Requesting Refunds

There are two ways to request a refund

Refund Type One:

Request under Partners Settings

Step 1

Start by going under the Partners tab.

Step 2

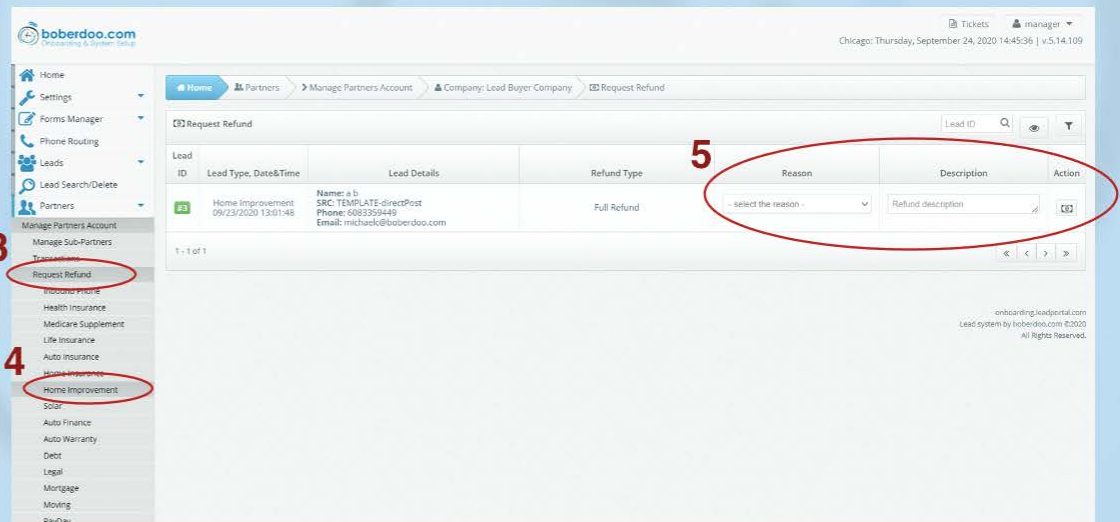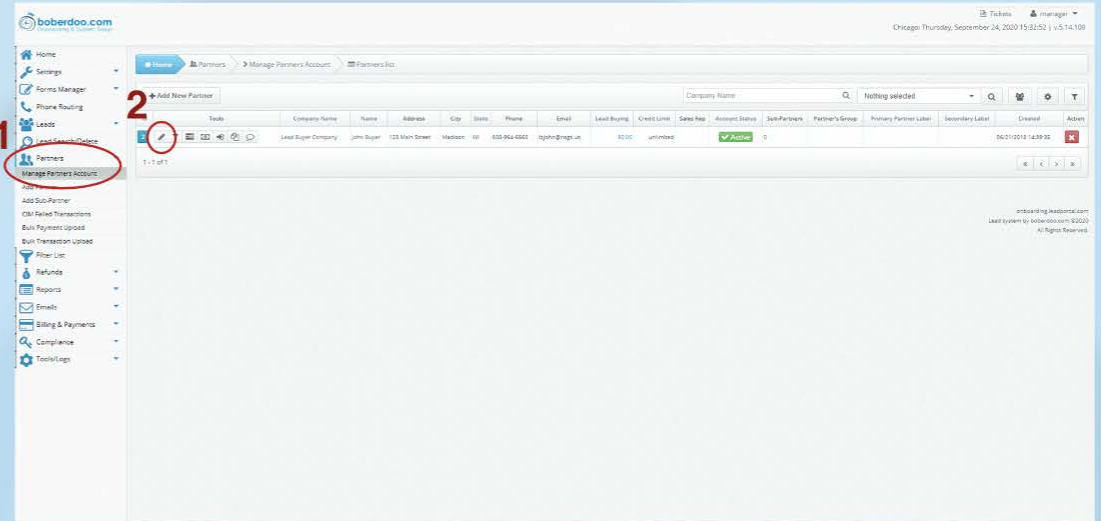Click edit partner to start.

Step 3

Then select Request Refund.

Step 4

Select the correct lead type.

Step 5

Fill out a reson and description for the refund, tehn hit the Submit button.

Related Links

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Refund From Partner Admin

There are two ways to request a refund.
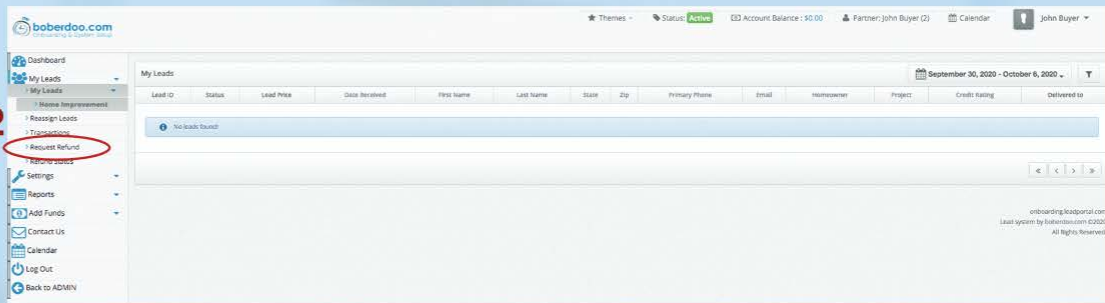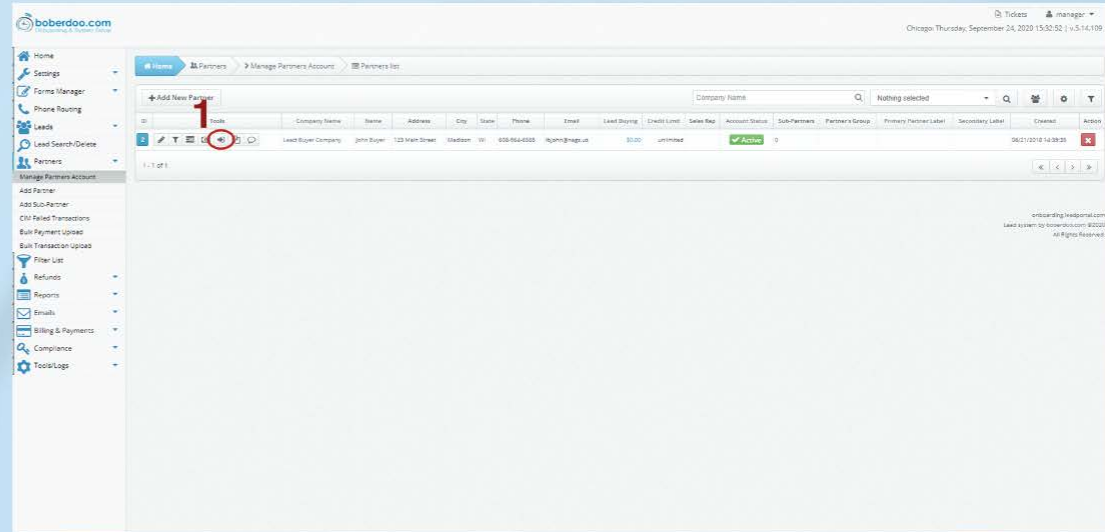

Refund Type Two:
Refund from a partner's admin.

Step 1
From the Partners tab and Manage Partner Account subtab, click the Go To Partner Admin button. (It looks like a right-facing arrow.)

Step 2
Fill out reasons and description for the refund, then hit Submit.

Related Links

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