

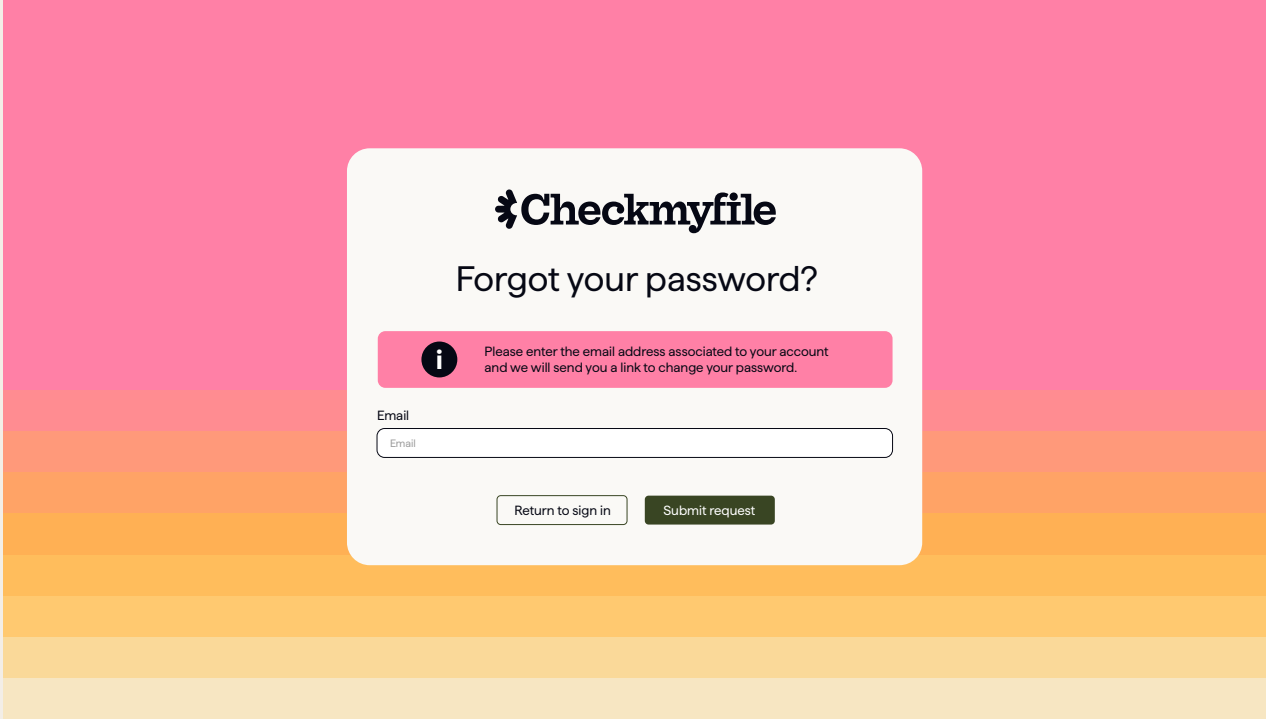
# Everflow quick start guide

# Activating your account

Once your partner application has been approved, you'll receive a welcome email with an account activation link.

If this hasn't arrived, you can **set your account password here.**

You're now ready to log in to your Everflow account – we'd suggest bookmarking this URL:  
**<https://partners.checkmyfile.com>**

A screenshot of a web form for 'Checkmyfile' with the title 'Forgot your password?'. The form is white and centered on a background with horizontal stripes in shades of pink, orange, and yellow. At the top of the form is the 'Checkmyfile' logo. Below the title is an information icon (a lowercase 'i' in a circle) followed by the text: 'Please enter the email address associated to your account and we will send you a link to change your password.' Below this is a text input field labeled 'Email' with a placeholder 'Email'. At the bottom of the form are two buttons: 'Return to sign in' and 'Submit request'.

# Your partner tracking link

Your partner tracking link is the primary mechanism for successfully referring new customers to Checkmyfile.

1. On your dashboard, select **'Tracking & Asset Generator'**
2. Select the offer 'Checkmyfile customer' and your primary tracking link will appear in the preview pane.
3. Your partner tracking link is now ready to share. Click 'copy' to add to your clipboard.

### Tracking & Asset Generator

#### Configure Tracking Link & Asset Package

Bundle Type \*

Single OfferMultiple OffersAll Offers

Offer \*

(1) Checkmyfile customer

Get Tracking Link(s)

On

> Additional Parameters

Get Creative Asset(s)

Off

Get Coupon Code(s)

Off

Offer Details

#### Tracking Link(s)

Encrypt Parameters ?

https://www.checkmyfile.partners/28KL6/2CTPL/

CopyView QR Code

# Link extensions

Generate additional tracking links for team members, marketing locations or social media channels.

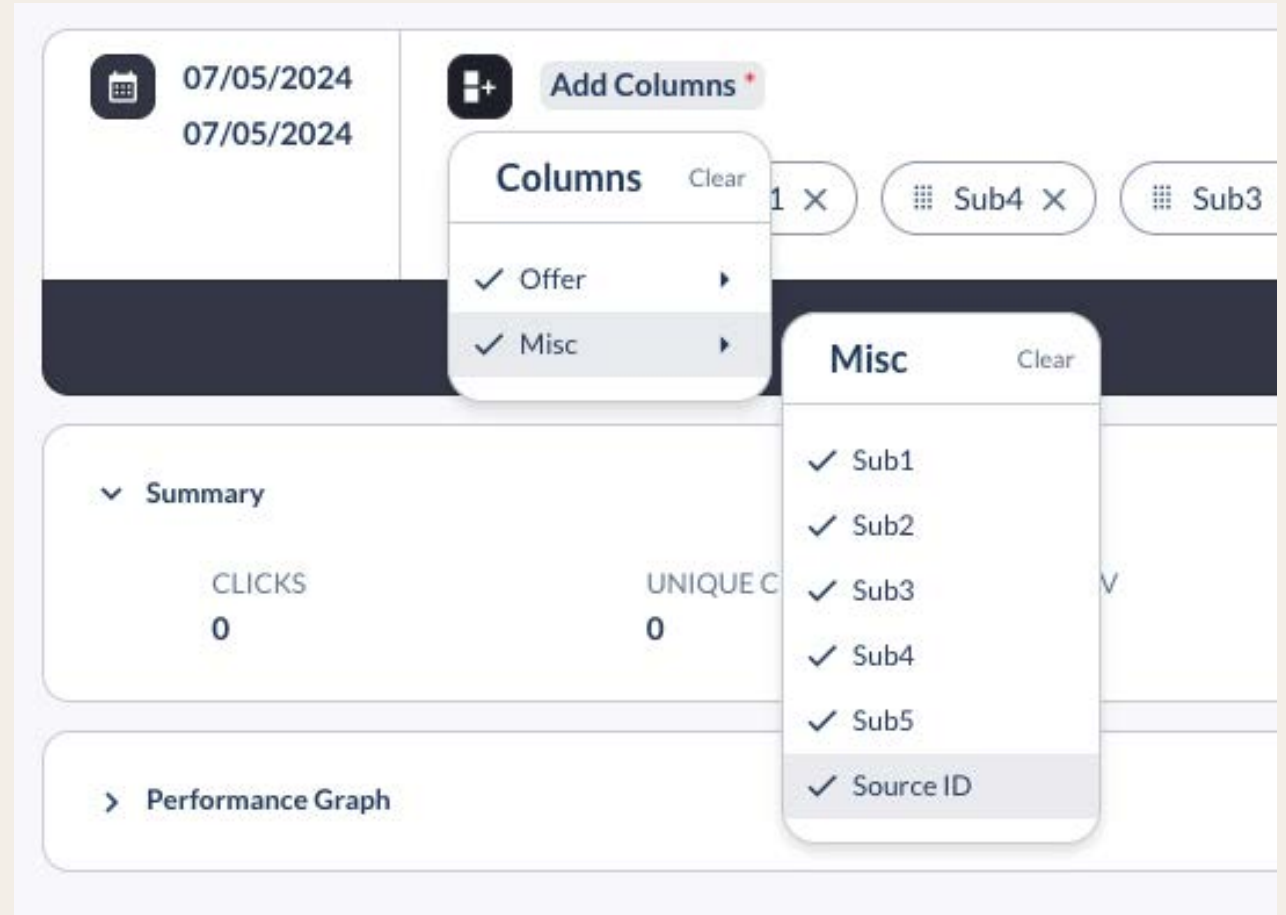
1. On your dashboard, select **'Tracking & Asset Generator'**
2. Select the offer 'Checkmyfile customer' and your primary tracking link will appear in the preview pane.
3. Select 'Additional Parameters' and enter a value in the **source\_id** or **sub1** field (or both). Your link will update in the preview pane.

The screenshot displays the 'Tracking & Asset Generator' interface. On the left, under 'Configure Tracking Link & Asset Package', the 'Bundle Type' is set to 'Single Offer'. The 'Offer' dropdown is selected to '(1) Checkmyfile customer'. Below this, the 'Get Tracking Link(s)' toggle is turned 'On'. The 'Additional Parameters' section is expanded, showing input fields for 'source\_id' (containing 'email\_signature'), 'sub1' (containing 'john\_smith'), and 'sub2' (empty). On the right, the 'Tracking Link(s)' section shows the generated URL: `https://www.checkmyfile.partners/28KL6/2CTPL/?source_id=email_signature&sub1=john_smith`. There are buttons for 'Copy' and 'View QR Code'.

# Reporting

Your partner dashboard displays a summary of click and conversion activity.

1. For detailed reports, navigate to **Reporting > Conversion**
2. Select the date range and click 'Run report'
3. Export, save or schedule your report using the options menu.
4. For link extension reports, navigate to **Reporting > Sub ID**. Make sure to include the data you need by using the filter.





## Set up for success

Need support? No problem – we're here to help.

Our partnerships team is available Monday – Friday, 8am – 4pm

**Phone:** 01872 309097

**Email:** [partnerships@checkmyfile.com](mailto:partnerships@checkmyfile.com)

We look forward to working with you!

**<https://partners.checkmyfile.com>**