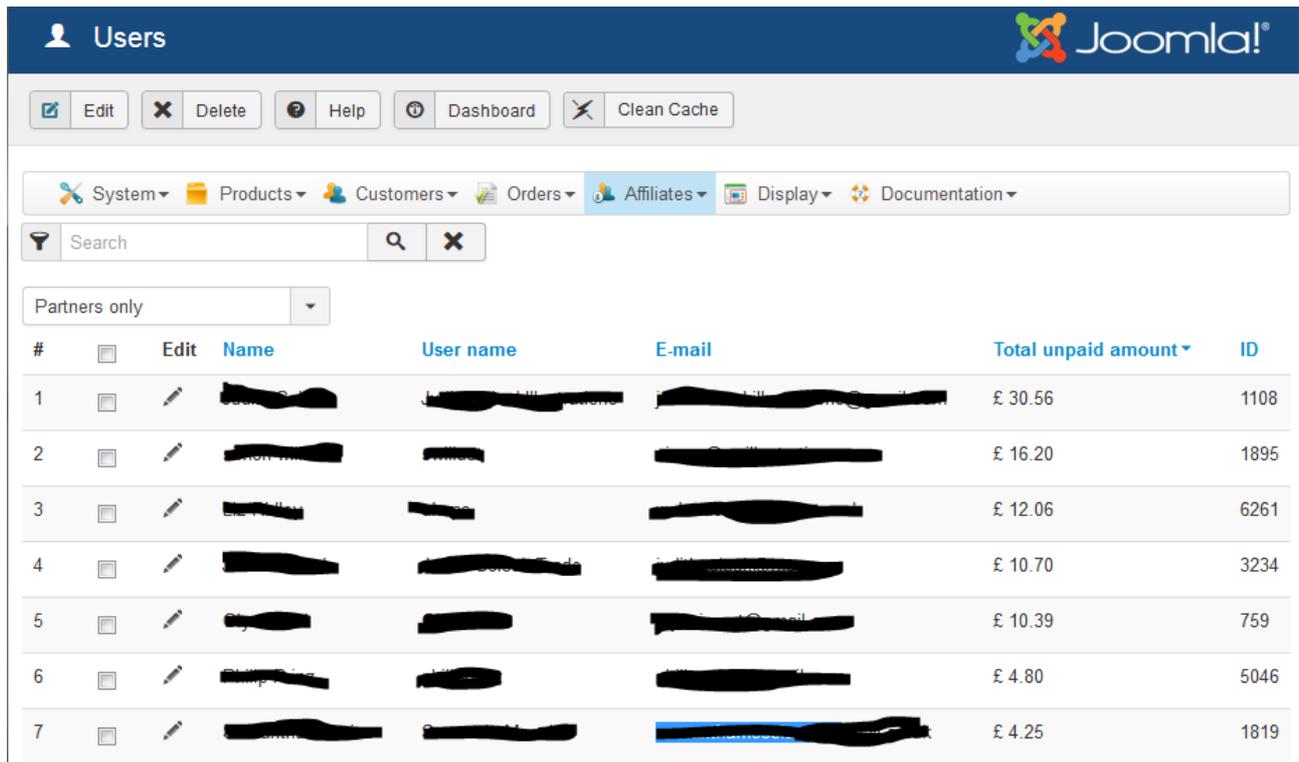# Hikashop – Paying affiliates

Hikashop Business Edition v 3.3.0

Go to Hikashop → Affiliates → Partners
Click on the column heading "Total unpaid amount" until it sorts partners in decending order of amount due. You can then see who you might need to pay.
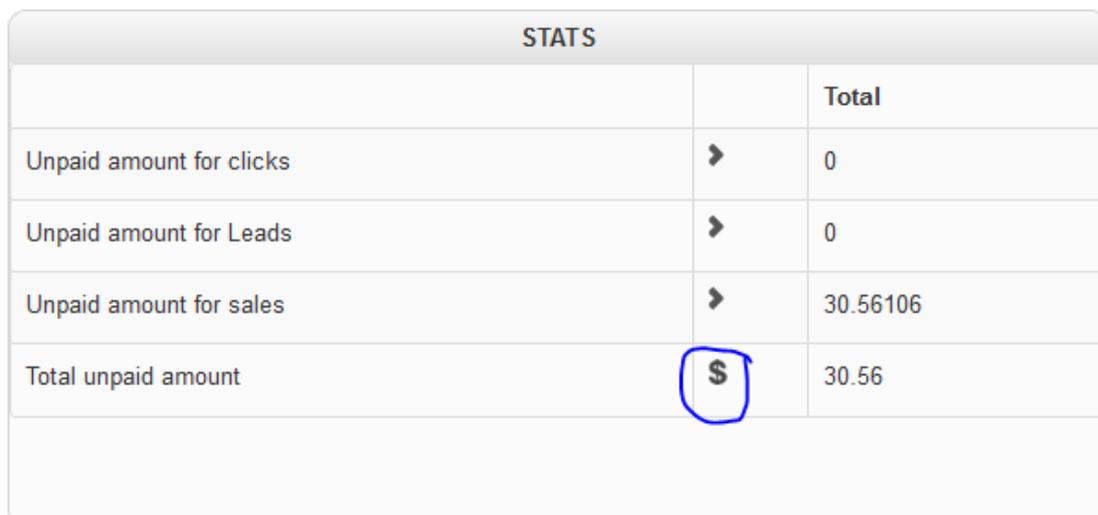
To pay an affiliate click on the pencil icon next to the partners name in the Edit column

Scroll down until you see their affiliate stats....

and click on the $ sign icon where it says "Total unpaid amount", this pops up the "Pay now" screen

Pay now

You are about to pay £ 30.56 to ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇
If you want to be redirect to paypal in order to pay, turn on the option below

Yes   No

Proceed

If you want to pay via paypal select "Yes" and then proceed and you will be redirected to Paypal and be able to pay to the affiliates nominated paypal email address.

If you want to pay by any other way – make the payment (by BACS or whatever) and then click "Proceed"

CAUTION: clicking proceed at this point clears down the affiliates amount due to zero – so make sure you have a note of it if you are paying manually