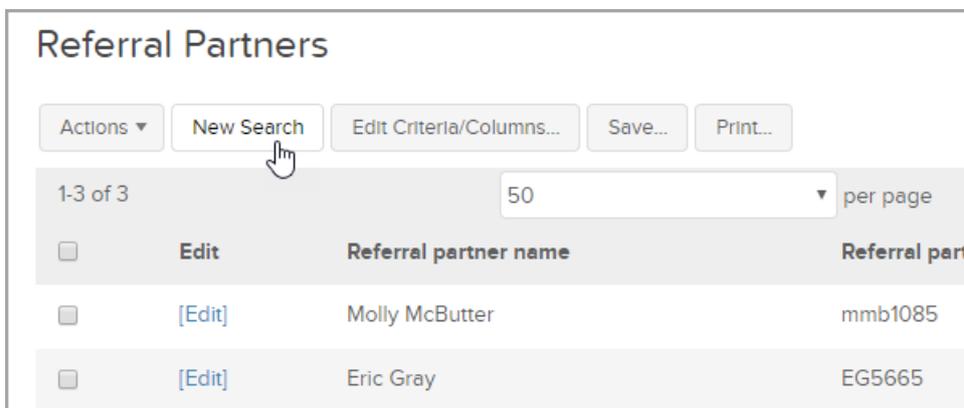


Add a commission program to referral partner record

There are automated methods that you can use to add commissions programs to your referral partner records (see [Create a referral partner sign-up form](#)), but if you have only a few to add, follow these steps.

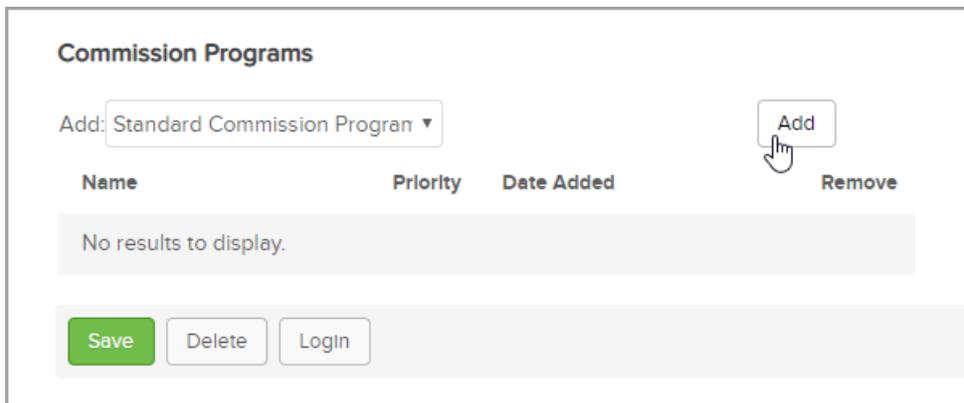
Add a commissions program to your referral partner

1. Navigate to **CRM** and click **Referral Partners**.
2. If the referral partner that you are looking for is visible in the list, then click **Edit**. Otherwise, click **New search** and enter search criteria to locate the referral partner.



The screenshot shows the 'Referral Partners' interface. At the top, there are buttons for 'Actions', 'New Search', 'Edit Criteria/Columns...', 'Save...', and 'Print...'. Below these is a table with 3 rows. The first row is a header with columns: 'Edit', 'Referral partner name', and 'Referral partn'. The second row shows a '[Edit]' link, the name 'Molly McButter', and the ID 'mmb1085'. The third row shows a '[Edit]' link, the name 'Eric Gray', and the ID 'EG5665'. A mouse cursor is pointing at the 'New Search' button.

3. In the Referral Partner record, scroll down to **Commission Programs**, click the **Add** drop-down arrow and select a program.



The screenshot shows the 'Commission Programs' interface. At the top, there is a dropdown menu labeled 'Add:' with 'Standard Commission Program' selected. To the right of the dropdown is an 'Add' button with a mouse cursor pointing at it. Below the dropdown and button is a table with columns: 'Name', 'Priority', 'Date Added', and 'Remove'. The table is currently empty, displaying 'No results to display.' At the bottom of the interface are three buttons: 'Save', 'Delete', and 'Login'.

4. Click the **Add** button. You can return to your list of referral partners to repeat this process if needed.