

# Doingid First Promoter User Guide

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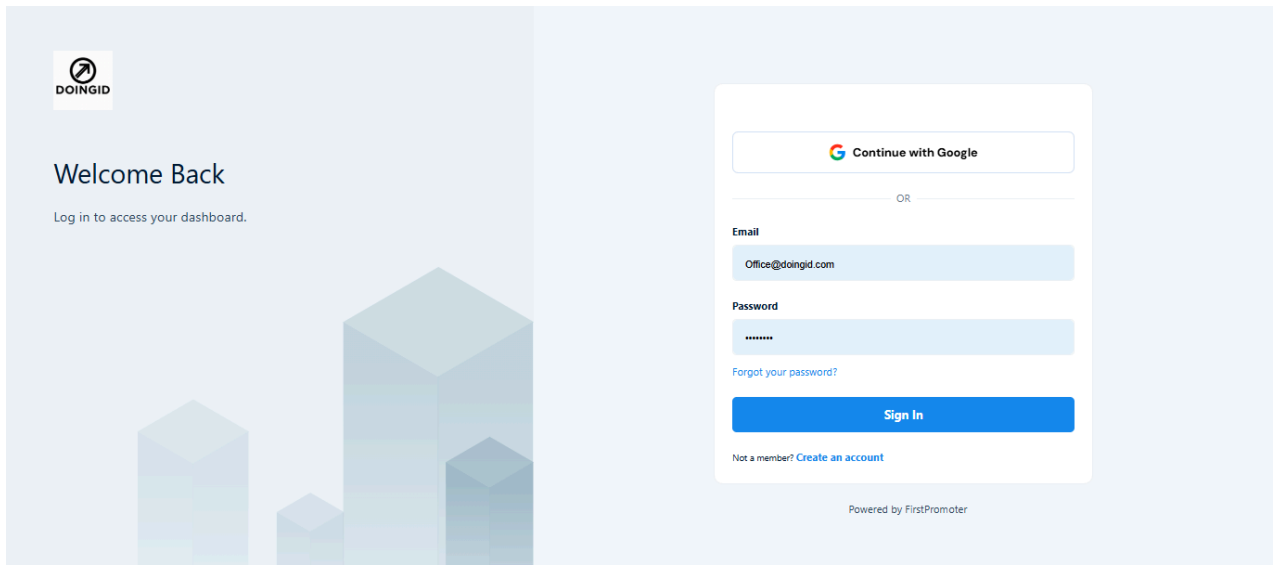
## I. What this guide is about

This is a short instruction guide for participants of the Doingid affiliate program. Here you will find step-by-step explanations:

1. how to access and register in the affiliate program
2. how to set up a bank account for receiving rewards
3. where to find your personal referral link
4. where to see your referrals and “referrals of referrals”
5. where to see your current earnings and payout history

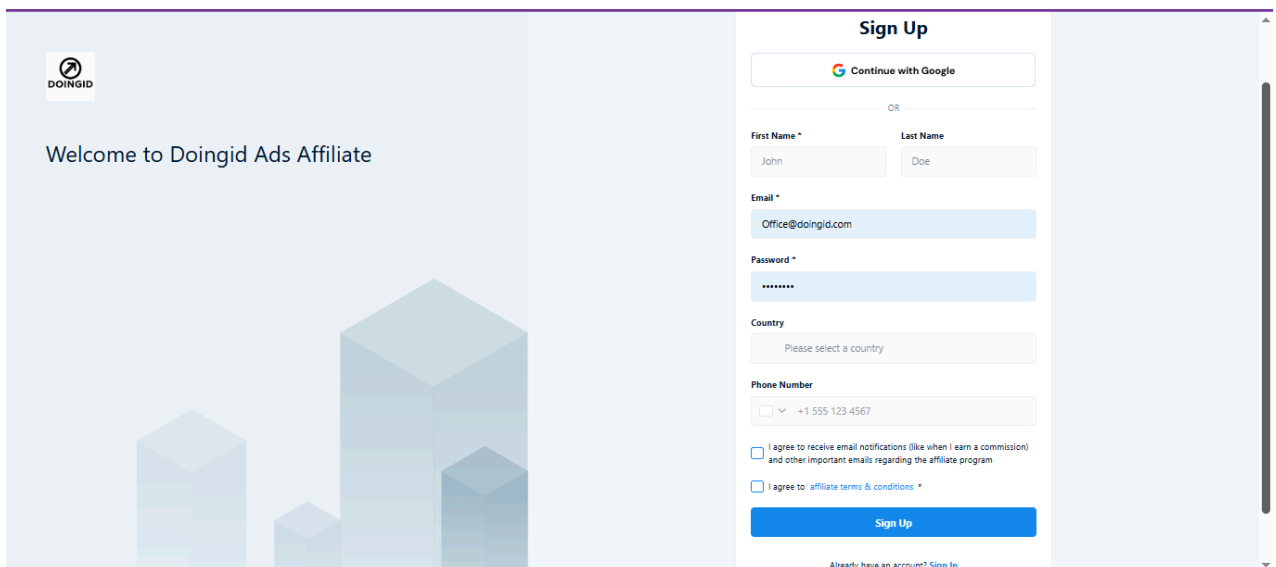
## II. Access and registration in the affiliate program

1. Open the login link: <https://doingid.firstpromoter.com/login>



This is the login page for already registered participants.

2. If you are a new user, click the “Create an account” button at the bottom of the page. You will be taken to the registration page.

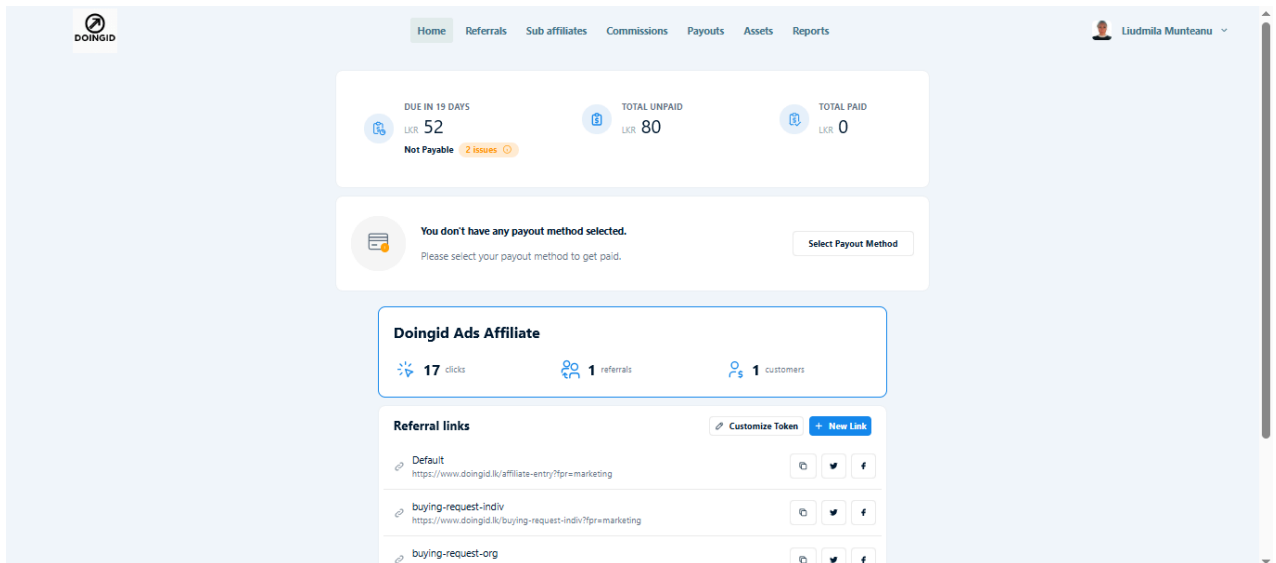


3. On the registration page you have two options:
  - Enter your data manually: name, email, password
  - Or use registration through Google (the “Sign up with Google” button)
4. After successful registration you will be automatically redirected to your participant dashboard.

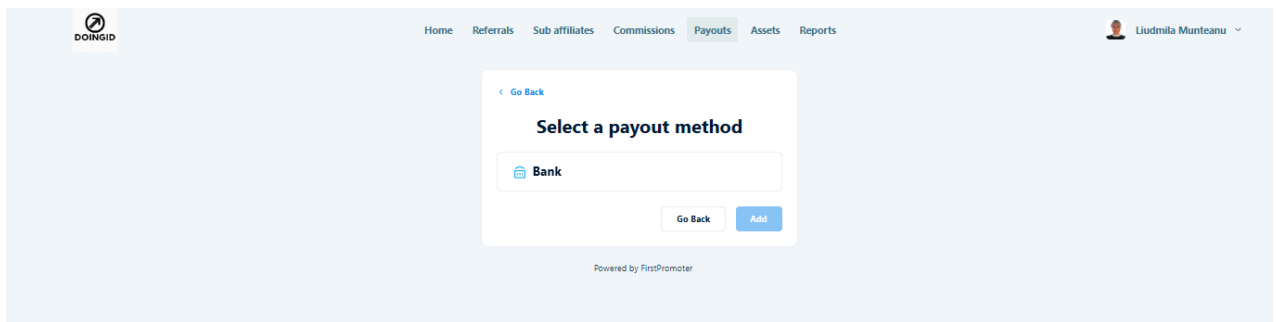
## III Setting up a bank account for payouts

To receive monthly rewards, you need to enter your bank account once.

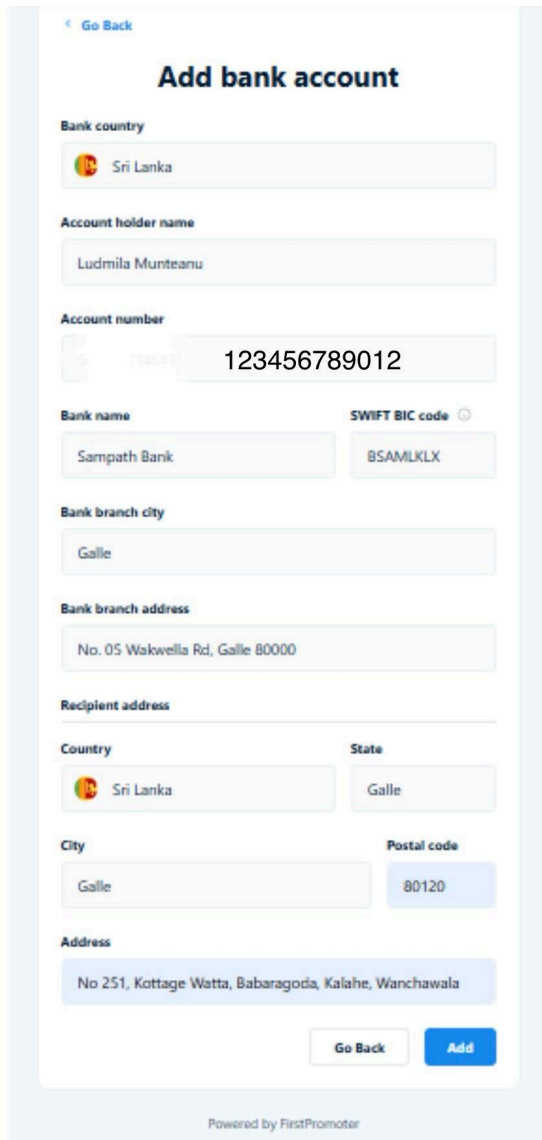
1. In your dashboard, find and click the “Select payout method” button.  
You will be taken to the page for choosing the payout method.



2. In the list of options, select “Bank”.



3. Then:
  - select the country of your bank (Sri Lanka, Moldova, etc.)
  - proceed to the form for entering your account details



The screenshot shows a web form titled "Add bank account" with a "Go Back" link at the top left. The form contains several input fields: "Bank country" (Sri Lanka), "Account holder name" (Ludmila Munteanu), "Account number" (123456789012), "Bank name" (Sampath Bank), "SWIFT BIC code" (BSAMILKX), "Bank branch city" (Galle), "Bank branch address" (No. 05 Wokwella Rd, Galle 80000), "Recipient address" (Country: Sri Lanka, State: Galle, City: Galle, Postal code: 80120, Address: No 251, Kottage Watta, Babaragoda, Kalahe, Wanchawala). At the bottom right are "Go Back" and "Add" buttons. The footer text reads "Powered by FirstPromoter".

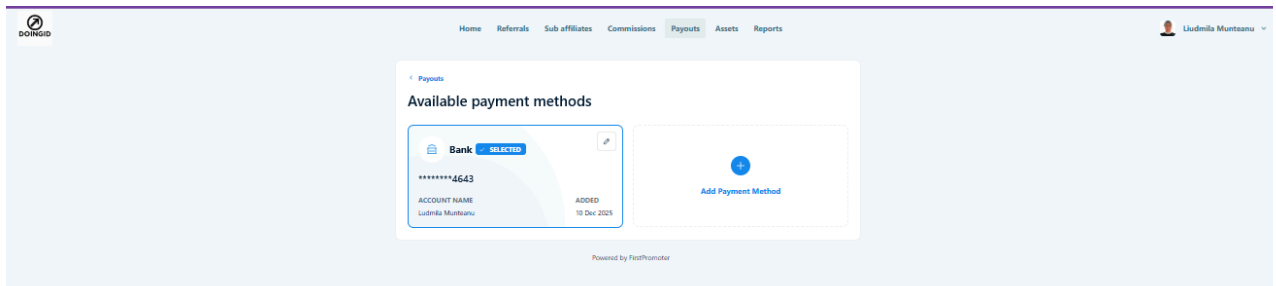
4. Enter your bank account details:

- account holder's name
- account number
- bank name
- SWIFT / BIC code of the bank

Note: The SWIFT BIC code is the same for every branch of the bank. You can:

- find it on the bank's website by its name
- or confirm it at your local bank branch.

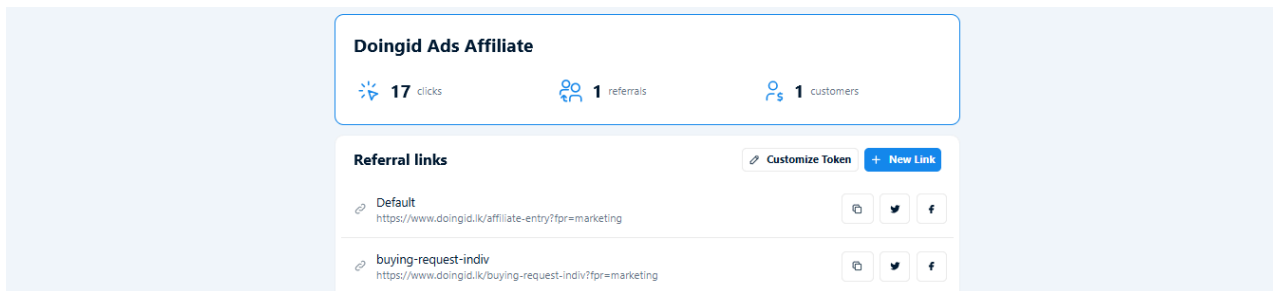
5. After saving, the entered account will appear in the "Available payment methods" list.



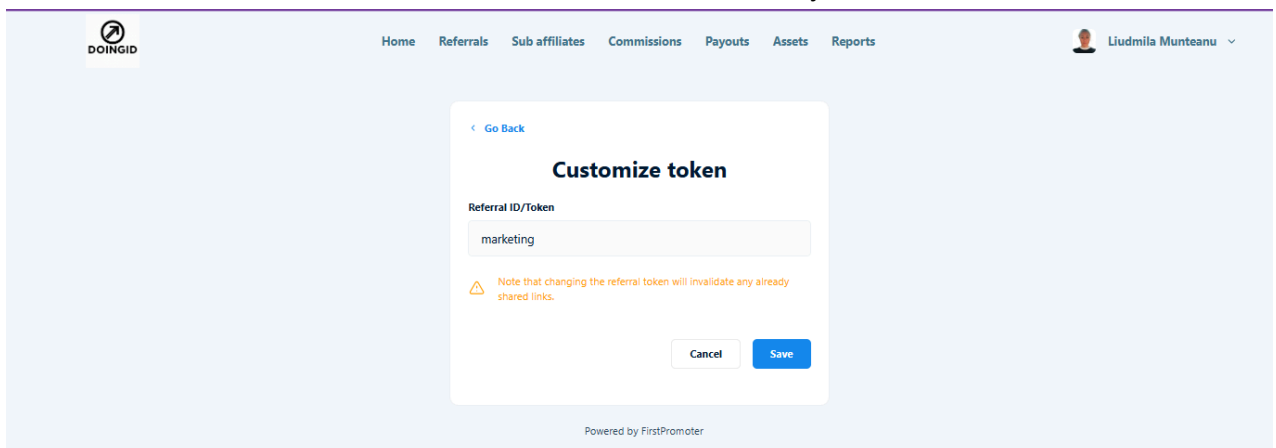
Make sure that this payout method is selected.

## IV Your personal referral link

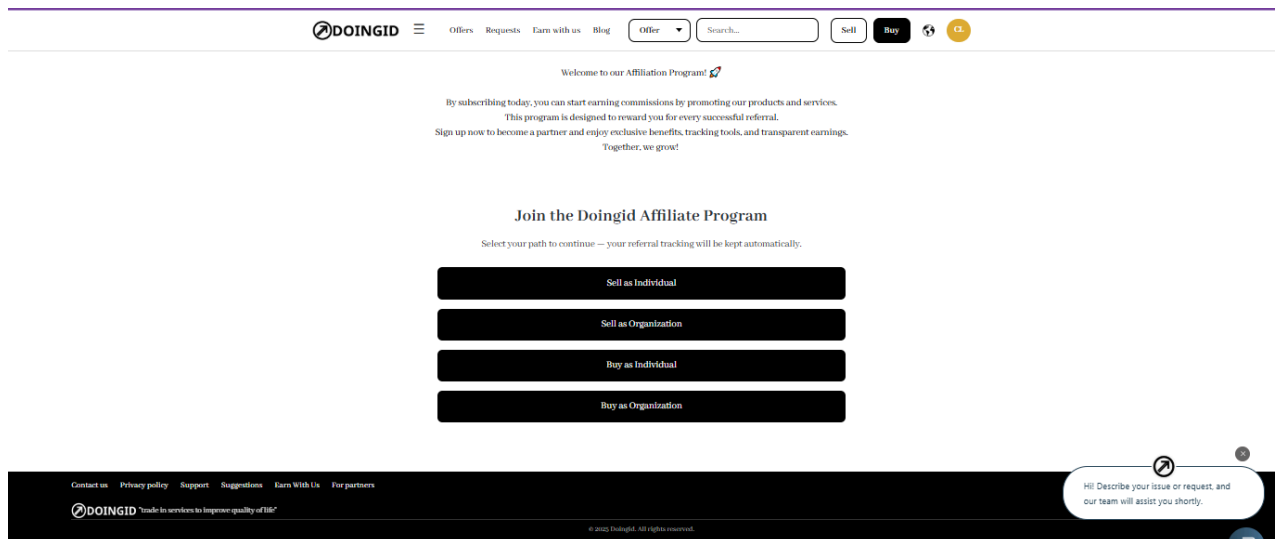
In the dashboard on the main page there is a section where your referral links are displayed. The system automatically generates the last part of your individual link.



You can click the “Customize Token” button and enter a name you like, if it is available.



2. Use only the first, “default” link in the list — this is your main invitation link. It is through this link that your invitee will be taken to the section where they can choose all 4 types of listings and pay for one of them, so the system will register them as your referral. Copy it (Copy/Copy link) and use it to invite people.



The remaining four links are used only if you know exactly which type of listing your invitee is going to pay for:

The link “buying-request-indiv” is used for paying for a Request listing by an individual person.

The link “buying-request-org” is used for paying for a Request listing by an organization.

The link “selling-offer-indiv” is used for paying for an Offer listing by an individual person.

The link “selling-offer-org” is used for paying for an Offer listing by an organization.

Recommendation:

It is better to use the main default link for inviting people.

## V. How to use your link

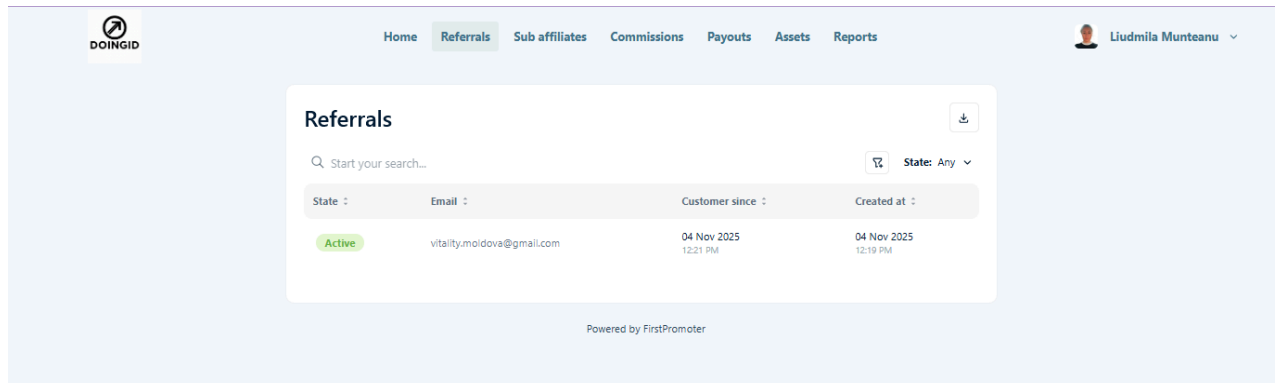
You can share your link with:

- friends and acquaintances who want to buy or sell services on Doingid
- clients you already work with
- in private messages, WhatsApp / Facebook groups, etc.

When a person follows your link and pays for a listing on Doingid, the system records that this is “your” user. You earn partner commissions from their payments according to the program rules.

## VI. Where to see your invited users (Referrals)

In your partner dashboard, there is a section called “Referrals.”



The screenshot shows the 'Referrals' section of the DOINGID dashboard. The top navigation bar includes 'Home', 'Referrals', 'Sub affiliates', 'Commissions', 'Payouts', 'Assets', and 'Reports'. The user profile 'Liudmila Munteanu' is visible in the top right. The 'Referrals' section has a search bar and a filter for 'State: Any'. Below this is a table with columns: State, Email, Customer since, and Created at. The table shows one entry with the state 'Active', email 'vitality.moldova@gmail.com', and creation date '04 Nov 2025 12:21 PM'. The footer of the section says 'Powered by FirstPromoter'.

There you can see:

- all the people who followed your link
- those who became customers and paid for a listing

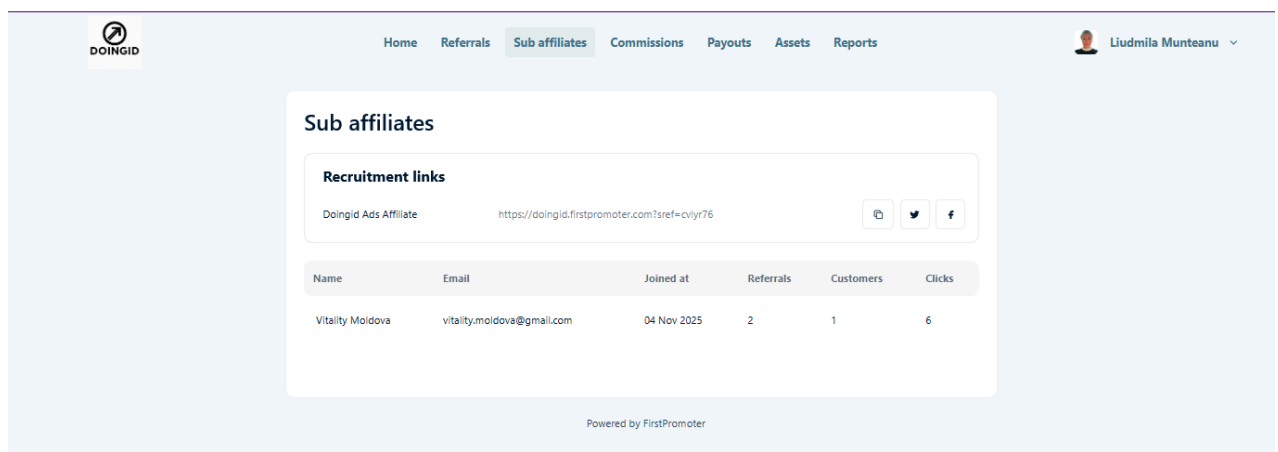
The section is usually divided into:

- Leads — people who followed your link but have not paid yet
- Customers — people who have already paid; commissions are earned from them

## VII. Where to see “invited-by-your-invitees” (Sub-affiliates)

If a person you invited also registers as a partner and starts inviting others, they become your Sub-affiliate.

1. In your partner dashboard, open the “Sub-affiliates” section.
2. There you will see the number of promoters who came through your invitees.
3. You receive second-level commissions from the users they invite (according to Doingid's marketing logic).



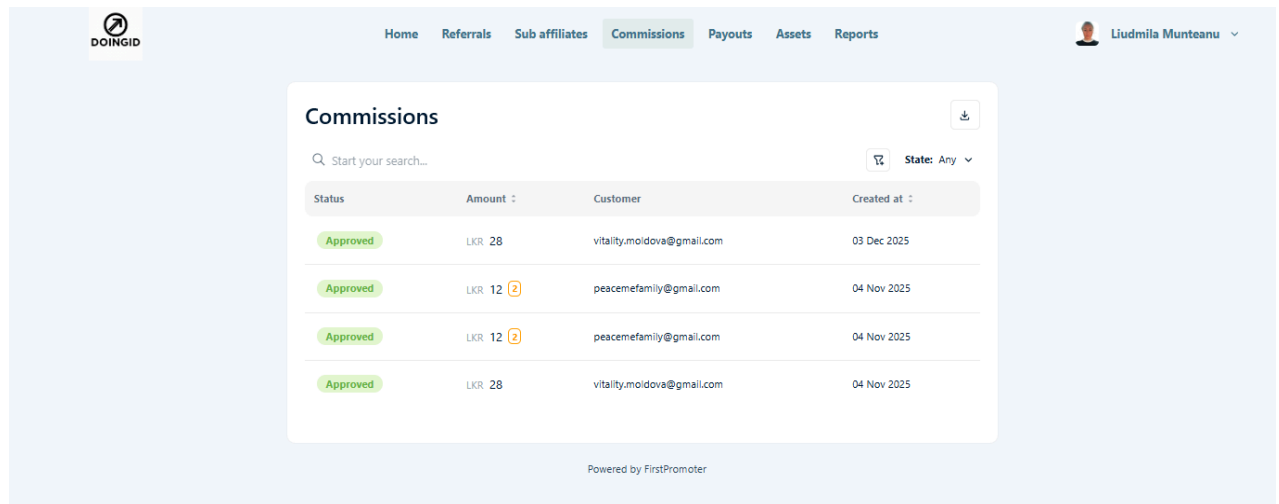
The screenshot shows the 'Sub affiliates' section of the DOINGID dashboard. The top navigation bar is the same as the previous screenshot. The 'Sub affiliates' section has a 'Recruitment links' box with the text 'Doingid Ads Affiliate' and a URL 'https://doingid.firstpromoter.com?sref=cvlyr76'. Below this is a table with columns: Name, Email, Joined at, Referrals, Customers, and Clicks. The table shows one entry for 'Vitality Moldova' with email 'vitality.moldova@gmail.com', joined date '04 Nov 2025', 2 referrals, 1 customer, and 6 clicks. The footer of the section says 'Powered by FirstPromoter'.

## VIII Where to see your current earnings



In the partner dashboard there is a section called “Commissions”.

In this section you can see:

- how much commission was earned from each invitee
- when the commission was calculated



The screenshot shows the 'Commissions' section of the DOINGID dashboard. The top navigation bar includes 'Home', 'Referrals', 'Sub affiliates', 'Commissions' (active), 'Payouts', 'Assets', and 'Reports'. The user 'Liudmila Munteanu' is logged in. The 'Commissions' section has a search bar and a 'State: Any' filter. Below is a table with columns: Status, Amount, Customer, and Created at. The table contains four rows of data, all with a status of 'Approved'. The amounts are LKR 28, LKR 12 (marked with a '2' icon), LKR 12 (marked with a '2' icon), and LKR 28. The customers are vitality.moldova@gmail.com and peacemefamily@gmail.com. The creation dates are 03 Dec 2025 and 04 Nov 2025. A 'Powered by FirstPromoter' watermark is visible at the bottom.

Status	Amount	Customer	Created at
Approved	LKR 28	vitality.moldova@gmail.com	03 Dec 2025
Approved	LKR 12 	peacemefamily@gmail.com	04 Nov 2025
Approved	LKR 12 	peacemefamily@gmail.com	04 Nov 2025
Approved	LKR 28	vitality.moldova@gmail.com	04 Nov 2025

The mark “2” indicates transactions made by second-level invitees, from which you receive 3%.

## IX Payout history and reports

To monitor your payouts, use the section “Payouts” (or a similar one).

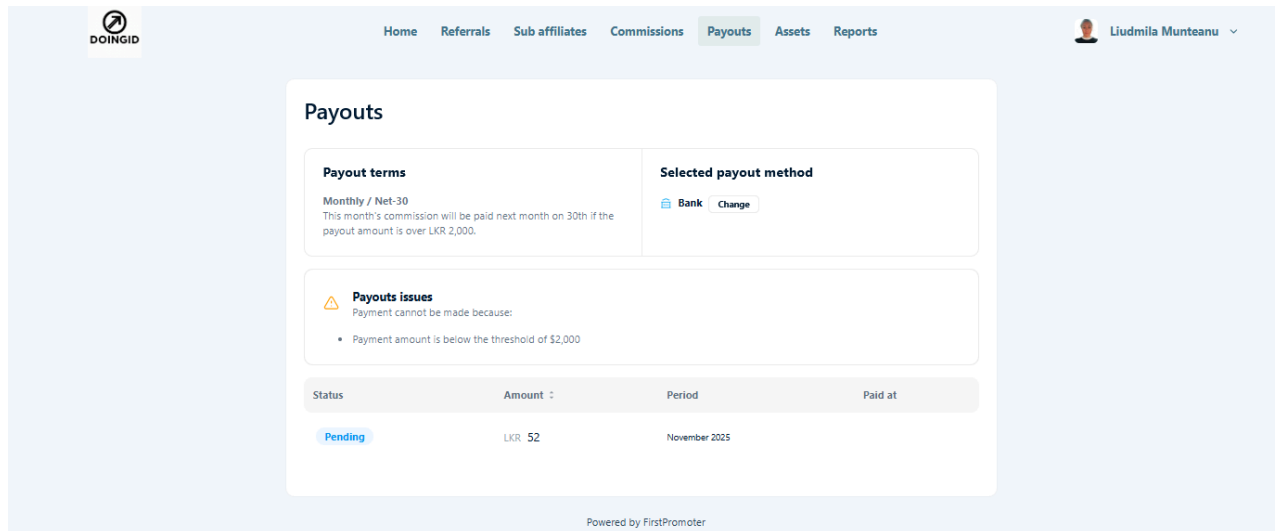
Here you will see payout statuses:

- Pending — accrued but not yet paid
- Scheduled / Ready — scheduled for payout
- Paid — already sent to your bank account

In this section you can also:

- view detailed information by dates and amounts
- download reports (CSV) for your personal records





## X If something is not working

If:

- you cannot log in to your account
- you do not receive the email to confirm your registration
- your bank details are not being saved
- you believe that your commissions were calculated incorrectly

You can:

- contact Doingid support
- reach out to your mentor or partner program leader

Describe:

- the email you used to register in FirstPromoter
- what exactly you did (step by step)
- at which step the problem appeared (a screenshot is helpful)

### APPROVED BY

Name: Ludmila Munteanu

Title: Founder

Signature: \_\_\_\_\_

Date: 10 / 12 / 2025

