



## Training Partner Program

### *Available Courses as of 01/01/10*

- *Report Writer on Payentry.com (\$50)– Friday, January 22<sup>nd</sup> @ 2:30 p.m. ET*
- *Report Writer on Payentry.com (\$50)– Friday, February 12<sup>th</sup> @ 11:00 a.m. ET*
- *Report Writer on Payentry.com (\$50)– Thursday, February 18<sup>th</sup> @ 3:30 p.m. ET*
- *Client GL (\$60)– Thursday, March 11<sup>th</sup> @ 11:00 a.m. ET*
- *Client GL (\$60)– Thursday, March 18<sup>th</sup> @ 2:30 p.m. ET*
- *Millennium Report Writer (\$50) – Friday, March 12<sup>th</sup> @ 11:00 a.m. ET*

MPAY is expanding its Professional Services offering to include more training for the end user. We hope to expand this program and the courses offered based on your participation and feedback. As a Licensee/Partner, anyone in your organization may continue to attend training session for a fee. In addition, if you become a Training Partner, you may invite your clients to any training you feel might benefit them.

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## LICENSEE OR PARTNER BENEFITS

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- **\*NEW\*** Receive a **20% Referral Fee** when your clients enroll
- Save training time and resources
- Offer another service to your clients
- Decrease end-client customer service calls on related topics
- Offer standardized training to end client/staff
- Offer CEU credits for staff or end clients accredited by the APA

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## HOW THE PROGRAM WORKS

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### **MPAY Responsibilities**

1. Prepare and conduct the training
2. Coordinate the online webinar
3. Furnish licensee/partner with sample marketing materials in Word and Publisher format to promote this course (to be used "as-is" or as a template to create your own)
4. Provide all registrants with an agenda and training information prior to the webinar
5. Prepare CEU certificates for attendees within 30 days of the event, if applicable
6. Provide each licensee with a "Payroll Provider Code" for tracking purposes. It is imperative your client uses this number. This is how we will know your client signed up for training so that you receive the Referral Fee
7. Provide a list of registrants to you for informational purposes, approx. 1 week prior to the event
8. Provide a list of actual attendees to you after the event, upon request
9. Provide a list of actual attendees to you (for the previous quarter) to reconcile your Referral Fee payments which will be paid to you electronically, by the 20<sup>th</sup> of the month, following the end of a quarter. (i.e. payments for 1<sup>st</sup> quarter will be issued by 4/20/current year)

## Licensee/Partner Responsibilities

1. You will be responsible for marketing and inviting clients to the training webinars. Use our templates or create your own.

- Space is limited. It's important to have your clients register in a timely manner

2. You will be responsible for follow-up questions after the webinar. The only direct communication we will have with your client is when we send them a CEU Training Certificate via email.

## LICENSEE/PARTNER PRICING

We will ask your clients upon registration for the following information. This information will be used for training/payment purposes only so we can furnish you with a report afterwards.

- Client Name
- Client Organization
- Licensee/Partner Payroll Provider code (you will receive this from MPAY)
- Email address
- CEU's (yes or no)
- Credit Card information (payment is due at time of registration)

Note: You may register and pay on behalf of your clients if you choose to do so.

Class prices may vary depending on the topic and the length of the session. Continuing education administration costs are built into the class fee so there is no additional charge.

Sample Referral Fee Scenarios show potential revenue for one session	
<b>25 clients register for session costing \$50</b>	<b>75 clients register for session costing \$50</b>
\$1250 (25 x \$50)	\$3750 (75 x \$50)
X 20% (Referral fee %)	X 20% (Referral fee %)
<b>\$ 250 (Referral fee paid to you)</b>	<b>\$ 750 (Referral fee paid to you)</b>