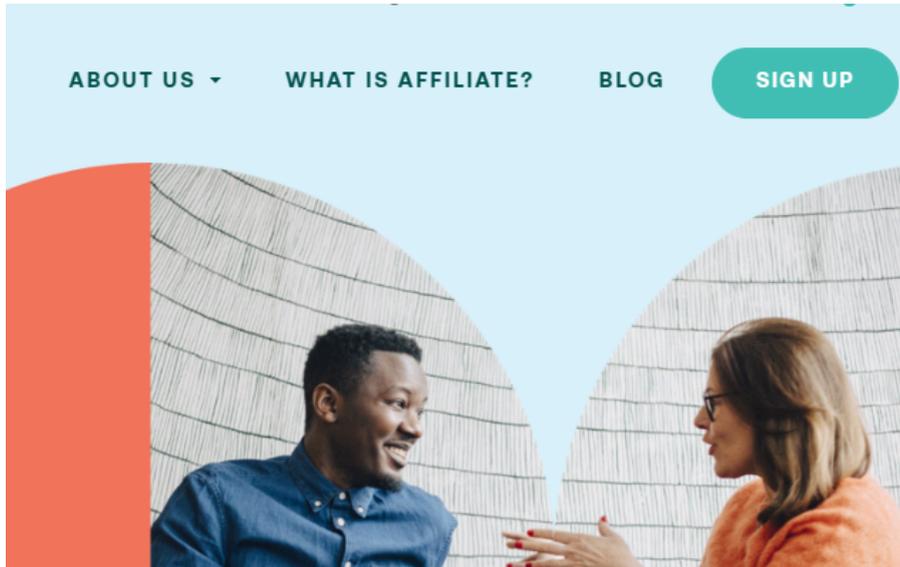


Dear future publisher.

First of all we would like to thank you for deciding to join our CJ.com network. This manual is made to help you with all the necessary steps to complete your publisher account.

Let's start with signing in! 😊👉



- 1) After you choose to sign up as a publisher, choose language & country. Add your name, email address and choose a suitable password, after that you will get a verifying email.
- 2) After you have verified your email, you have to read and accept CJ agreements then continue. (First you have to open files then you can check the boxes.)
- 3) Add your email and password.
- 4) Congratulations! You are now on the Onboarding Checklist! Here you can find 7 steps to complete your account. Let us help you with that. 😊

ONBOARDING CHECKLIST

- 1) First step is to verify your email, so this one is already done! ✓
- 2) Now we are going to add user information. After you add First name, Last name and phone number, simply click save and click back on the Onboarding Checklist ✓
- 3) Let's move to the third step, completing the profile - click on the edit in the right corner, now you have to fill the description. Use this opportunity to describe your promotional property and to tell potential advertisers why they should consider your website for their program. Keep in mind that you need a minimum of 250 characters. Now click Save. ✓
- 4) Now we continue to - add property.

- First, you will need to choose what type of property you have, for example Website, after that add your URL, or use Email then add your email address.
- The second step is to define your property, for example, if you have a coupon page, click on the Coupon and then set to the primary promotional model.

my customers read original content or articles that I write about topics that interest them.

Coupon/Deal

My customers come to discover coupons, vouchers, or discounts.

SET TO PRIMARY PROMOTIONAL MODEL

For reporting purposes. One of your promotional models must be the primary for this property.

- The third step is to Name your property, you can describe your property (optional) and add it as primary promotional property.
- After that click on the Submit at the corner and you are done. 😊

5) Click on the X at the right corner and you will be back on the Onboarding Checklist. Now we are going to Submit Tax Forms.

Click on the edit and add your password.

If you are a resident of the US choose form W-9, and if not we recommend choosing form W-8BEN. Forms are very simple.

In the W-8BEN for example you just add Name, Date of Birth, Country or citizenship, Resident country, Resident state, City or Town, add identification number if needed, if not you can simply check the box, and as well check for skipping part II if necessary.

Foreign tax identifying number

Check this box if Foreign Tax ID is not legally required

Foreign tax identifying number

Part II Claim of Tax Treaty Benefits (Complete if claiming treaty benefits)

I am not claiming Tax Treaty Benefits. Skip Part II

Accept the terms and add a signature. Then you click Submit and you are done with the tax form. Click Back to the Account Manager. Click one more time on the Submit Forms and let's edit the account. You will need a password one more time. Add the Organization name, address, city or town, state, postal code, country, phone, currency, and language and choose the date format. Save and you are done. 

6) Now let's move to payment information. Use the password again and you will get a one-time verification code in your email. Now let's add the payment information. Choose the minimum payment amount (when you reach this limit CJ will send you the money) and currency (country and currency). Choose if you have a checking or a saving account, then add the SWIFT code and IBAN /if you are from Europe or the Routing number and Account number/if you are from America. Add the Account Holder's name (make sure this name is the same as the name of the representative of the Company) and lastly, the bank name. Now you are done. 

- If you don't see your country or the currency, the best solution for this would be to use the PayPal account or contact support .

7) Now step 7, answer a few questions and you are done!  Congrats! 