Partner Portal

User Guide

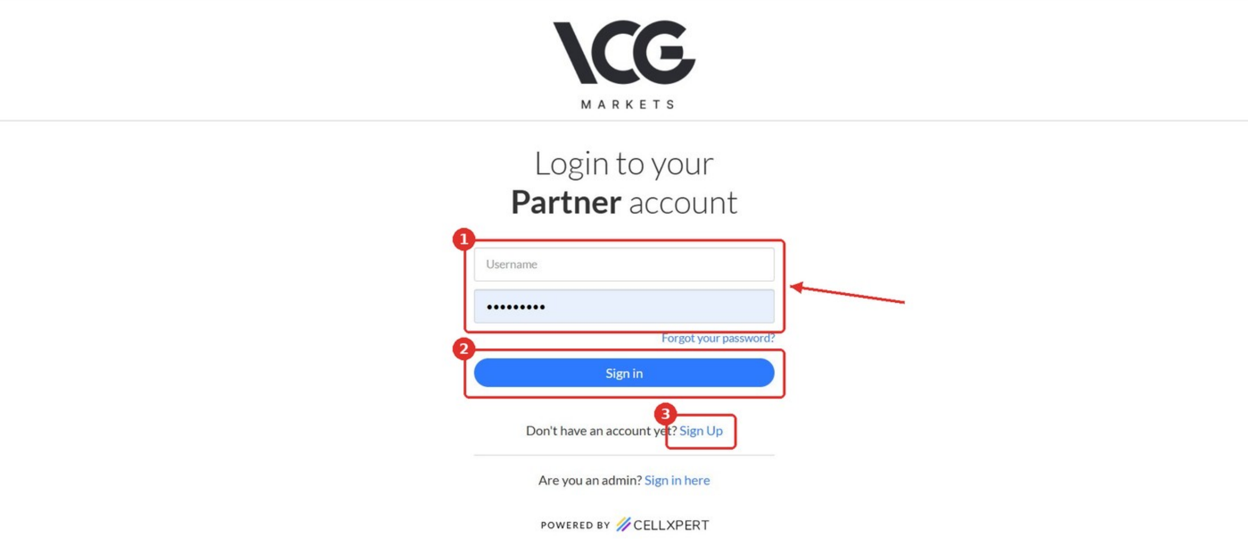
partners.vcgmarkets.com

Contents

1. Getting Started

Your Partner Portal is available at **partners.vcgmarkets.com**. Log in with the email and password you created during registration.

- New partner? Use **Sign Up** on the login page to register.
- Locked out? **Forgot your password?** resets your access.



1 Enter your username and password **2** Sign in **3** New partner? Register here

Your **Partner ID** is displayed in the bottom-left corner of the portal, under your username. Quote it whenever you contact us about your account.

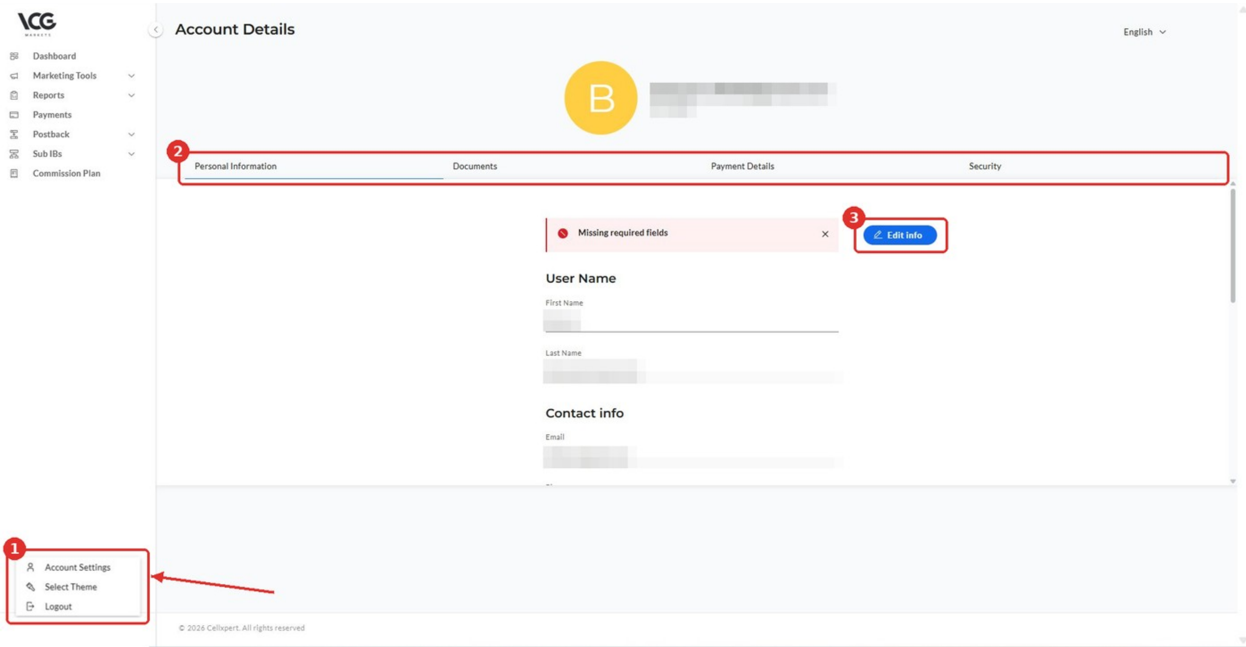
All features are reachable from the left-side menu. If you need help at any point, use **Contact Account Manager** at the top of the Dashboard or email **partners@vcgmarkets.com**.

2. Account Settings

Click your username in the bottom-left corner of the portal and open **Account Settings**. Your profile has four tabs: Personal Information, Documents, Payment Details, and Security.

2.1 Personal Information

Your name and contact details. Keep these up to date — a **“Missing required fields”** notice at the top means something still needs completing. Use **Edit info** to make changes.



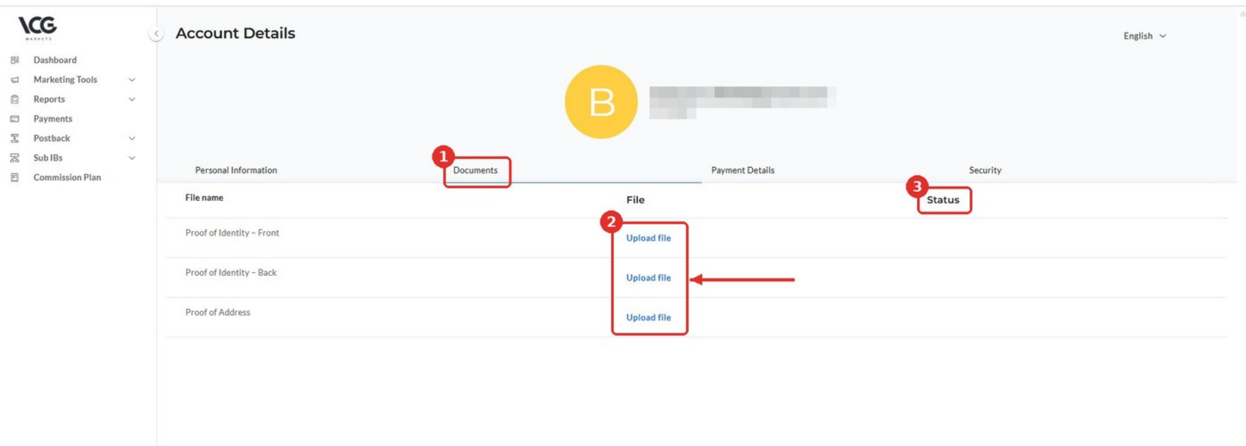
1 Your menu → Account Settings **2** Profile tabs **3** Edit your details

2.2 Documents — verifying your profile

Upload your verification documents here:

- **Proof of Identity** — front and back (passport or national ID)
- **Proof of Address** — a recent utility bill or bank statement

The **Status** column shows where each document stands. Your profile must be fully verified before any payment can be released — you can refer clients and accrue commission in the meantime, but not withdraw.

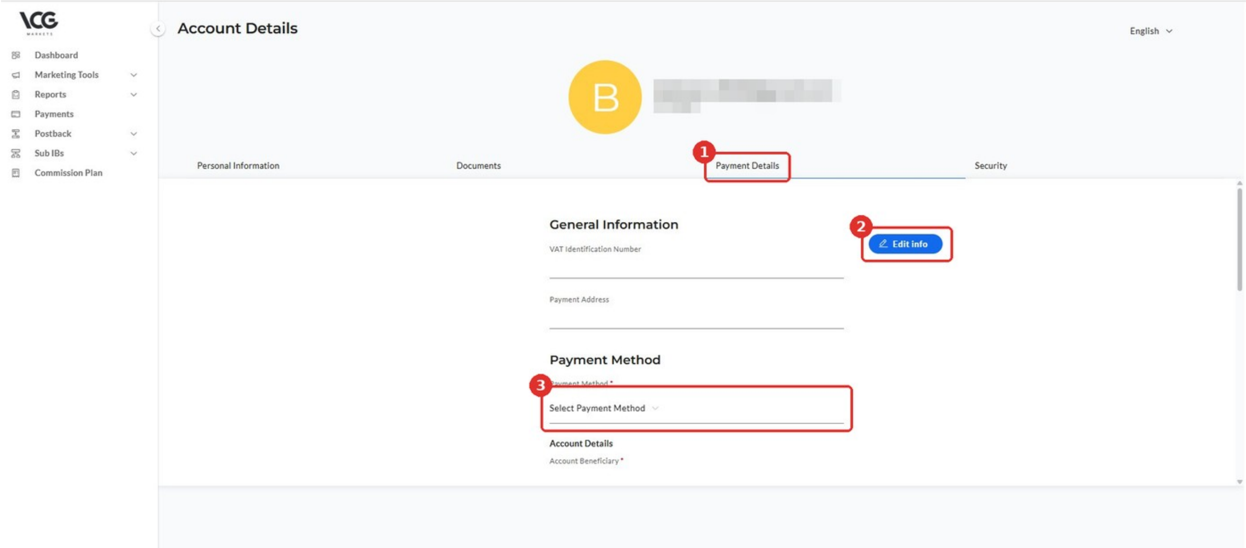


1 Documents tab **2** Upload each file **3** Approval status

2.3 Payment Details

Set up how you want to be paid: press **Edit info**, select your payment method, and fill in the beneficiary details requested for it. Available methods depend on your country and may change over time — the dropdown always shows what is currently available to you.

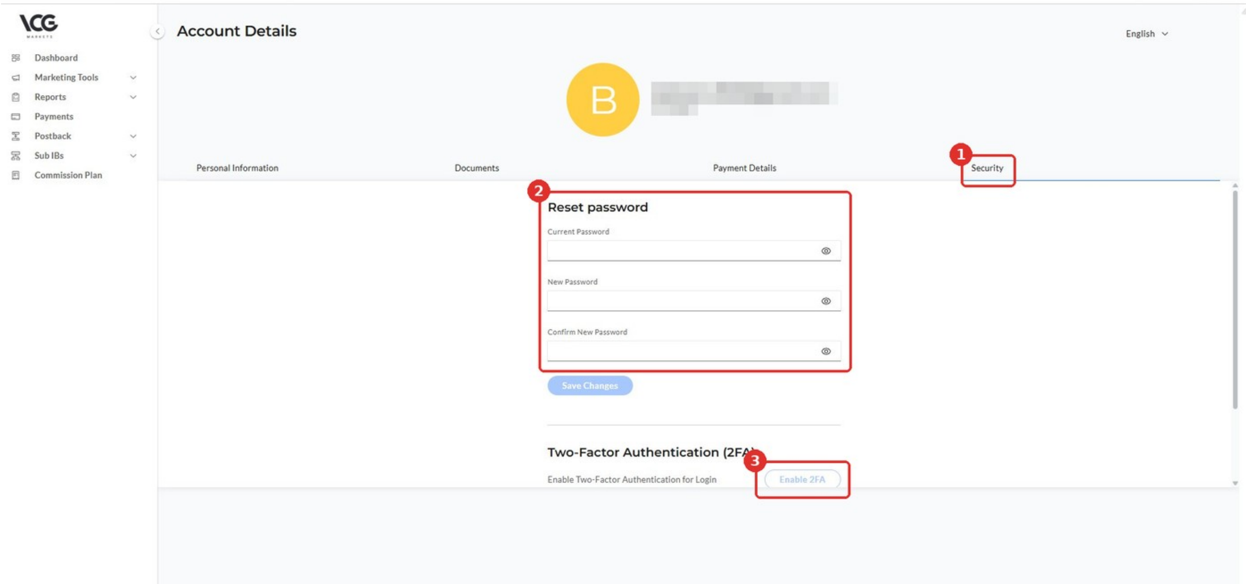
Complete this tab **before** requesting your first payment.



1 Payment Details tab **2** Edit info **3** Choose your payment method

2.4 Security

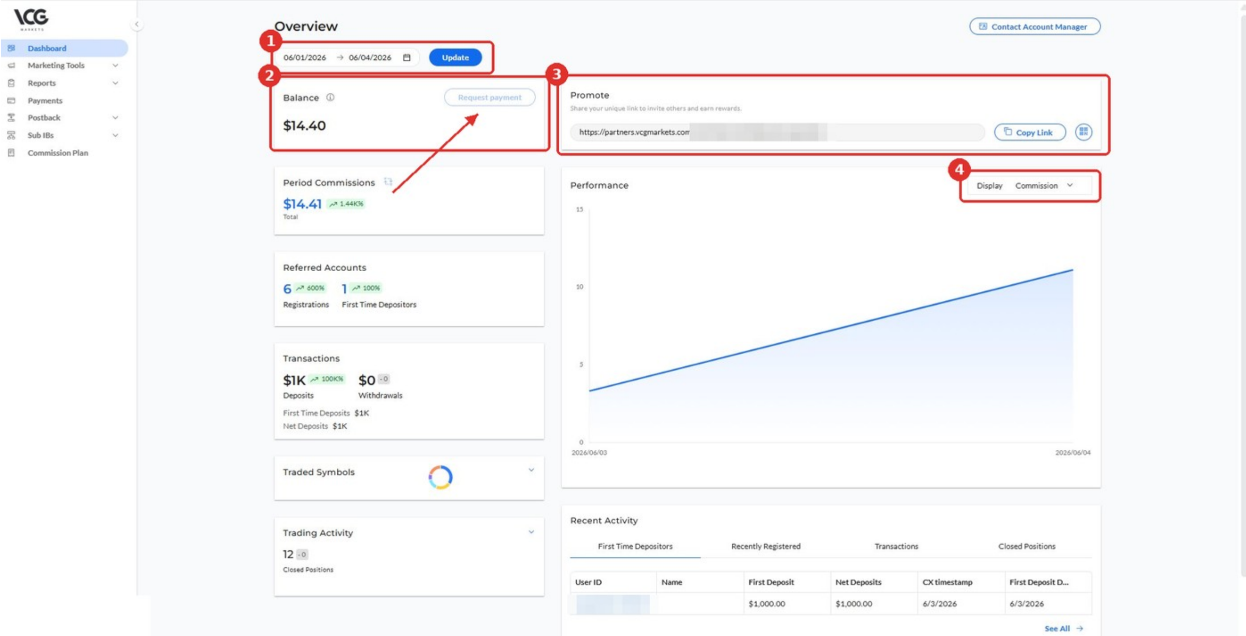
Change your password and enable two-factor authentication (**2FA**). We strongly recommend enabling 2FA.



1 Security tab **2** Change your password **3** Enable 2FA

3. Dashboard

The Dashboard is your home screen. Set a date range at the top and press **Update** — everything on the page reflects the selected period.



1 Date range — press Update **2** Balance & Request payment **3** Your referral link **4** Switch the chart metric

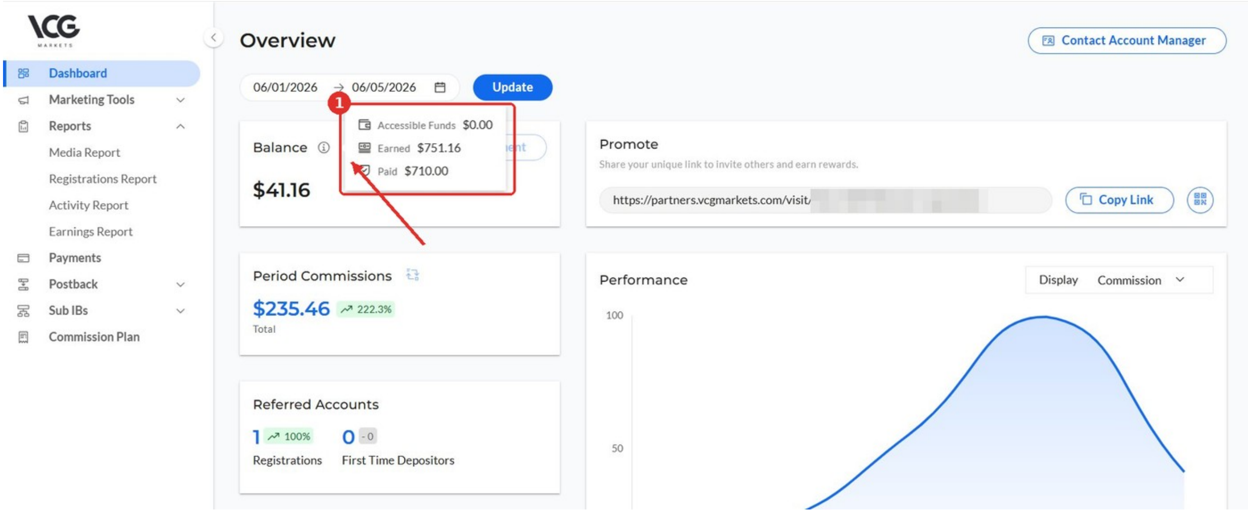
- **Balance** — what you have earned and not yet been paid, with the Request payment button next to it. See the breakdown below.
- **Promote** — your unique referral link, with copy and QR options.
- **Period Commissions** — commission earned in the period, with change vs the previous one.
- **Referred Accounts** — registrations and first-time depositors (FTDs).
- **Transactions** — your clients' deposits and withdrawals.
- **Traded Symbols / Trading Activity** — what your clients trade and positions closed.
- **Performance** — your results charted over time; switch the metric with the Display dropdown.
- **Recent Activity** — latest depositors, registrations, transactions, and closed positions. Click a User ID for client detail.

3.1 Understanding your Balance

Press the **info icon** next to Balance to see what the figure consists of:

- **Earned** — total commission you have earned to date.
- **Paid** — what has already been paid out to you.
- **Balance** — the difference between the two: earned but not yet paid.
- **Accessible Funds** — the part of your balance currently available for withdrawal.

> **Note:** Commission becomes available for withdrawal on the next day after it is earned — so your most recent earnings are part of your Balance, but not yet part of your Accessible Funds. If Accessible Funds shows less than your Balance, the difference simply has not been released yet.

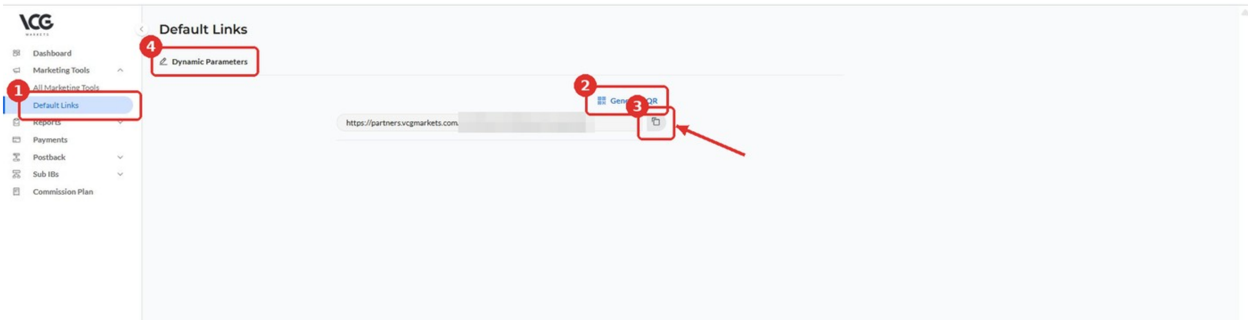


1 Press the info icon next to Balance for the breakdown

4. Your Referral Link & Marketing Tools

4.1 Your default link

Marketing Tools → Default Links shows your personal tracking link. Share it anywhere — anyone who registers through it is automatically attributed to you. **Generate QR** creates a scannable version of the same link.



1 Marketing Tools → Default Links **2** Generate a QR code **3** Copy your link **4** Add tracking parameters

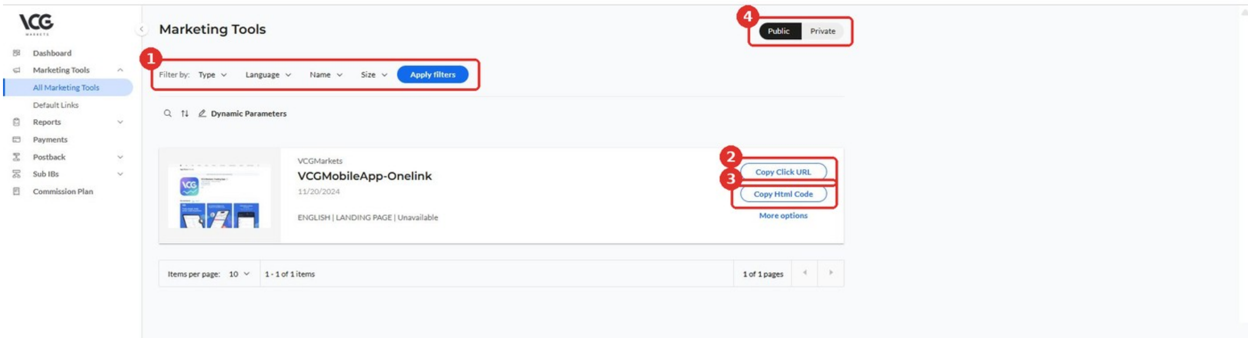
> **Note:** Attribution happens at registration: the client must open your link and sign up through it. If a client registered without your link, contact us as soon as possible with proof of the referral relationship — late mapping requests may not be accepted.

Dynamic Parameters let you add your own tracking values (source, campaign, etc.) to the link. These values flow into your reports, so you can compare the performance of different channels.

4.2 Banners and landing pages

Marketing Tools → All Marketing Tools is the library of ready-made creatives. Filter by type, language, or size. For each item:

- **Copy Click URL** — a direct link with your tracking already embedded; use it in ads or posts.
- **Copy Html Code** — embed code for your website; the banner displays and links with your tracking.



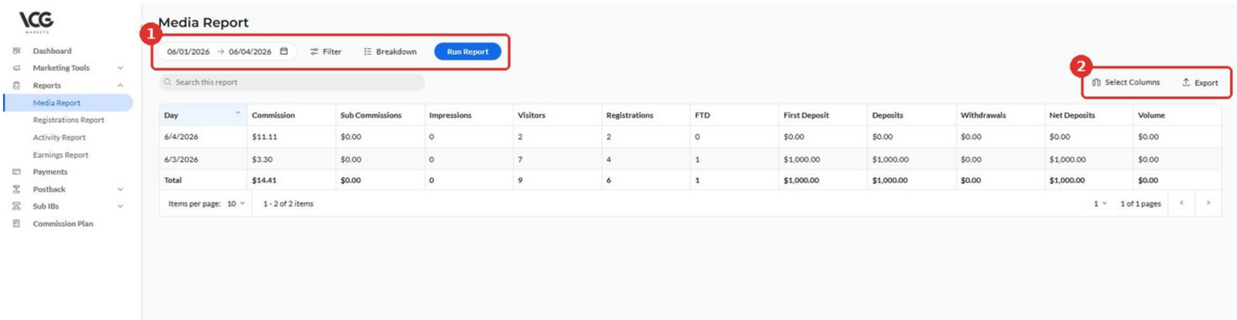
1 Filter the library **2** Copy a tracked link **3** Copy embed code **4** Public / private assets

5. Reports

All reports work the same way: choose a date range, apply filters if needed, and press **Run Report**. **Select Columns** customises the table, **Export** downloads it, and the search box filters results on screen.

5.1 Media Report

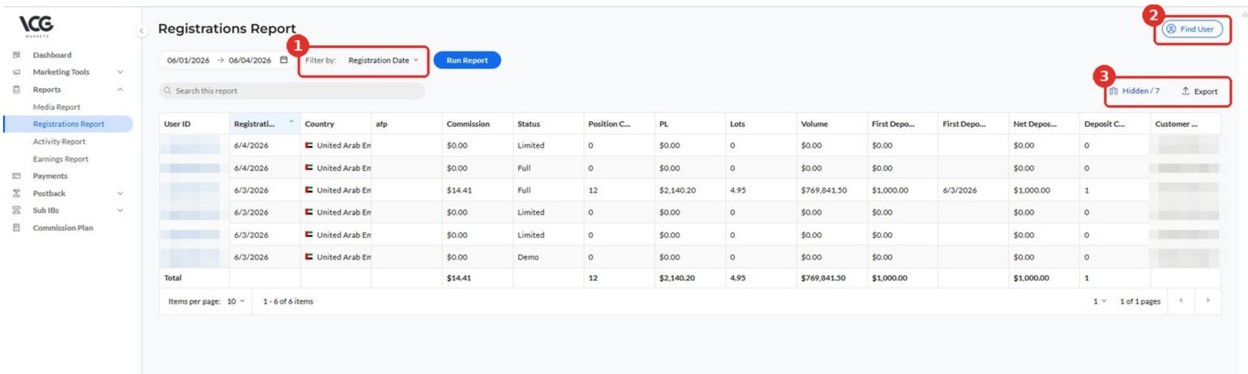
Performance by day: visitors, registrations, FTDs, deposits, volume, and your commission. Combined with dynamic parameters, this is your campaign comparison view.



1 Date range, filters & Run Report **2** Select Columns / Export

5.2 Registrations Report

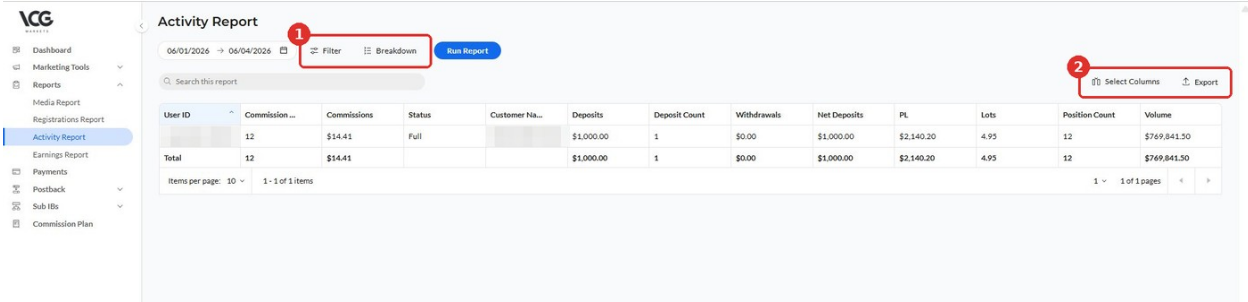
Every client who registered through your link, with registration date, country, account status, trading figures, and deposit information. **Find User** looks up a specific client. This is the first place to check whether a client was attributed to you.



1 Filter the report **2** Find a specific client **3** Export

5.3 Activity Report

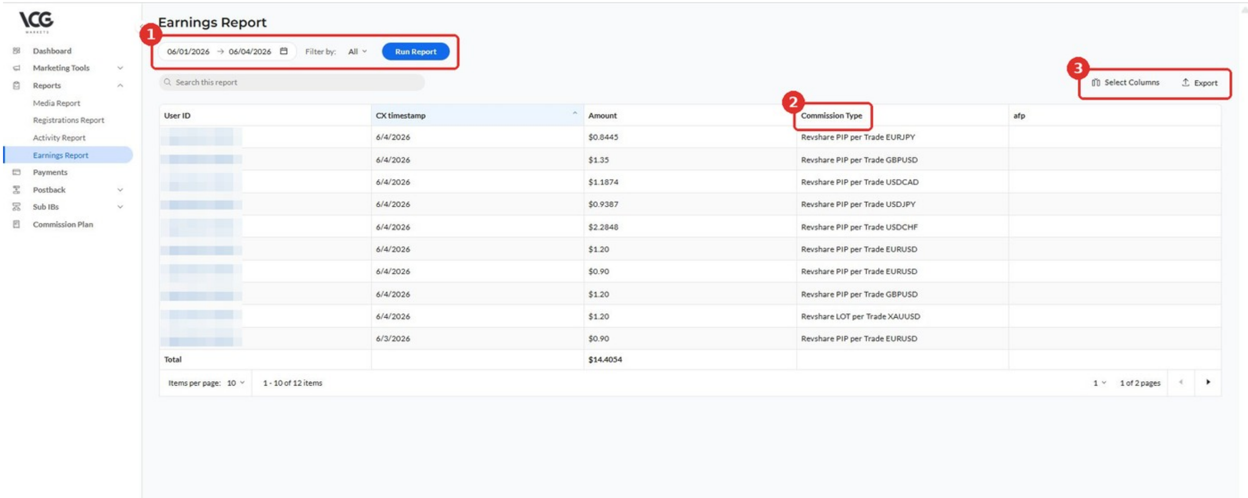
Per-client summary for the period: deposits, withdrawals, P/L, lots, volume, and the commission each client generated. **Breakdown** splits the view further.



1 Filter & Breakdown **2** Select Columns / Export

5.4 Earnings Report

Your commission at the most detailed level: each individual entry with timestamp, client, amount, and commission type. Its total matches your Period Commissions on the Dashboard — use it to reconcile any payment.

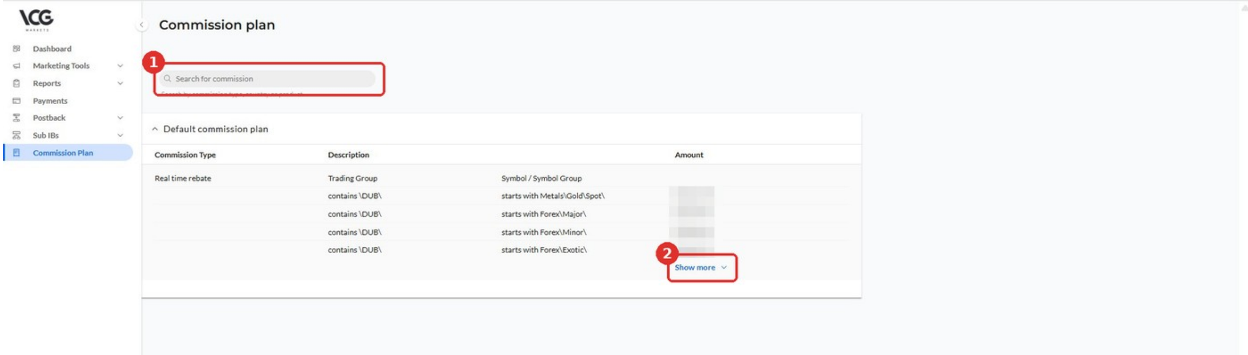


1 Date range & Run Report **2** Commission type per entry **3** Export

> **Note:** Commission is generated by real, funded client accounts when they trade. Demo accounts never generate commission.

6. Commission Plan

Commission Plan shows exactly how your commission is calculated. Each line lists the instrument group and the rate that applies to it. Use the search box to find a specific instrument, and **Show more** to expand the full list.



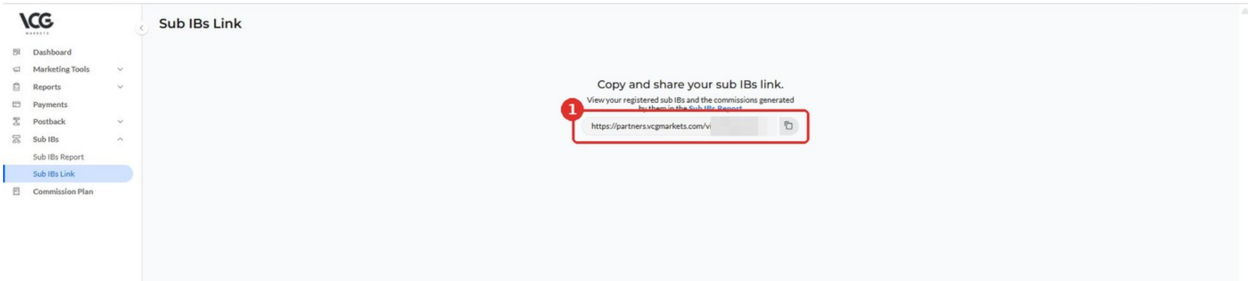
1 Search by commission type, country or product **2** Expand the full plan

Your plan is individual to your account, and commission is calculated in real time as your clients trade — entries appear in the Earnings Report shortly after trades close. For questions about your conditions, contact your account manager.

7. Sub IBs

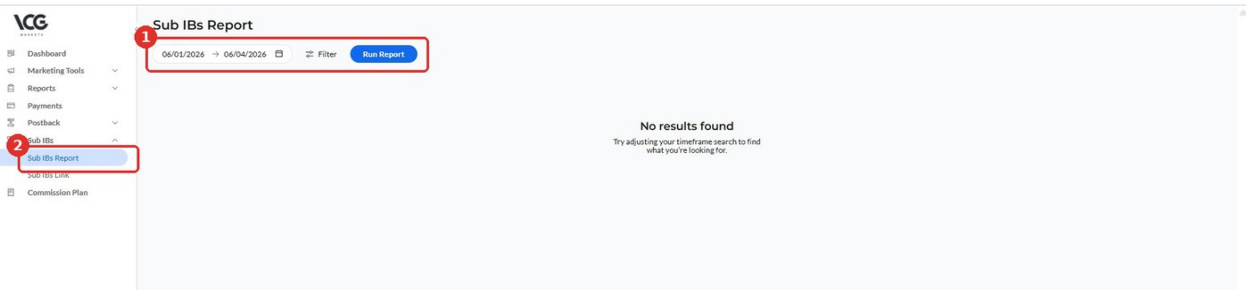
You can grow your own network by referring other partners.

Sub IBs → Sub IBs Link — your dedicated recruitment link. Anyone who registers as a partner through it becomes your sub-IB, and you earn additional commission from the activity of their clients. The terms are defined in your agreement.



1 Copy and share your Sub IB link

Sub IBs → Sub IBs Report — your registered sub-IBs and the commission they have generated for you in the selected period.



1 Date range & Run Report **2** Sub IBs section in the menu

8. Payments

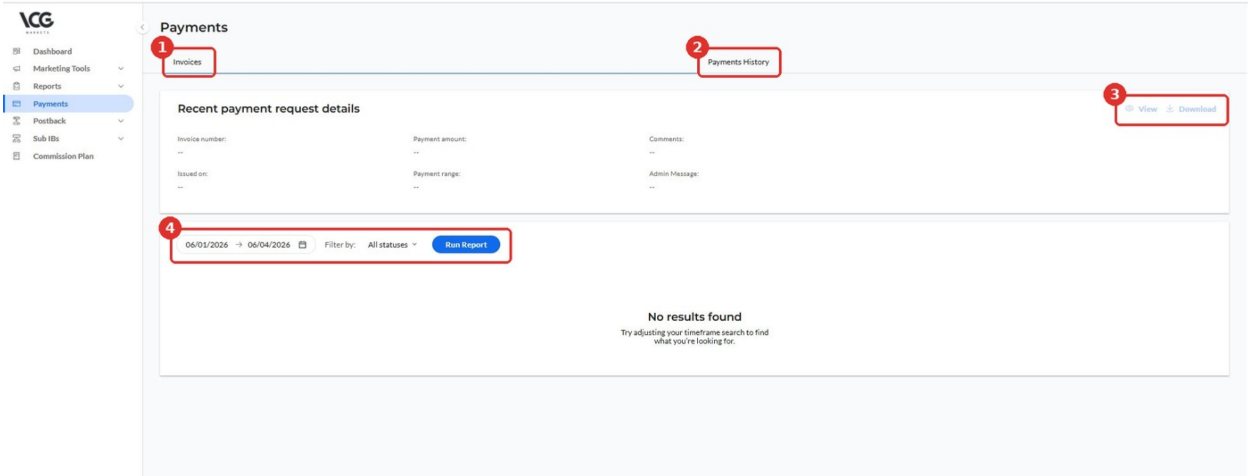
Before your first withdrawal, make sure two things are in place:

1. Your documents are approved (**Account Settings → Documents**).
2. Your payment method is configured (**Account Settings → Payment Details**).

To withdraw, press **Request payment** next to your Balance on the Dashboard and confirm the details. The request draws on your **Accessible Funds** — commission becomes available for withdrawal on the next day after it is earned (see Section 3.1). You will receive an email confirmation, and our team is notified automatically. Once processed, the request status changes to **Paid** and you are notified by email. Minimum amounts and processing times depend on your payment method and agreement.

> **Note:** If you are on a CPA plan, payments for qualified acquisitions are processed automatically on a monthly cycle after verification checks — no request needed.

Payments → Invoices shows the details of your most recent payment request, with **View** and **Download** for the invoice document. **Payments → Payments History** is your full payment history — run it for any date range and filter by status.

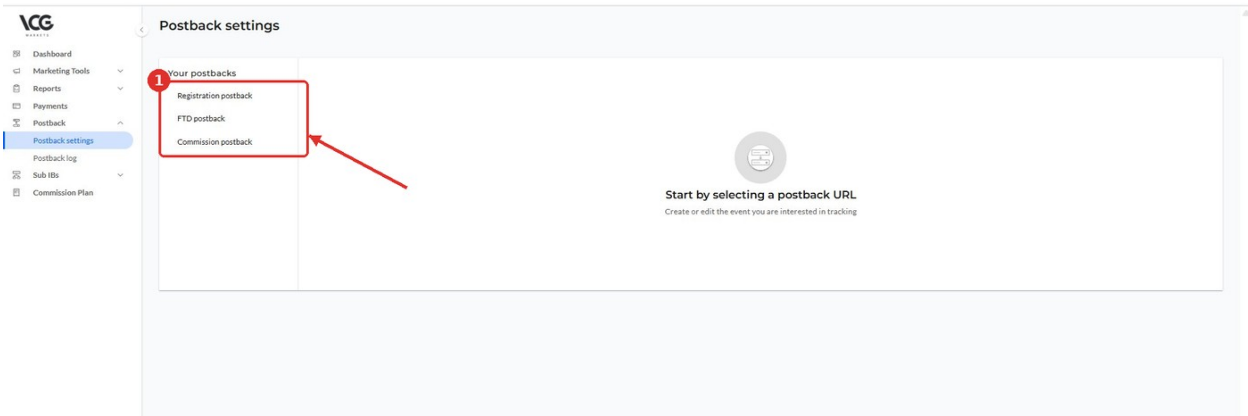


1 Invoices **2** Payments History **3** View / download an invoice **4** Run the history report

9. Postbacks (optional — for partners with tracking platforms)

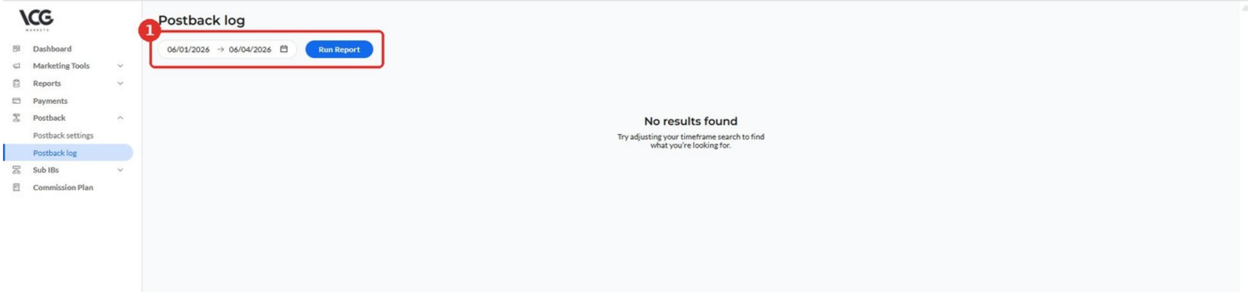
If you run your own tracker, postbacks let the portal notify your system automatically when events happen.

Postback → Postback settings — configure a URL per event: registration, first deposit (FTD), or commission. Select the event, paste your postback URL with your tracker's macros, and save.



1 Choose the event to configure

Postback → Postback log — every postback sent, with its status. If your tracker is not receiving data, check here first to see whether the postback fired and what your server returned.



1 Run the log for a date range

If you do not use a tracking platform, you can skip this section entirely.

10. FAQ

My client registered but doesn’t appear in my reports.
Run the Registrations Report with a wide date range. If they are not there, they most likely registered without your link — contact us as soon as possible with proof of referral.

Why is my commission zero for a client?
Check the client’s status in the Registrations Report — demo accounts and accounts that have not deposited do not generate commission. Also check your Commission Plan: not every instrument necessarily carries a rate.

Why can’t I press Request payment?
Usually one of these: your accessible funds are below the minimum (the most recent earnings become available the next day — see Section 3.1), your documents are not approved yet, or your payment method is not set up in Account Settings.

How do I change my payment method?
Account Settings → Payment Details → Edit info.

How do I see which campaign performs best?
Add dynamic parameters to your links and use the Media Report.

I forgot my password.
Use “Forgot your password?” on the login page, or reset it from Account Settings → Security while logged in.

Questions? Contact your account manager from the Dashboard or email partners@vcgmarkets.com.