

Reseller Portal - Quick Start Guide

5-Minute Setup Guide

1. Login

URL: <https://reseller.medici-holding.abacus.ai>

Admin Credentials:

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

Reseller Credentials:

- Use your registered email
- Password: `Reseller2025$`

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**”

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
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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
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Need Help?

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