



Approvals

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The *Approvals* section is a built-in repository where all your signup, commission, testimonial, purchase, and review approval requests are sent for manual verification. It is a step to verify that the particular action is legitimate, acting as a checkpoint between the action and its respective outcome (reward, or signup).

Signups section: All the affiliate and referral signup requests that require manual verification are sent here for approval.

- ① You can enable manual approval for signups by choosing "Manual" as your **Verification Method** during the [verification enabling process](#).

Commissions section: Commissions that require a manual verification before the payout process are sent here for approval.

- ① To manually approve your commissions, select "Manual" as your **Approval Type** while [setting up commissions](#).

Reviews section (available only for custom-built websites): Reviews that require additional (manual) verification before giving out the reward are sent here for approval.

Testimonials section: Testimonials that require manual verification are sent here for approval.

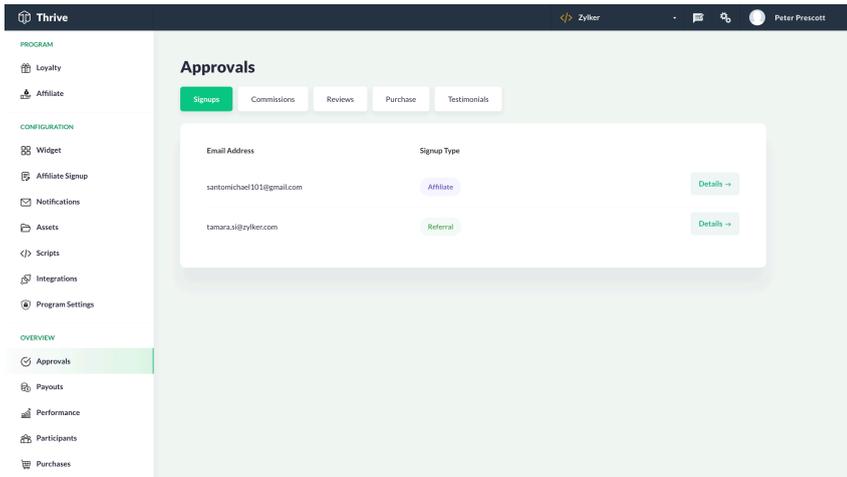
- ① Both testimonials and reviews can be enabled for manual verification by enabling the **Admin Approval** toggle while [setting up the respective task](#).

Purchases section (available only for custom-built websites): All the purchases that require a manual verification are sent here.

- ① To enable manual verification for purchases that take place, select "Manual" as your **Verification Method** during the [verification enabling process](#).

To approve or reject a request from the above sections:

1. Under the *OVERVIEW* section, go to *Approvals*.
2. Click the respective section.



3. Pick the request you wish to approve or reject.
4. If the selection has more details, click **Details**. (Note: this option isn't always visible as most data is already shown on screen.)
5. Click **Approve** or **Reject**.

