

PayCodes™

Manual to Increased Profits!



PayCodes Coupon System
Your Manual to Increased Profits!

**Reward existing Customers, Entice NEW Customers
and Reward Yourself by using PayCodes!**

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Introduction

What is PayCodes And How Can It Help Me?

PayCodes is the ideal way to reward your customers and attract new buyers by providing coupons that can be applied toward any PayPal purchase. Coupons can be of any value with preset limitations and specific expirations. PayCodes will track the use of your coupons and help you manage all of your discount offers in one place.

There Are Many Ways To Use PayCodes. Here Are Just A Few Suggestions:

1. Reward past customers with a coupon for a future purchase
2. Post a coupon in your auction listing to motivate bidders with an attractive discount
3. Display a coupon on your website offering a discount to new members
4. Include a coupon as a reward with your packing slip when shipping goods
5. Offer a coupon to compensate for errors or delays
6. Use coupons to promote new businesses or limited-time offerings
7. Print a coupon on greeting cards that you send to customers for the holidays

How Does A PayCodes Coupon Code Work?

You create a coupon to your specifications, including the discount amount, the expiration date and the usage limit. PayCodes generates a unique coupon code for you, which you can offer your customers.

When a customer visits PayCodes.com to redeem the coupon, he simply enters the amount due and the coupon code, and the system applies the discount and redirects him to PayPal to submit payment to you.

Can Anyone Use A PayCodes Coupon Code?

Yes! Anyone that uses PayPal can use the PayCodes coupon system.

Registration

When Will I Be Billed For My Annual Membership?

Your account home page displays the date your account was created. PayPal will automatically bill you for your account membership every year on the same month and day you originally created your account.

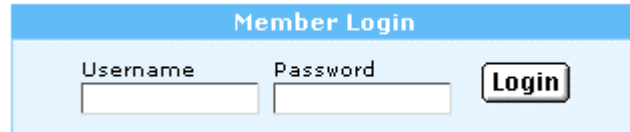
How Do I Signup For A [PayCodes](#) Account?

Signing up for a PayCodes.com account is very easy. Simply follow these easy steps to create your account.

1. Click on the **Join** navigation button.
2. Enter a **Username**. Your username will be used to log into your account.
3. Enter a **Password**. Your password will be used in conjunction with the username to log into your account.
4. Enter your **Business Name**. If you do not have a business name you may enter your first and last name in this field.
5. Enter your **Website Address** (Website URL). The website address is optional. You do not have to enter this information if you do not want to.
6. Enter your **PayPal Email Address**. Your PayPal email address is used to link your coupons to your PayPal account so that buyer payments can be made to you. You may only have 1 PayPal Email Address per account.
7. Click on the **Terms** box to make it checked. By checking this Terms box you are agreeing to abide by our [Terms of Use](#) and [Privacy Policy](#).
8. Click the **Continue to PayPal** button. Clicking this button will take you to PayPal to pay for your yearly subscription.
9. Go through all the steps that PayPal requires for you to make a payment.
10. Once you have completed your payment click **Continue** to come back to our site if you are not automatically returned.
11. Click on the **To access your account now click here** link to be taken to the login so that you may access your account.

How Do I Log Into My Account?

1. On the home page, enter your Username and Password in the appropriate fields within the **Member Login** box and click the **Login** Button.



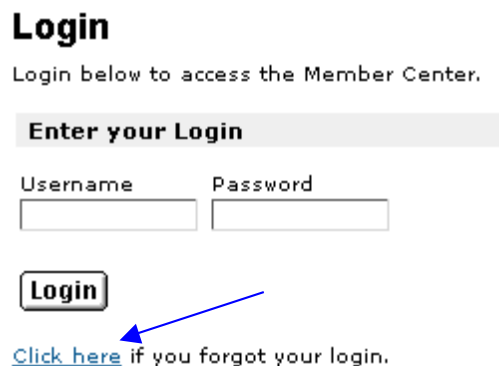
The image shows a 'Member Login' form with a blue header. Below the header, there are two input fields labeled 'Username' and 'Password', and a 'Login' button to the right of the 'Password' field.

2. If you receive an error message after you submit your username and password try to reenter your username and password. If you are still unable to access your account please fill out the **Login Retriever** form to have your correct Username and Password emailed to you. (See Instructions below)

Login Retrieval

If you receive an error message after you submit your username and password you may use the **Login Retriever**.

1. Click the **Click here if you forgot your login** link to be taken to the **Login Retriever** page.



The image shows a 'Login' form with the title 'Login' in bold. Below the title, it says 'Login below to access the Member Center.' There is a grey box with the text 'Enter your Login'. Below this, there are two input fields labeled 'Username' and 'Password', and a 'Login' button. A blue arrow points from the 'Login' button to a blue underlined link that says 'Click here if you forgot your login.'

2. Simply enter your **Email Address (PayPal Email Address)** that you used to signup for your account and click the **Send my Login** button.
3. Your login username and password will be emailed to this email address if the email address that you entered is associated with your account.
3. Check your email account for your login username and password that we have sent you.

How Do I Cancel My Account?

1. Login to your [PayPal](#) account and access your subscriptions to cancel your account at any time.
2. Your account and coupon codes will become invalid at the end of your current subscription period.

Account Management

How Do I Update My Account Information?

1. Click the Update Account Link that is located on the left side under the Account Information heading.

Account Information

Business Name
PayCodes.com

Website
paycodes.com

eBay Username
paycodes

PayPal Email
sales@paycodes.com

[Update Account](#)

2. Edit any of the information that you would like to change. (You cannot change your username).
3. Click the Update Account button to update your account information. If you receive an error message after clicking on the Update Account button, please follow the error instructions to correct any mistakes and then re-click the Update Account button.

How Do I Create A Coupon?

1. Find the **Create a New [PayCodes](#) Coupon** box on your main account page.

Create a New PayCodes Coupon
Click on any field name for specific instructions.

Discount Type **Value** **Currency**
Amount ▾ U.S. Dollars ▾

Expire Date **Limit** **Show Default URL**
Month ▾ Day ▾ Year ▾ NONE Show Default URL:

Use This URL (<http://www.domainname.com>)

Coupon Code Description:

Create

2. Select which **Discount Type** you would like to use for your coupon from the drop down menu.
 - a. **Amount** – Select this to create an actual dollar amount coupon (example: \$2.00 off)
 - b. **%** - Select this to create a percentage-based coupon (example: 10% off).
3. Enter the **Value** of your coupon.
 - a. If you selected the **Amount** Discount Type enter the dollar amount of your coupon.
 - b. If you selected the **%** Discount Type enter the percentage number of your coupon.
4. Select the **Currency** that you would like to use for your coupon from the drop down menu.
 - a. **U.S. Dollars**
 - b. **Canadian Dollars**
 - c. **Euros**
 - d. **Pounds Sterling**
 - e. **Yen**
5. Select the **Expiration Date** of your coupon. Once the current date passes your expiration date the coupon will no longer be valid in our system and buyers will not be able to use them. If you would like your coupon to never expire, simply select **Never** from the Year drop down menu.
6. Enter a number in the **Limit** field to set the maximum number of times that your coupon may be used or leave it as **NONE** to allow unlimited uses of your coupon.
7. Click the **Show Default URL** if you would like your Default URL (As set in your account profile) to be shown and linked from your coupon. This option is only used for the visual versions of coupons that you are able to email, print off or add to your own websites.
8. Enter a URL in the **Use This URL** field if you would like to show and link to a different URL from your coupon. This option is only used for the visual versions of coupons that you are able to email, print off or add to your own websites.
9. Enter a **Coupon Description** if you would like a description of your coupon or a statement of how the coupon should be used shown on your coupon. This option is only used for the visual versions of coupons that you are able to email, print off or add to your own websites.
10. Click the **Create** button to have your coupon created. Once the coupon is created you will see it listed in your coupon area along with the unique coupon code. If you receive an error message after clicking on the **Create** button, please follow the error instructions to correct any mistakes and then re-click the **Create** button.

How Do I View Or Print My Coupon After I Have Created One?

1. Click the **View** link that is next to the coupon you wish to view.

Delete	Coupon Code	Expire Date	Discount	Used	Limit	View Coupon	Get Code	Status
	i1l5v3i	NEVER	\$0.50 USD	3	NONE	View	Code	ACTIVE
	x5v4f6b9c8	NEVER	\$10.00 USD	0	NONE	View	Code	ACTIVE
	u5l8b2o	NEVER	\$100.00 USD	0	NONE	View	Code	ACTIVE
	b5m1j2k5p	12/31/2005	\$100.00 USD	0	NONE	View	Code	ACTIVE
	w6x8a	01/01/2005	\$25.00 USD	0	100	View	Code	ACTIVE
	g8m4n5m2	12/31/2004	25% USD	0	1200	View	Code	ACTIVE
	h5r1x4f6n2	11/01/2004	30% USD	0	NONE	View	Code	ACTIVE
	j6i4f4b6u8	05/01/2004	\$5.00 USD	0	50	View	Code	EXPIRED

2. The visual coupon will open in a separate window and will contain all of your coupon information.
3. You will also use this same page to print any coupon you wish.

How Do I Put The Coupon On My Own Website Or In My HTML Newsletters?

1. Click the **Code** link that is next to the coupon that you wish to obtain the source code for.









Delete	Coupon Code	Expire Date	Discount	Used	Limit	View Coupon	Get Code	Status
	i1l5v3i	NEVER	\$0.50 USD	3	NONE	View	Code	ACTIVE
	x5v4f6b9c8	NEVER	\$10.00 USD	0	NONE	View	Code	ACTIVE
	u5l8b2o	NEVER	\$100.00 USD	0	NONE	View	Code	ACTIVE
	b5m1j2k5p	12/31/2005	\$100.00 USD	0	NONE	View	Code	ACTIVE
	w6x8a	01/01/2005	\$25.00 USD	0	100	View	Code	ACTIVE
	g8m4n5m2	12/31/2004	25% USD	0	1200	View	Code	ACTIVE
	h5r1x4f6n2	11/01/2004	30% USD	0	NONE	View	Code	ACTIVE
	j6i4f4b6u8	05/01/2004	\$5.00 USD	0	50	View	Code	EXPIRED

2. The visual coupon and the **Coupon Source Code** will open in a separate window and will contain all of your coupon information.
3. Simply copy the entire contents of the **Coupon Source Code** text area and paste the entire source code into your website or HTML newsletter where you would like your coupon to appear.

- The coupon will be displayed when the page is loaded in a browser window.

How Do I Cancel Or Delete A Coupon?

- To delete a coupon, click the **X** button that is located to the left of the coupon that you would like to delete.

Delete	Coupon Code	Expire Date	Discount	Used	Limit	View Coupon	Get Code	Status
	i1f5v3i	NEVER	\$0.50 USD	3	NONE	View	Code	ACTIVE
	x5v4f6b9c8	NEVER	\$10.00 USD	0	NONE	View	Code	ACTIVE
	u5l8b2o	NEVER	\$100.00 USD	0	NONE	View	Code	ACTIVE
	b5m1j2k5p	12/31/2005	\$100.00 USD	0	NONE	View	Code	ACTIVE
	w6x8a	01/01/2005	\$25.00 USD	0	100	View	Code	ACTIVE
	g8m4n5m2	12/31/2004	25% USD	0	1200	View	Code	ACTIVE
	h5r1x4f6n2	11/01/2004	30% USD	0	NONE	View	Code	ACTIVE
	j6i4f4b6u8	05/01/2004	\$5.00 USD	0	50	View	Code	EXPIRED

- An alert window will pop-up to ask if you are sure that you would like to delete the coupon.
 - Select **Ok** if you would like to delete the coupon.
 - Select **Cancel** if you do not want to delete the coupon.

When Do Coupon Codes Expire?

Coupon codes expire when the usage limit has been reached or when the expiration date arrives, whichever is sooner.

When Should I Give Someone A Coupon Code?

Give a coupon code to customers to reward them for past purchases or to motivate potential customers to shop with you. Coupon codes can act as an ongoing promotion or a limited opportunity, the choice is yours!

How Do I Give A Coupon Code To A Customer?

- For coupon codes meant only for specific customers you should email the code to them.
- For promotional codes offered on a limited basis you can post them in your auction listings or website. You also have the option of printing out your coupons and also adding coupon codes to your HTML newsletters or webpages.

How Do I Email My Coupon To Someone?

1. Find the **Send a Coupon Code Notification** box near the bottom of your main account page.

Send a Coupon Code Notification

Enter a customer's email address to send a coupon code notice. [Important Notice](#)

Select a Format Email Address Coupon Code

[eBay](#) [Standard](#)

2. Select the type of **Format** you would like to send your email in.
 - a. **eBay** – Select this format type if your coupon is for use by purchases of eBay items.
 - b. **Standard** – Select this format type if your coupon is for general use of all types.
3. Enter the **Email Address** that you would like your coupon to be sent to.
4. Enter the **Coupon Code** of the coupon that you would like to send to this email address.
 - a. Find the Coupon Code that you would like to send within the list of all available coupons.
 - b. Copy and paste the entire Coupon Code into the Coupon Code field of the send notification form.
5. Click the **Contact** button to send your coupon to the specified email address. If you receive an error message after clicking on the **Contact** button, please follow the error instructions to correct any mistakes and then re-click the **Contact** button.

IMPORTANT NOTICE

PayCodes.com is strictly "anti-spam" and limits usage of the PayCodes Coupon Notification system.

You may NOT use the notification system to send numerous unsolicited emails that result in complaints from recipients.

Should we receive complaints regarding unsolicited emails associated with your account your membership could be suspended or terminated.

We recommend that you only send notifications to existing or past customers.

Coupon codes for potential customers should be posted in your auction listings or website as a motivation to buy.

What Is A [PayCodes](#) Affiliate Account And How Do I Earn Money?

A PayCodes Affiliate Account is just like any other affiliate program. When you join the PayCodes affiliate program you are given banners and links to put in your own sites and emails. These banners and links will track all of the users that you send to our site. If one of the users that you send to our site joins Paycodes you will earn a commission from that members registration fee.

1. Earn commission for each referral.
1. No Minimum earnings required for payout.
2. Get paid at the end of every month.

How Do I Signup For An Affiliate Account?

Signing up for a PayCodes.com Affiliate Account is very easy. Simply follow these easy steps to create your Affiliate Account.

12. Click on the **Affiliates** navigation button from the **Home** page.
13. On **The PayCodes Affiliate Program** page click the **Click Here to Join Now** link.
14. Enter a **Username**. Your username will be used to log into your affiliate account.
15. Enter a **Password**. Your password will be used in conjunction with the username to log into your affiliate account.
16. Enter your **Business Name**. The business name is optional. You do not have to enter this information if you do not want to.
17. Enter your **Website Address** (Website URL). The website address is optional. You do not have to enter this information if you do not want to.
18. Enter your **First Name**.
19. Enter your **Last Name**.
20. Enter your **PayPal Email Address**. Your commission payments will be made to you through PayPal using your PayPal email address. If you do not have a PayPal account [Click Here](#) to create one for free.
21. Click on the **Terms** box to make it checked. By checking this Terms box you are agreeing to abide by our [Terms of Use](#) and [Privacy Policy](#).

22. Click the **Create Affiliate Account** button. If you receive an error message after clicking on the Create Affiliate Account button, please follow the error instructions to correct any mistakes and then re-click the Create Affiliate Account button.
23. If you successfully create your affiliate account you will be taken to a welcome page. Click on the **To access your affiliate account now click here** link to be taken straight to your affiliate account.

How Do I Log Into My Affiliate Account?

4. Click on the **Affiliates** navigation button from the **Home** page.
5. On **The PayCodes Affiliate Program** page enter your Username and Password in the appropriate fields and click the **Login** Button.

The PayCodes Affiliate Program

Login below to access your Affiliate Account.

Enter your Affiliate Login

Username	Password	
<input type="text"/>	<input type="password"/>	<input type="button" value="Login"/>

[Click here](#) if you forgot your login.

6. If you receive an error message after you submit your username and password try to reenter your username and password. If you are still unable to access your account please fill out the **Affiliate Account Login Retriever** form to have your correct Username and Password emailed to you. (See Instructions below)

Affiliate Account Login Retrieval

If you receive an error message after you submit your username and password you may use the **Affiliate Account Login Retriever**.

1. Click the **Click here if you forgot your login** link to be taken to the **Affiliate Account Login Retriever** page.

The PayCodes Affiliate Program

Login below to access your Affiliate Account.

Enter your Affiliate Login

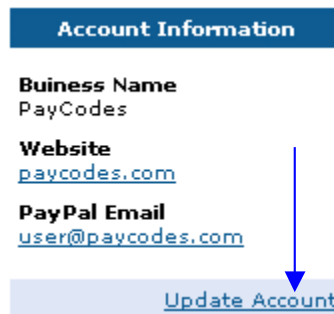
Username	Password	
<input type="text"/>	<input type="password"/>	<input type="button" value="Login"/>

[Click here](#) if you forgot your login.

2. Simply enter your **Email Address (PayPal Email Address)** that you used to signup for your affiliate account and click the **Send my Login** button.
3. Your login username and password will be emailed to this email address if the email address that you entered is associated with your affiliate account.
7. Check your email account for your login username and password that we have sent you.

How Do I Update My Affiliate Account Information?

4. Click the Update Account Link that is located on the left side under the Account Information heading.



5. Edit any of the information that you would like to change. (You cannot change your username).

Click the Update Account button to update your account information. If you receive an error message after clicking on the Update Account button, please follow the error instructions to correct any mistakes and then re-click the Update Account button.


How Do I Get My Affiliate Banners And Links?

1. Your banners and links are located on your affiliate account home page.
2. Simply copy the source code for either the banners or the links that you would like to use and paste them into your web pages or HTML emails where you would like them to show up. The source code already contains your unique affiliate ID so that we can track your referrals.

Your Affiliate Banners

468 x 60 Banner

Copy and paste all the HTML code below into your website



The banner features the PayCodes logo on the left, a smiling woman's face in the center, and the text "INTRODUCING THE WORLDS FIRST PAYPAL COUPON SYSTEM!" on the right. A blue arrow points from the text to a "click here" link in the bottom right corner.

```
<A href="http://www.paycodes.com?refaffID=104"><IMG src="http://www.paycodes.com/banner_1.jpg" alt="PayCodes.com" border="0"></A>
```

125 x 125 Banner

Copy and paste all the HTML code below into your website



The square banner features the PayCodes logo at the top, followed by the text "The Only PayPal and eBay Coupon System in the World!" and a blue "Join Now." button at the bottom.

```
<A href="http://www.paycodes.com?refaffID=104"><IMG src="http://www.paycodes.com/PayCodes_Banner_1_125x125.gif" alt="PayCodes.com" border="0"></A>
```

Your Affiliate Text Link

Copy and paste all the HTML code below into your website

[PayCodes.com - Introducing the world's first PayPal coupon system!](http://www.paycodes.com?refaffID=104)

```
<A href="http://www.paycodes.com?refaffID=104">PayCodes.com - Introducing the world's first PayPal coupon system!</A>
```


How Do I View My Referral And Payment Information?

1. You can view your referral and payment information by looking at the **Affiliate Referral Report** and **Payment History** section that are located near the bottom of your main affiliate account page.

Your Affiliate Referral Report

Month	Clicks	Referrals	Commission Earned
May 2004	30	1	\$5.00
April 2004	10	2	\$10.00

Your Payment History

Month	Payment Amount	Payment Date
April 2004	\$10.00	05/01/2004

[PayCodes](#)