

Reseller Portal - Quick Start Guide

5-Minute Setup Guide

1. Login

URL: `https://reseller.medic-holding.abacus.ai`

Admin Credentials:

- Email: `john@doe.com`
- Password: `johndoe123`

Reseller Credentials:

- Use your registered email
 - Password: `Reseller2025$`
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2. For Resellers

Add a Customer

1. Click **"Customers"** → **"New Customer"**
2. Fill in: Company Name, Contact, Email, Phone
3. Select Status: **Lead** (potential) or **Active** (paying)
4. Click **"Register Customer"**

View Commissions

1. Click **"Commissions"**
2. See your earned commissions and payment status

Edit Customer Info

1. Click on a customer row
 2. Update: Contact name, email, phone, address
 3. Click **"Save"**
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3. For Admins

Manage Resellers

1. Click **"Resellers"** to view all partners
2. Click any row to see details
3. View their customers, commissions, and settings

Add New Reseller

1. Go to **"User Management"** → **"Add User"**
2. Set commission: Rate (%), Years, One-off option
3. Click **"Create User"**

Close a Deal

1. Click **"Customers"** → select a Lead
2. Click **"Close Deal"**
3. Enter contract value and duration
4. Commissions are automatically created!

Approve Commissions

1. Click **"Commissions"**
2. Find PENDING items
3. Click ✓ to approve, X to reject
4. Click **"\$ Pay"** to mark as paid

End a Contract






1. Select an ACTIVE customer
2. Click **"End Contract"**
3. All pending commissions stop

4. Commission Settings

Setting	Description	Default
Rate	% of contract value	20%
Years	Payment duration	3 years
One-off	Single payment	No

Note: 100 years = Lifetime commission

5. Key Features

-  **Language:** Switch EN/NL anytime
-  **Analytics:** Revenue charts & trends
-  **Documents:** Upload & share files
-  **Notifications:** Stay updated
-  **Organizations:** Multi-user teams

Need Help?

- **Help Page:** Click “Help” in sidebar
 - **Full Guide:** Download User Guide PDF
 - **Support:** support@medici-holding.com
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