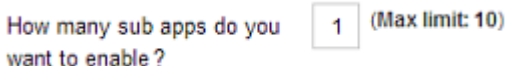





## Create Affiliate Sub-App

Purchase and create a 'Sub-App' that displays within your App. Use it to manage and display information about an affiliated entity. The Sub-App has all the functions and features of your main App.

1. Enter the number of Affiliate Sub-Apps you wish to purchase. The

billable amount will display.  How many sub apps do you want to enable?  (Max limit: 10)

2. Click 'Continue to Pay'.  This will take you through payment processing where you may complete your order.

3. On the payment Thank You screen  click the 'Dashboard' button. 

4. Go to 'Options' in the header.

 ● Dashboard ● Messages ● Options ● My Account ● Help ● Logout

App Basic Information
App Buttons
App Display Settings
App Usage Report
Email Contacts
Manage Logins
Logo
Blocked Senders
Resources
Setup Affiliate Apps

5. Choose 'Setup Affiliate Apps'. 

6. Your activation code(s) will display.

7. Click 'Invite' on the right.

Request Activation Codes			
Activation Code	Email Address	Date	Status
T8W4PSL8KT		10/18/2014	Invite
FYPJTA5Q94	test@gmail.com	05/21/2014	Signed Up

8. Fill in your affiliate's information. You may edit the invitation

First Name:

Last Name:

Email Address:

**Note for the Message:** Please make any needed edits to the following email content.

Message: 

This Mobile App invitation has been sent through  
TwoPie.com from City of Metropolis.

message to suit your needs.

Note: The email address you utilize here will become your affiliate's login id.

9. Click 'Send'.  Your affiliate must accept the invitation in order for the sub-app to be activated.