

Submitting Referrals

💰 Commission Structure

Monthly Plans

20% of each monthly payment

- Commission paid monthly as payments settle
- Ongoing revenue stream



Annual Plans

20% of full annual amount when paid

- Lump sum commission
- Higher upfront payout

ⓘ **Renewal Opportunity:** After 12 months, resubmit still-paying clients for **10% renewal commission** (max 24 months total)

📥 Referral Submission Process

01

Navigate to Referral Submission Tab

Go to **Referral Submission** (top navigation) in the partner portal (image below).

02

Complete the Form

Use the **Zapier account owner's email for submissions** - this is critical

Click "Submit"

03

Automatic Processing

Referral lead created automatically

If client converts to paid user within **90 days**, you receive RR credit and commission

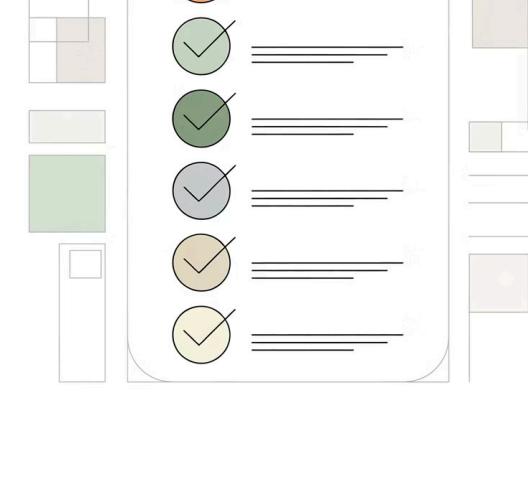
Home Pipeline **Referral Submission** Referral Rewards Team Access Reports Help

My Journeys

✓ Best Practices & Key Rules

Always Use Account Owner's Email

Confirm that you are using the Zapier account owner's email BEFORE submitting



Submit Early

Start the **90-day window** and convert your clients to paid Zapier users within that window.

Resubmit Strategy

If not converted in 90 days, you can resubmit the referral

After 12 months, resubmit paying clients for 10% renewal commission

📅 Quick Reference Guide

Topic	What to Know
Eligibility Window	90 days from submission to conversion (resubmit after 90 days)
Commission Rate	20% monthly or annual (when paid)
Renewals	Resubmit after 12 months for 10% (max 24 months total)
Submission Portal	Partner Portal → Referral Submission → Fill out form

20%

Commission Rate

On all qualifying referral revenue for first 12 months. 10% in year 2 when you resubmit

90

Days to Convert

Conversion window after submission

24

Max Months

Total commission period including renewals