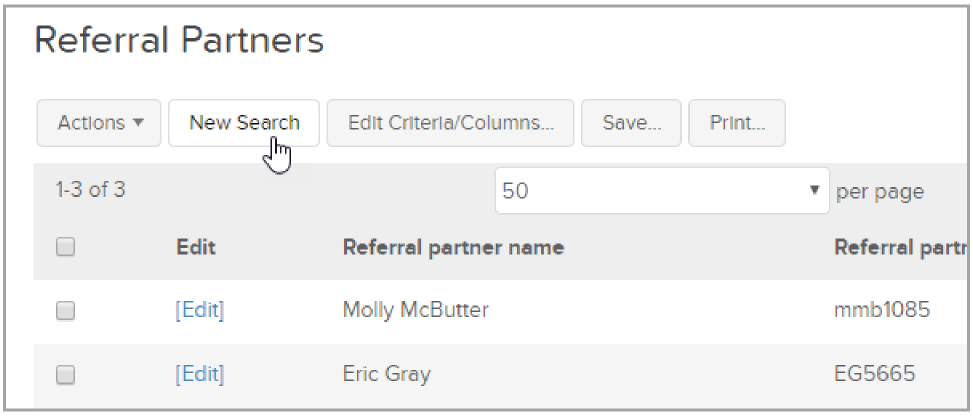
# Add a commission program to referral partner record

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.

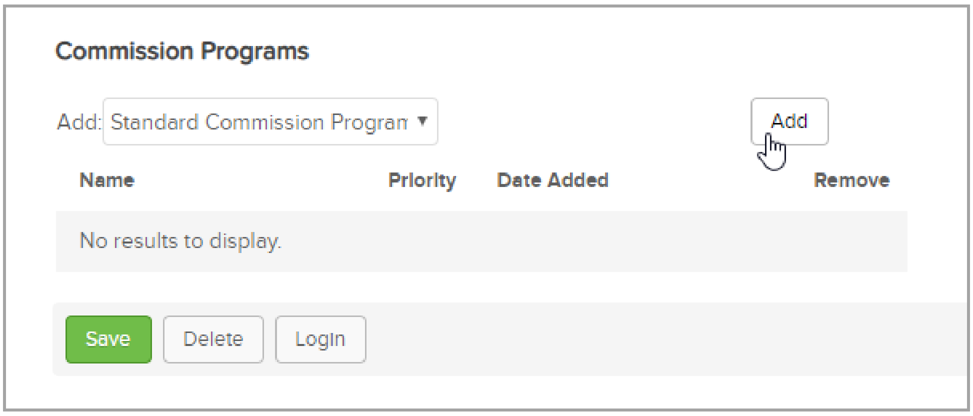
## Add a commissions program to your referral partner

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.




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




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