Paying Influencers

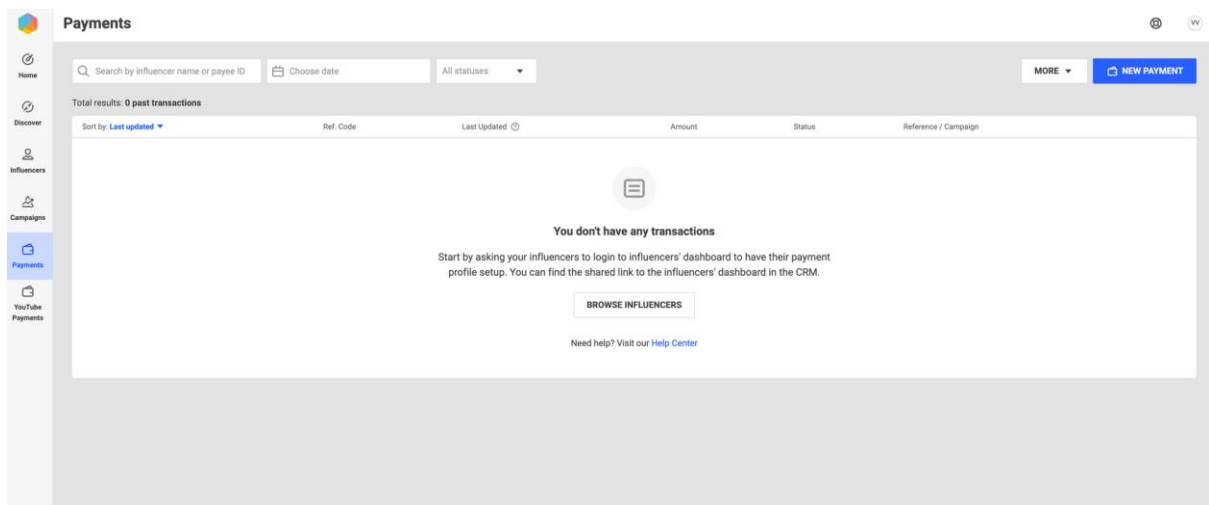**Note:**

The Payments tool is available to Pro and Premium Influence clients. If you are interested in Influence's full suite, please contact your Customer Success Manager (CSM) for details.

After you have configured payments in Influence and invited influencers to receive payments, you'll be ready to start sending payments to your influencers from Influence.

Sending a payment to an influencer

From the Payments tool dashboard, click **New Payment** in the top-right corner.

Tip:

You can also pay influencers directly from the Influencers CRM or the Campaigns tool.

Either search for the name of an influencer who has completed their payment details form, or you can filter for eligible influencers to pay by campaign.
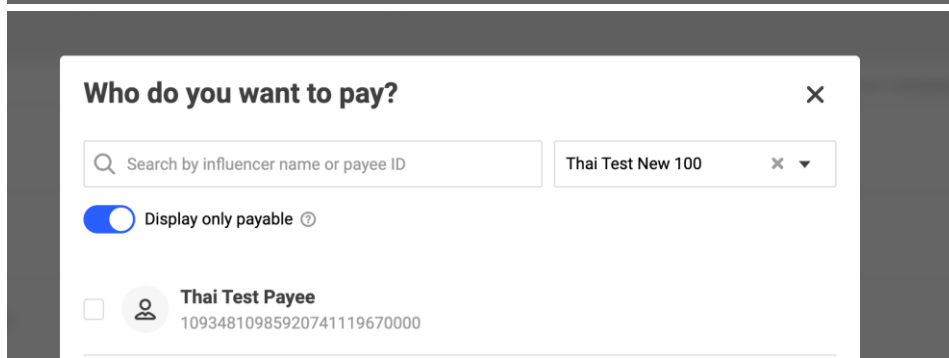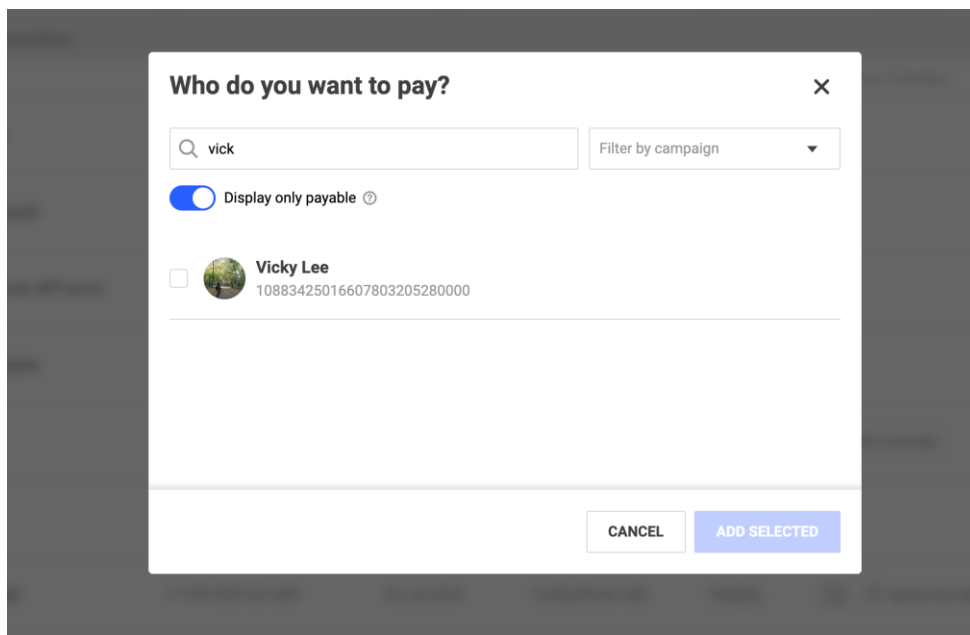
After selecting payees, you can specify the amount to pay them as well as their preferred currency.

Tip:

You can select up to 120+ different currencies that Tipalti supports. If the submitted currency is different from the payee currency, Tipalti will handle the exchange rate and the conversion (fee applies). In your Tipaliti account, you can specify whether the exchange rate fee/payment fee should be borne by the payee or the recipient.

When paying an influencer, you can also assign them to a campaign (if they aren't already assigned to one) and/or leave a reference note on the payment that will appear on the influencer's bank statement.

When ready, click **Submit Payment** in the top-right corner of the payments screen to finalize your payment(s).

Warning:

You will be redirected to the Submitting Payments screen while your payments process. The process may take some time so please do not refresh your screen while the processing completes. All of your information will be erased upon refreshing and this action is not reversible.

When your payments processing completes, you will see a confirmation message that your payment has submitted successfully.
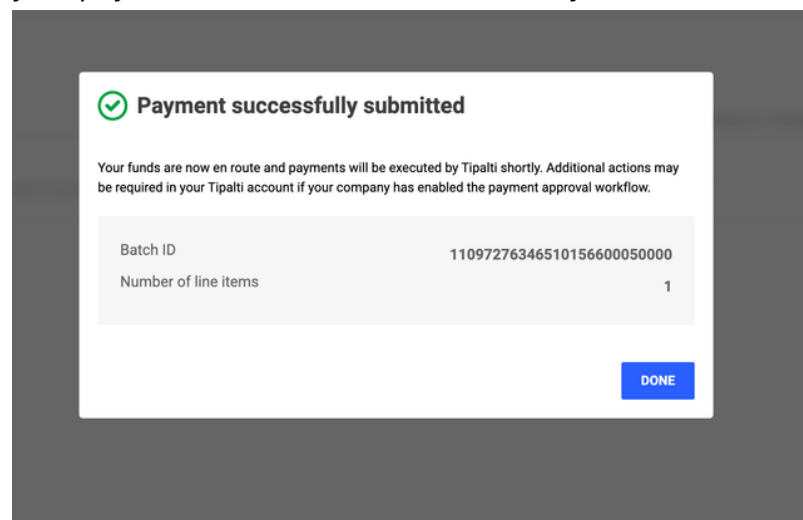
Note:

If you had assigned a payment transaction to a campaign, you will be asked if you would like to change the influencer's status in the campaign to Paid. This option will only be

available if you have the influencer onboarding feature enabled for your campaign.
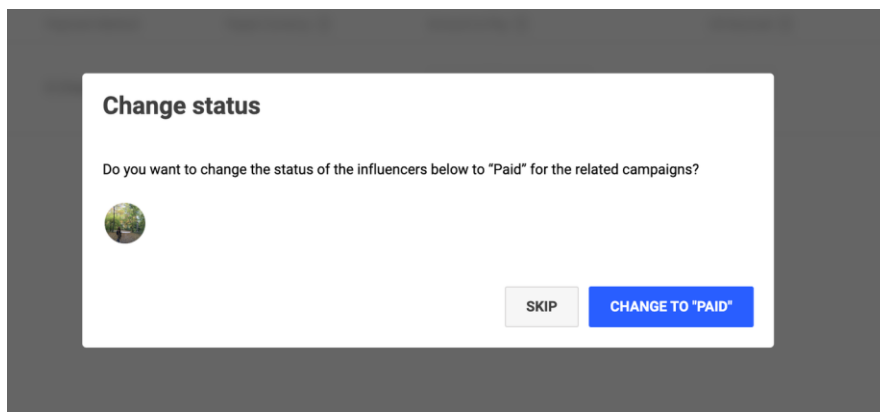
Note:

If your payment does not complete, you will receive an error message. If the payment could not be completed due to an error with our platform, you will be provided instructions to chat with our Support team.
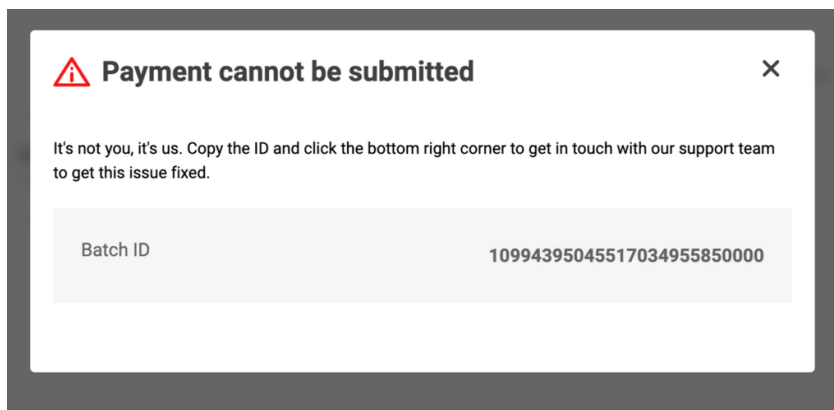
If your payment could not be completed due to an error on Tipalti's side, you will be provided a link to Tipalti's Support.
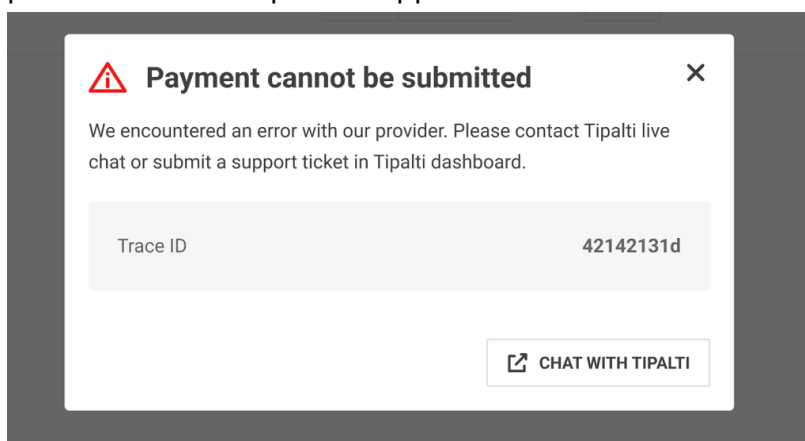
Checking payment history

The Payments tool dashboard will display your payments history to influencers.

Note:

Recent payments will display with the Pending status as it may take Tipalti around 1-2 business days to handle the transaction.

Warning:

If you enabled the approval flow in Tipalti, you must approve the transaction on Tipalti in order to complete the payment and for the influencer to be paid.

Within an influencer's profile Payment Details, you can view a history of payments to a specific influencer.

In the Campaigns tool, an aggregated amount of total payments made to influencers will display on the dashboard of a campaign.

Payment history on the influencer's side

An influencer will see a history of payments to them within their influencer dashboard.

○	Dashboard	Campaigns	Analytics	Apps	Earnings	Guides	Documents	Accounts	Settings

MONDAY, JULY 8
Earnings

PAYMENTS YOUTUBE PAYMENTS

PERIOD

All Months ⌄

TOTAL AMOUNT RECEIVED

PLN 1234.0
VND 1000078.0
IQD 3453.0

NUMBER OF PAYMENTS

4

LINE ITEMS (4)

TRANSACTION DATE	AMOUNT RECEIVED	PAYMENT METHOD	STATUS
Jun 26, 2024	PLN 1234.0	E-Check	Paid

TRANSACTION DATE	AMOUNT RECEIVED	PAYMENT METHOD	STATUS
Jun 26, 2024	VND 1000000.0	E-Check	Paid

TRANSACTION DATE	AMOUNT RECEIVED	PAYMENT METHOD	STATUS
Apr 26, 2024	VND 78.01	E-Check	Paid

TRANSACTION DATE	AMOUNT RECEIVED	PAYMENT METHOD	STATUS
Apr 26, 2024	IQD 3453.0	E-Check	Paid