



Payouts

Specific to the affiliate program, the *Payouts* section is where you can manage and keep track of all affiliate commissions. It has three subsections.

Pending

This section is where commission data will be pushed for the payout process whenever a task is complete and eligible for commission, or when any manual commission adjustment is made by the admin.

There are two ways you can transfer affiliate commissions:

PayPal - This can be used when both you and your affiliates have your PayPal connected to Thrive.

❗ Refer to the [Payment Integration](#) section in the *General Settings* articles for steps on integrating with the payment gateway.

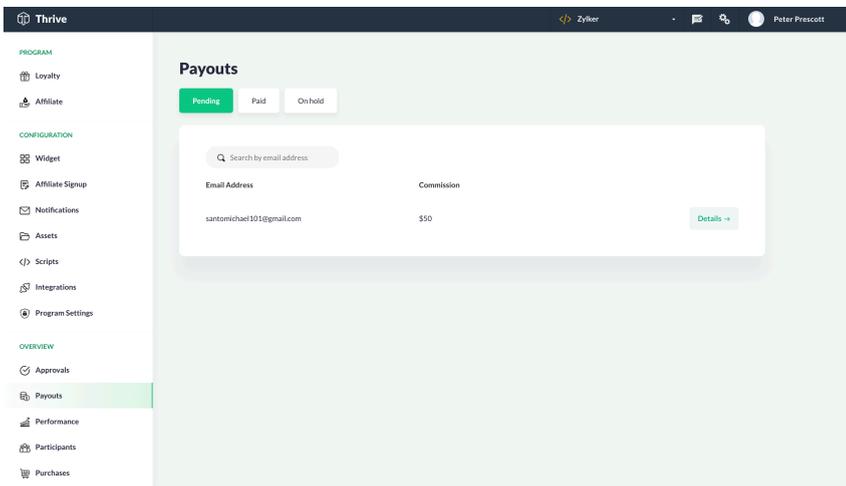
Manual - This can be used to manually make payouts outside Thrive via any other method.

❗ Even though the commission is sent manually, you are required to add a record in Thrive for reference.

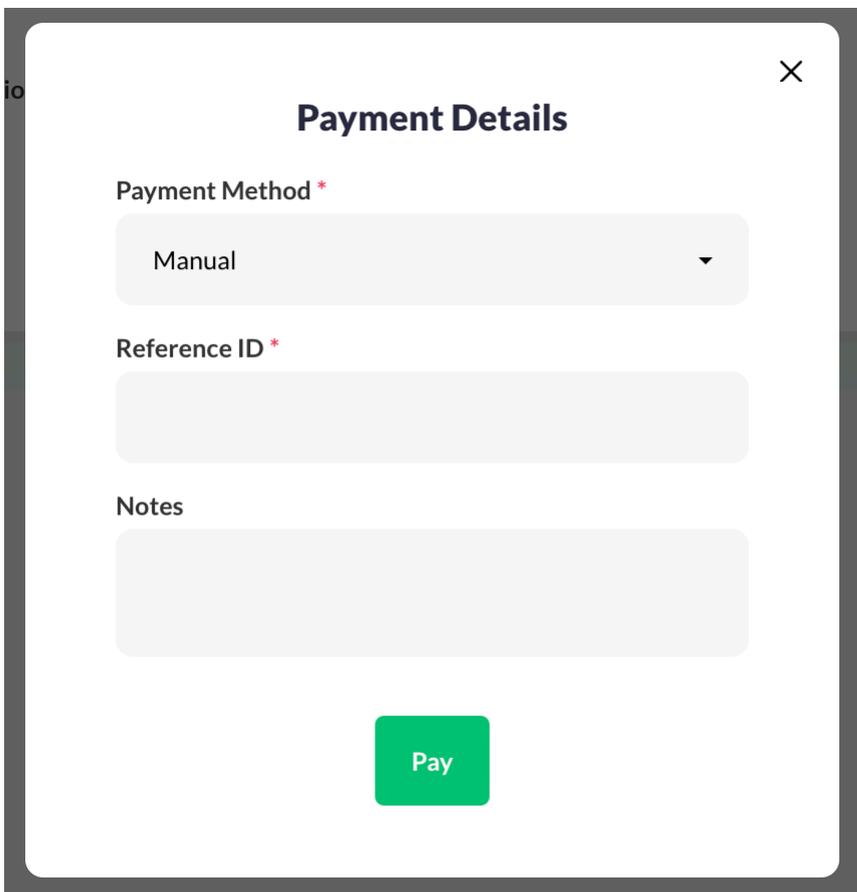
💡 It's always a good idea to let your affiliates know about your method of payment prior to the program enabling process. You can mention it in the [affiliate's welcome email](#) or by using the [Affiliate Message Board](#) section. This way, you can ensure every new affiliate that joins is properly informed.

To payout pending commissions:

1. Go to **Payouts** -> **Pending**.
2. Choose a record to proceed.

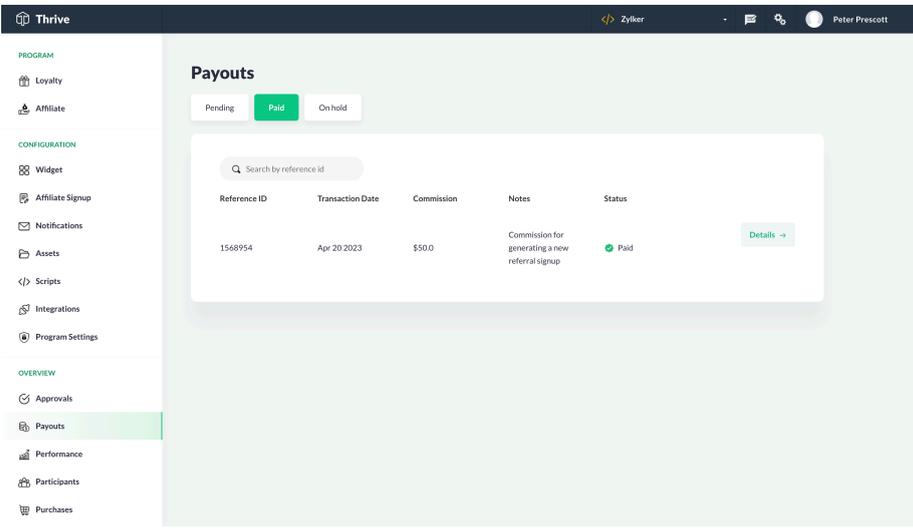


3. Click **Details** -> **Pay**
4. In the pop-up, choose the **Payment Method**.
5. If you made the payment manually, enter a **Reference ID** to it.
6. Click **Pay**.



Paid

Commission payments that are successful will be listed here with complete details.



On Hold

All approved commissions that are yet to be available for the payout process will be listed here.