and organizations that pay and receive various currencies due to global fluctuation in rates.

Please note, there may be a period of several days between the time your approved payment appears in your account and the time the banking transaction takes place.

Publisher payment process

Payout occurs on or around the 20th of the month.

TRANSACTIONS STATUS

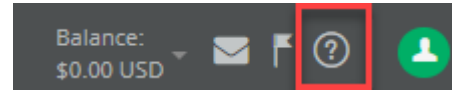
New : A transaction is made and a commission is register into the publisher account until the advertiser correct or extend it.

Locked : The advertiser can no longer correct the sale. If the sale is not corrected, the sale is validated but waiting for payment advertiser.

Closed : The advertiser can no longer correct the sale. If the sale is not corrected, the sale is validated and paid by the advertiser.

Extended : The sale is extended by one month to allow the advertiser time to verify that the sale is validated.

Support Center



- Click on the question mark icon at the top of right of the screen to open the Support Center.
- Once in the *Support Center*, you'll see a list of how-to articles as well as the *Ask A Question* feature, which enables you to send your questions directly to our Client Support team.
- Client Support can also be reached by phone at 1-800-761-1072, Monday- Friday 6a.m. – 5 p.m., Pacific Time