ekime

PARTNER GUIDE

EKIME PARTNERS

Bring the shops on your street online.

How to join as an Ekime partner, bring businesses onto Ekime, look after them, and earn a share of Ekime's service fee on every order they sell. Then every page of your dashboard, one at a time.

Apply **Bring in businesses** **Earn for 24 months** **Withdraw any time**

Ekime Limited · RC 9895429

THE JOB

You only earn when your businesses sell.

A partner (in Ekime's own words, an **aggregator**) brings businesses onto Ekime, gets them set up and keeps them trading.

1

Bring businesses in

Restaurants, shops, pharmacies, salons. Give them your code or link when they open their shop on Ekime.

2

Get them set up

Help them add their menu or products, finish verification and publish their shop to the marketplace.

3

Keep them trading

Your dashboard tells you who has gone quiet and who is stuck, so you know who to call today.

WHAT YOU EARN

A share of Ekime's service fee on every paid order, for 24 months.

- Your share is **agreed with you**: a flat amount an order, or a percentage of the fee after payment processing. Your Earnings page states it.
- The clock starts at each business's **first paid order**, not the day it signs up.
- It comes out of Ekime's own service fee. **The business pays nothing extra** for having you.
- It lands in **your own Ekime account** the moment the order is paid.

How you earn

- You earn **your agreed share** of Ekime's service fee on every paid order at a business you brought in.
- For 24 months from that business's first paid order. 9 businesses are earning for you now, 3 have not made a first paid order yet, and 0 windows have ended.
- The shopper pays the service fee on top of their bill. The business pays you nothing.
- These terms are Ekime's current ones; a change applies to orders from the day it is made.

i What you earn on a business is a fixed share of its fees, and so a way to read its sales. That is why Earnings is never split by business.

FIVE STEPS

From application to your first withdrawal.

1

DAY 1

Apply

Fill the short form at ekime.app/partners.

2

~5 WORKING DAYS

Get approved

A person reads it. You get your partner code by email.

3

WITHIN 14 DAYS

Open your dashboard

Accept the invitation and choose a password.

4

EVERY DAY

Bring in businesses

Share your link, QR code or code. Help them go live.

₦

EVERY ORDER

Earn & withdraw

Your share of every paid order, to your bank when you want it.

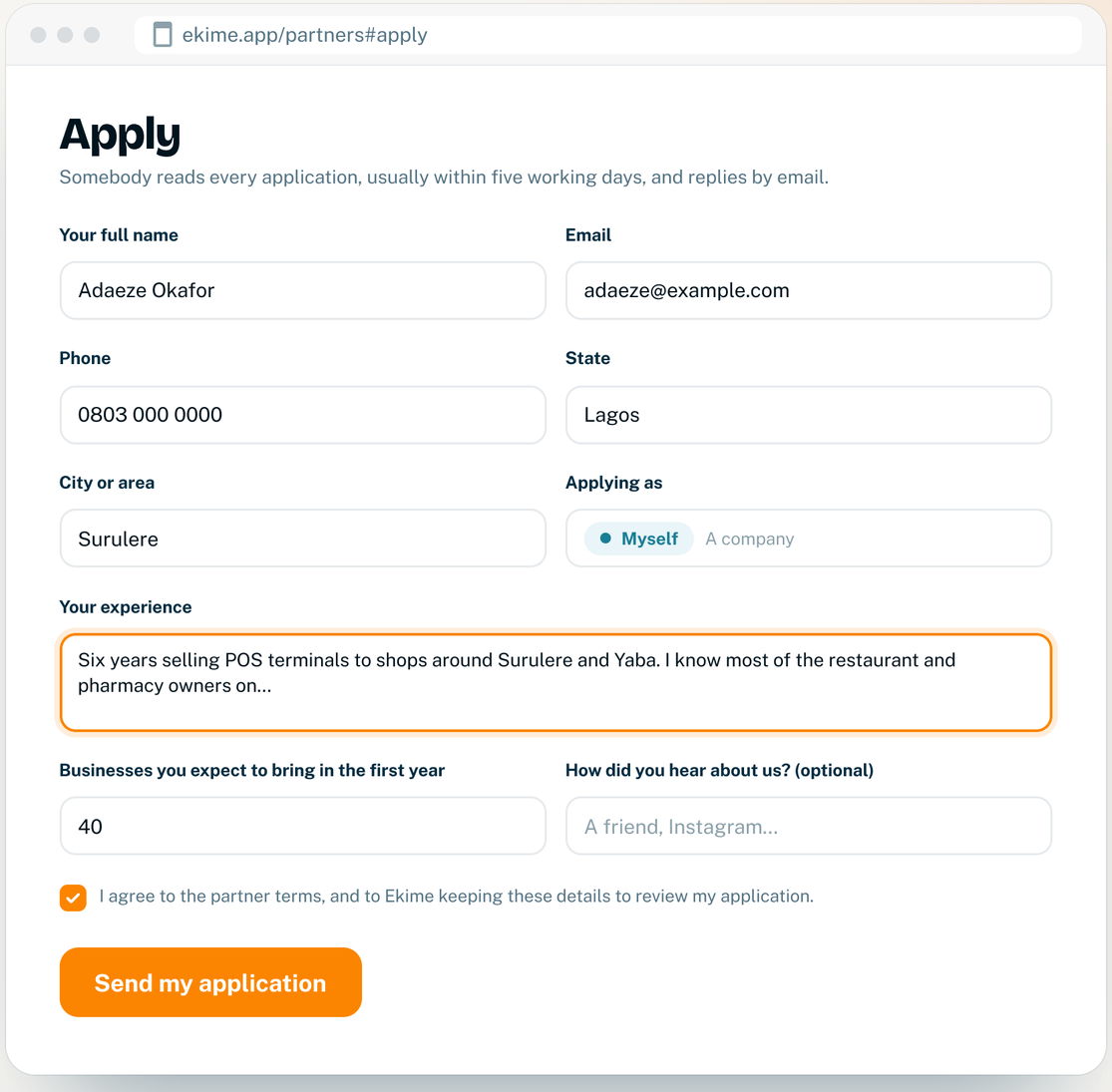
STEP 1

Apply at ekime.app/partners

It takes about five minutes. Have these ready:

- Your **name, email and phone**, and the state and area you work in.
- Whether you apply as **yourself or a company** (with its CAC name).
- A few sentences on **your experience** with local businesses.
- How many businesses you expect to bring in the **first year**.

> Somebody reads every application, usually within **five working days**, and replies by email. If they have a question, you answer it from the same page.

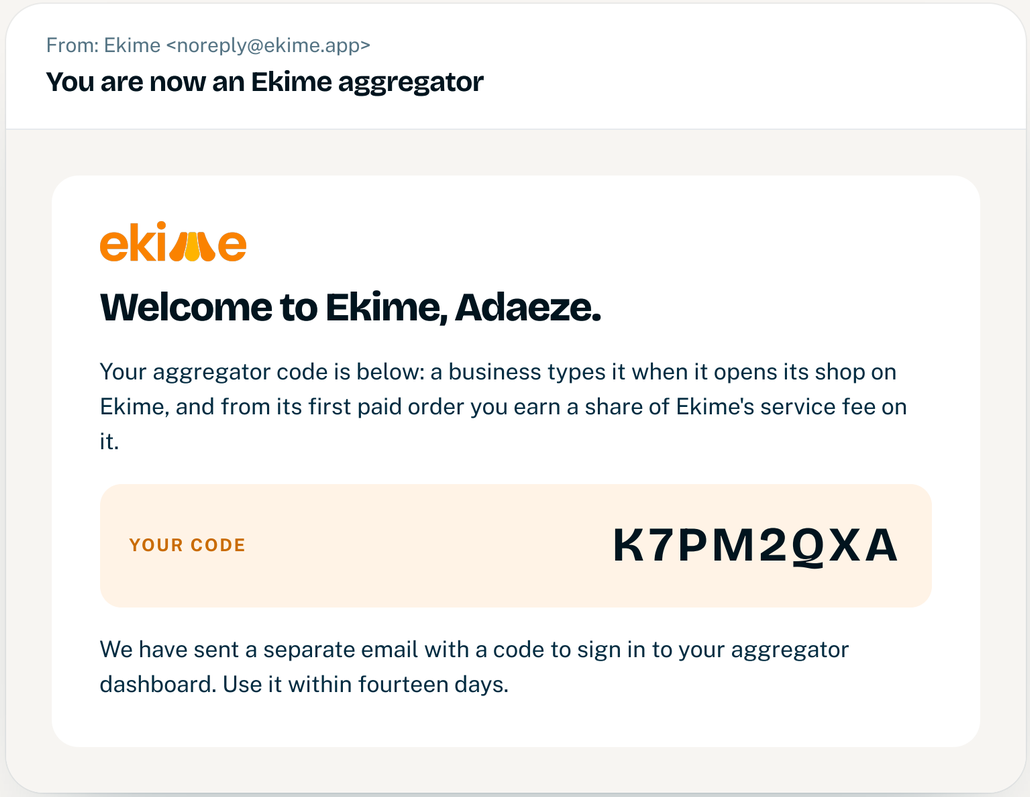


STEP 2

You get approved, and two emails arrive.

- **"You are now an Ekime aggregator"** with your partner code. This code is how businesses become yours.
- **An invitation** with a sign-in code for your dashboard. Use it within **14 days**.
- The same moment, Ekime opens **your own bank account number** where your earnings land.

i Not approved this time? The email says why, and you can apply again after 30 days.

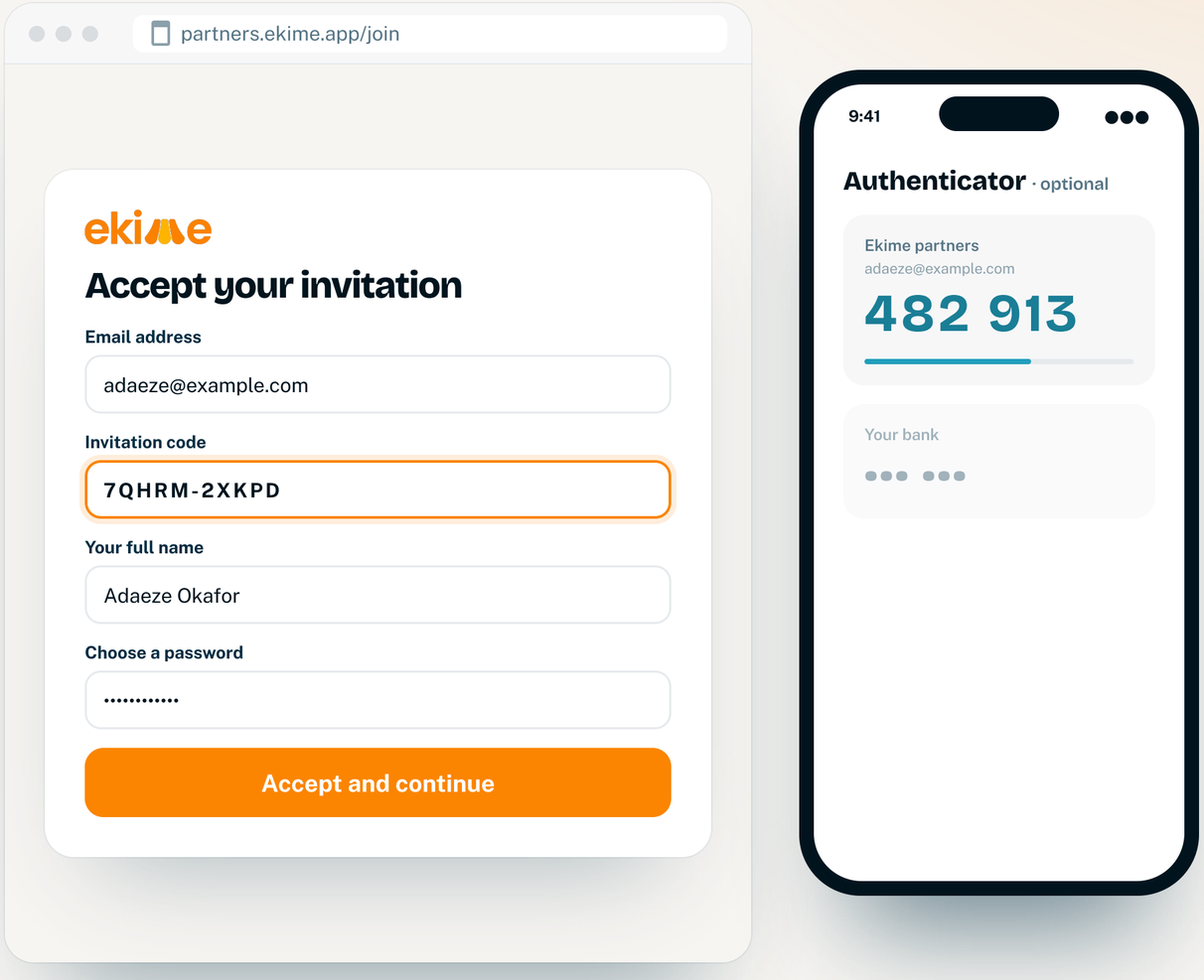


STEP 3

Accept the invitation at partners.ekime.app

- Tap **"Accept the invitation"** in the email. Enter your email and the invitation code.
- Add your name and **choose a password** (8 characters or more).
- For extra safety, turn on **two-step sign-in** under Security, with an authenticator app such as Google Authenticator. It is your choice.
- Adding a bank and withdrawing always ask you to **confirm it is you**: your authenticator code, or one we email you.

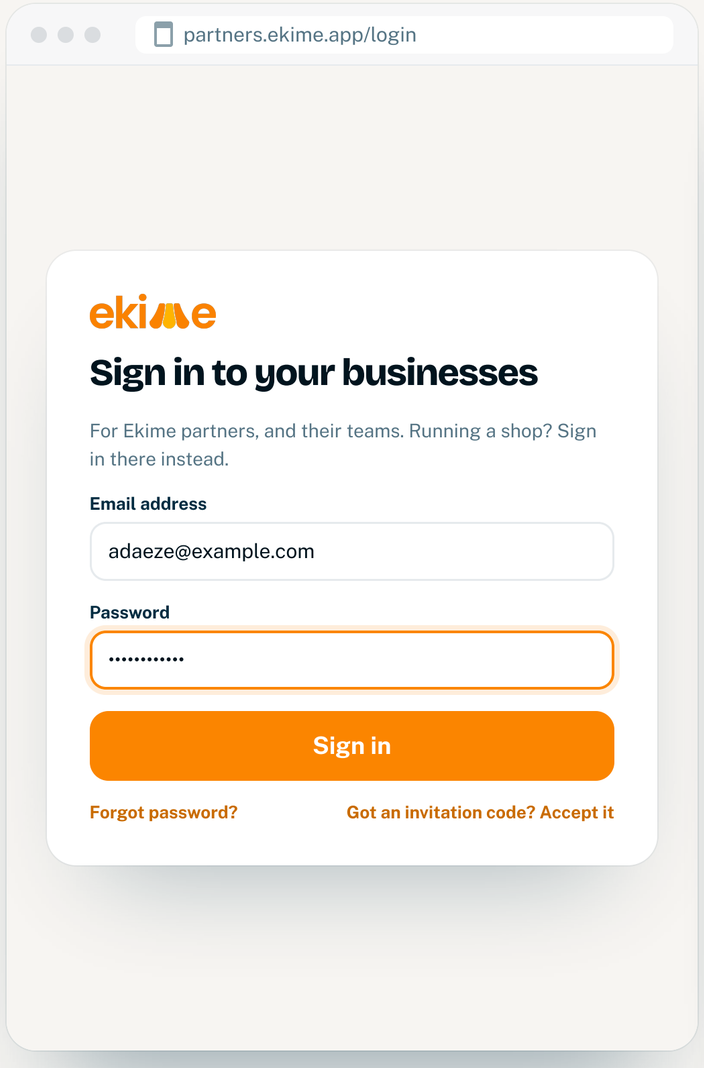
Nobody at Ekime will ever ask you for your password or a code.

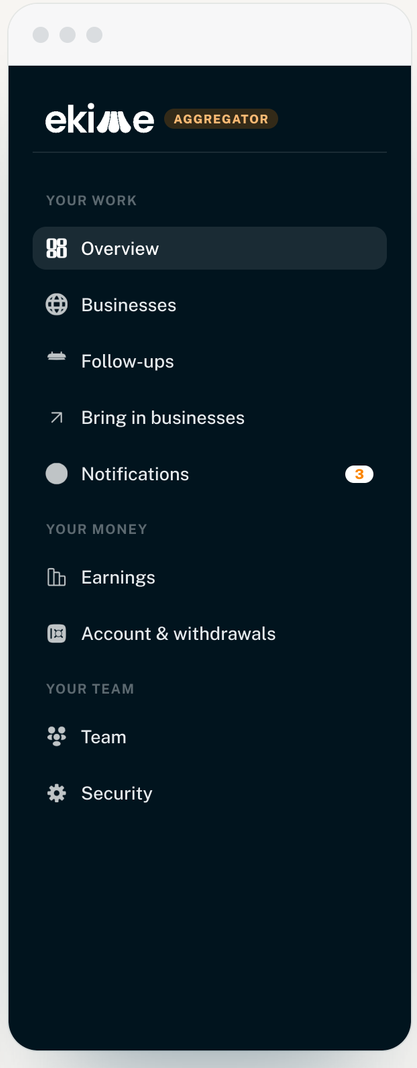


PARTNERS.EKIME.APP

One sign-in, nine pages.

- Sign in at **partners.ekime.app** with your email and password. It is a separate account from any shop you run on Ekime.
- **Your work:** Overview, Businesses, Follow-ups, Bring in businesses, Notifications.
- **Your money:** Earnings, and Account & withdrawals. Yours alone: your staff never see this section.
- **Your team:** Team, and Security.
- Forgot your password? The link is on the sign-in page. Everything works on your phone.





YOUR DASHBOARD

Every morning, one page tells you who needs you.

- **Your businesses by stage:** signed up, still setting up, verification pending, verified, live on the marketplace, made a first sale.
- **Needs you:** what to do about each business, most urgent first. Your own follow-ups due today sit at the top; tick one off when it is done.
- **Orders** across your businesses week by week, **who moved** against last week, and your **earning windows**, soonest to close first.

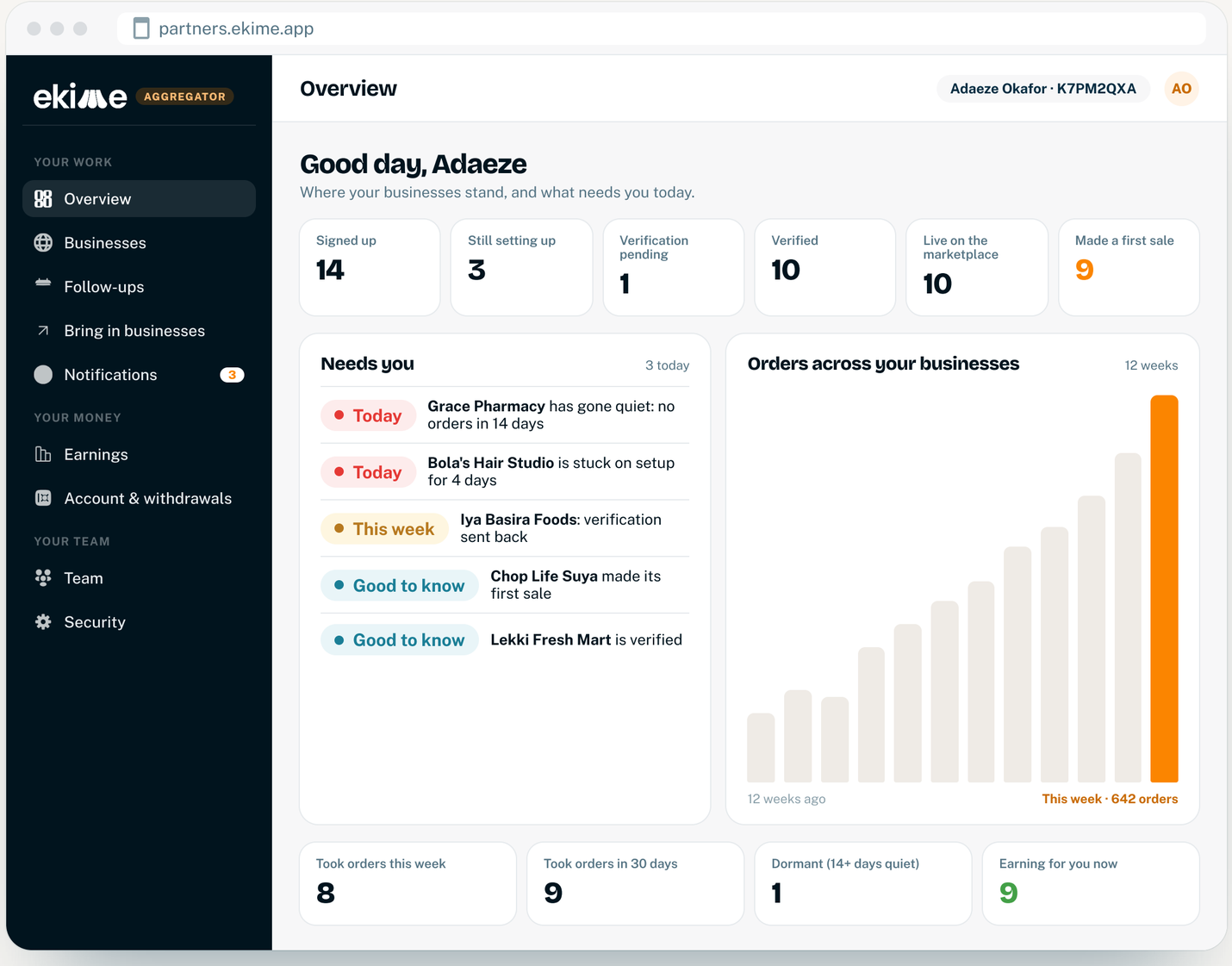


Illustration with example data

BUSINESSES

Everything you brought in, on one list.

- Search by **name, area, owner or phone**. Filter by stage, or by a flag such as Verification sent back, Setup incomplete, No orders in 7 days or Dormant.
- Sort by **Needs most attention**, most orders this week, least set up, window ending soonest, newest or best rated.
- Tap a business for its page: who to ring, its orders, setup, verification and your notes.

partners.ekime.app/businesses

Name, area, owner or phone | Every stage | Any flag | Needs most attention

BUSINESS	STAGE	SETUP	ORDERS 7D	ORDERS 30D	LAST ORDER	REVIEWS	WINDOW	FLAGS	OWNER
Grace Pharmacy Surulere · Pharmacy	Dormant	100%	0	11	16 days ago	★ 4.2	Earning	No orders in 7 days	Grace Obi · 0803 000 0000
Iya Basira Foods Mushin · Restaurant	Verification pending	90%	0	0	—	—	Starts at first sale	Verification sent back	Basira Lawal · 0805 000 0000
Bola's Hair Studio Ikeja · Salon	Setting up	40%	0	0	—	—	Starts at first sale	Setup incomplete	Bola Adeyemi · 0802 000 0000
Lekki Fresh Mart Lekki · Supermarket	Live, no sale yet	100%	0	0	—	—	Starts at first sale	—	Emeka Nwosu · 0806 000 0000
Chop Life Suya Yaba · Restaurant	Trading	100%	**91**	203	Today	★ 4.6	Earning	—	Musa Bello · 0807 000 0000
Mama Nkechi's Kitchen Surulere · Restaurant	Trading	100%	**146**	588	Today	★ 4.8	Earning	—	Nkechi Okoro · 0808 000 0000

Illustration with example data

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ONE BUSINESS

One page for the phone call.

- **Who to ring:** the owner's name, phone and email, the shop line and the address. Open their shop in one tap.
- **Orders at a glance:** this week against last, 30 days, active days, all orders, and the rating. A chart by day or by week.
- **Setup** says which steps are done and which are left, and **Verification** where Ekime's check stands.
- **Reviews** are stars only. What shoppers wrote is between them and the shop.
- **Your earning window:** when it started and when it ends.
- **Follow-ups** and **your notes**, private to your team. The business never sees them.

A BUSINESS'S PAGE

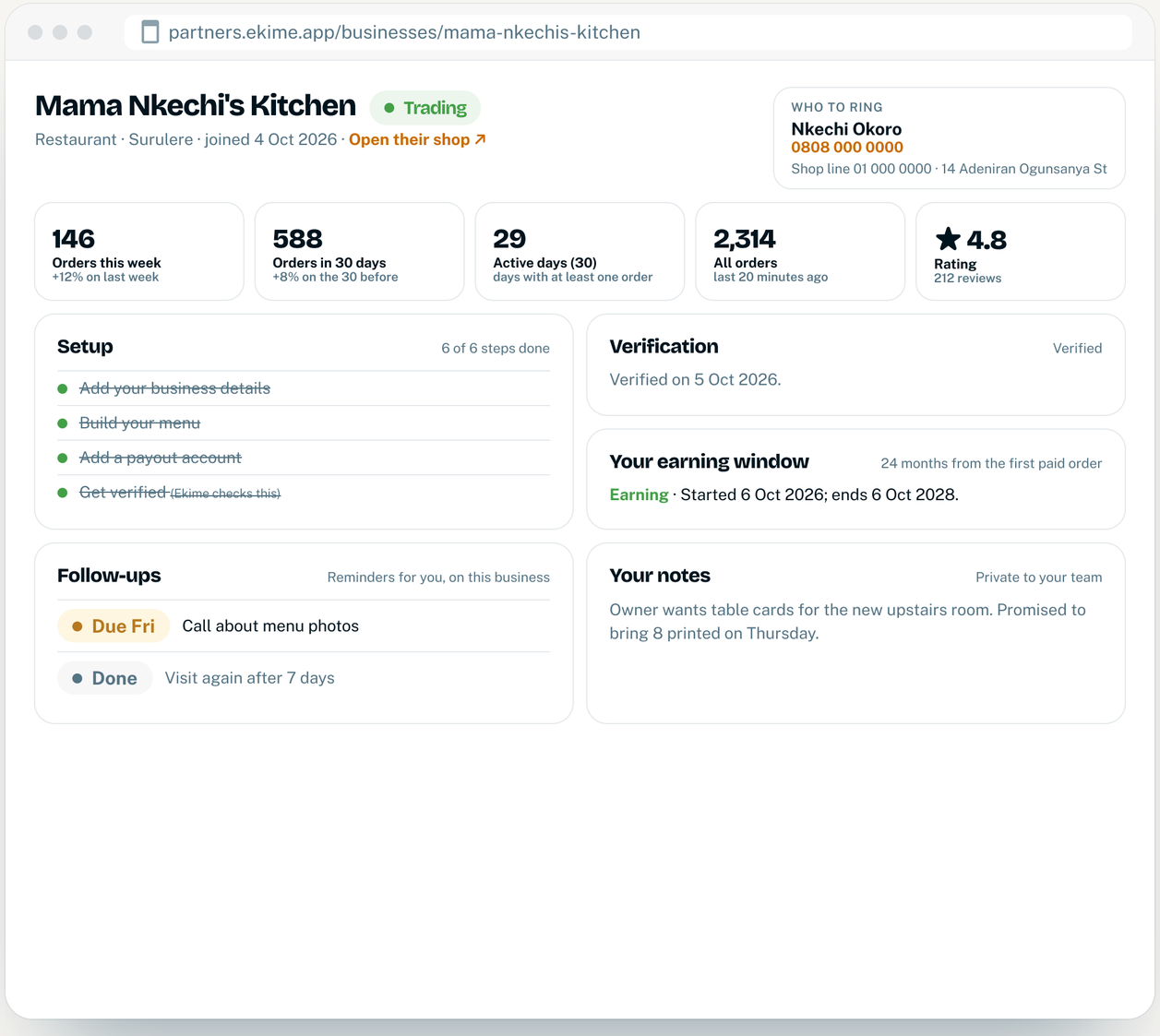


Illustration with example data

FOLLOW-UPS

What you said you would do, and when.

- **Add a follow-up:** what, which business, and the day it is due. Or add it from the business's own page, while you are on the phone.
- Due ones appear on your **Overview**, under Needs you, at the top. Tick **Done** there or here.
- **Done recently** keeps what you finished, so a visit is never forgotten.
- Your team sees and adds follow-ups too, so whoever is nearest can go.

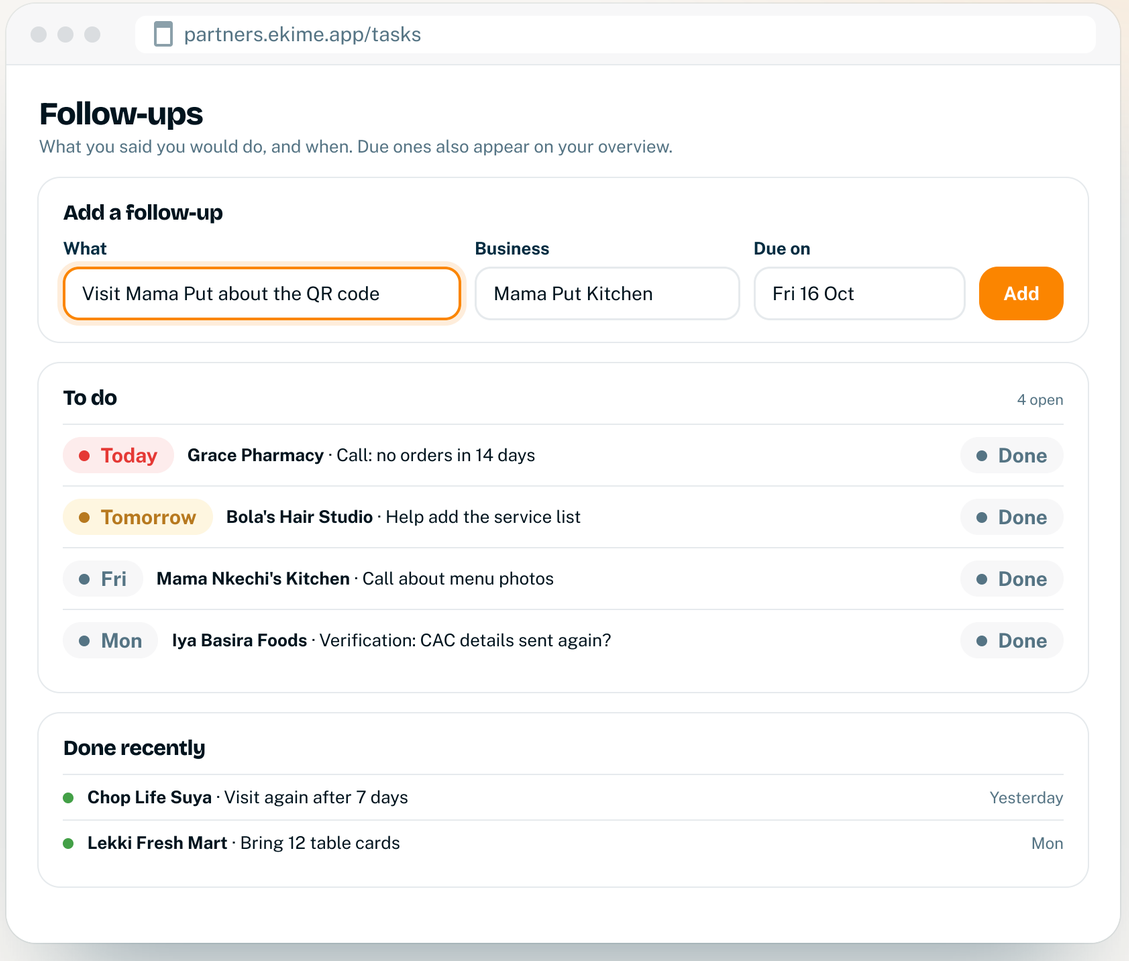
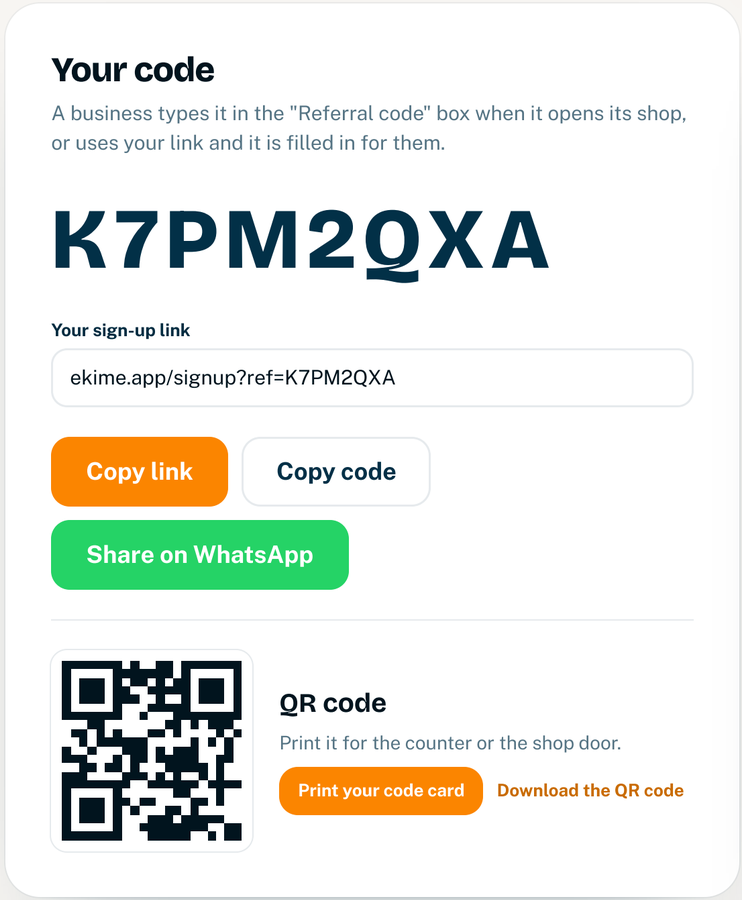


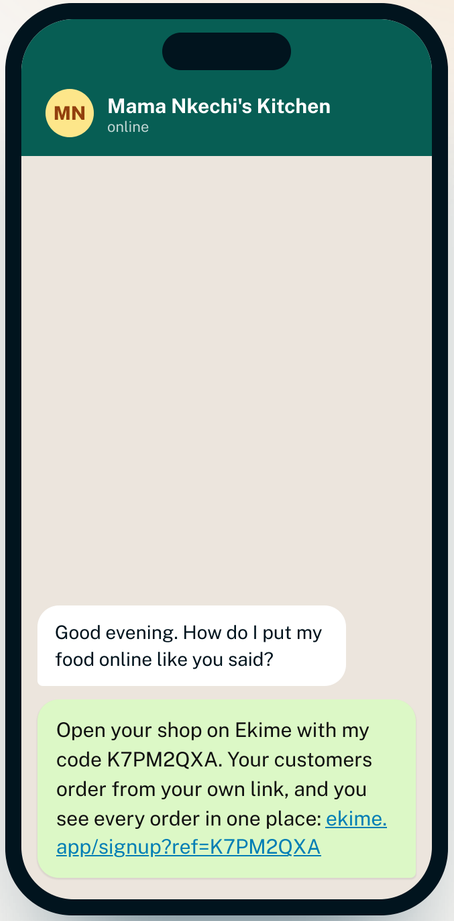
Illustration with example data

STEP 4

Share your link. They sign up. They are yours.

- Open **Bring in businesses**. Your link, code and QR code are there.
- **Share on WhatsApp** in one tap, download the QR code, or **print your code card** for a counter or a noticeboard.
- Signing up in person? The owner types your code in the **"Referral code"** box.
- **Signed up, not finished** lists everyone who used your code and has not made a first sale: how long ago, how far they got, what they are stuck on, and the owner's number.





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TRUST IS THE JOB

Businesses see exactly what you will see. Money stays private.

When an owner enters your code, Ekime shows them, in plain words, what their partner can and cannot see. That's what makes owners comfortable saying yes.

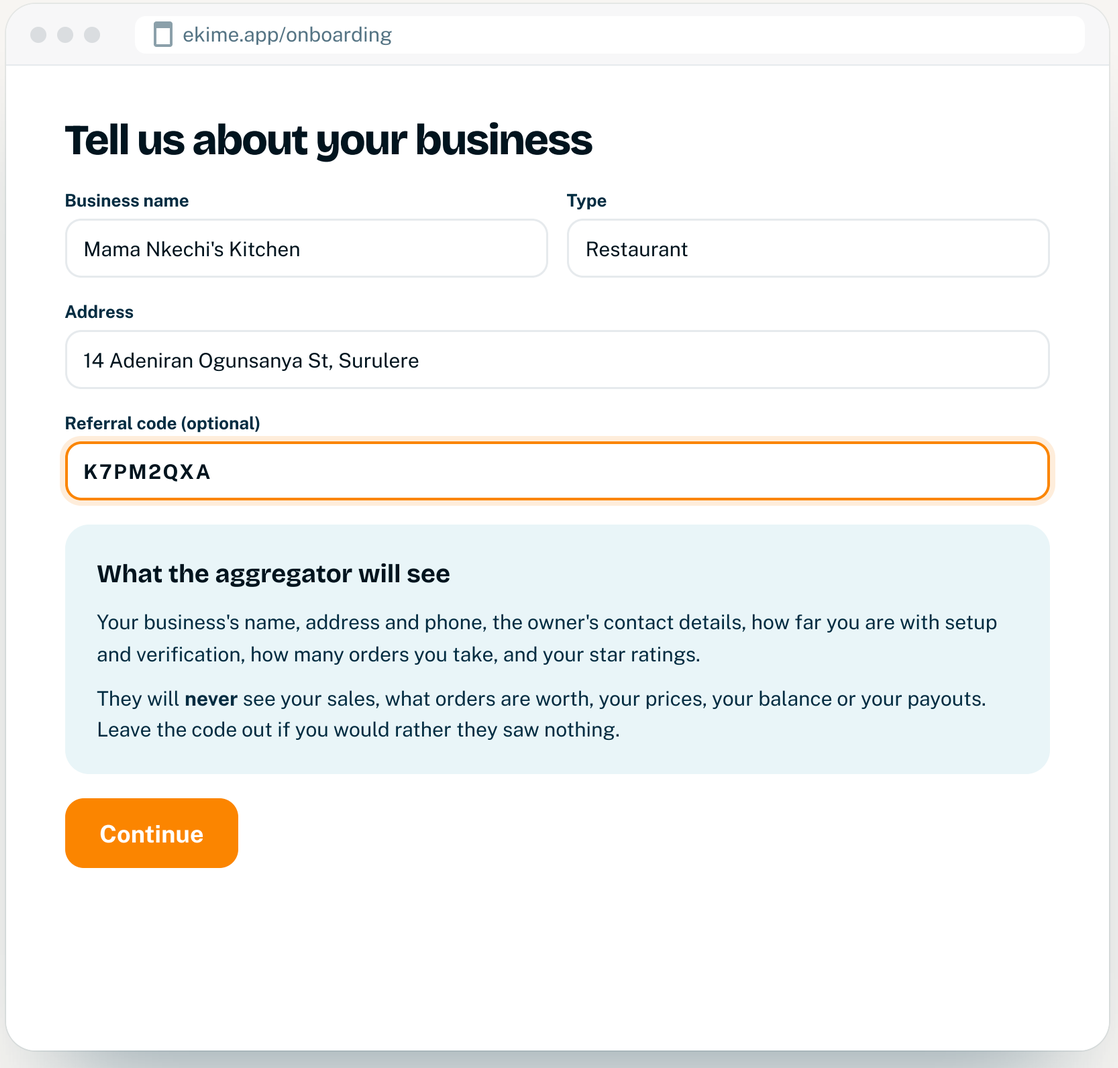
YOU SEE

Name, address and phone · owner's contact · setup and verification progress · how many orders · star ratings

YOU NEVER SEE

Their sales · what orders are worth · prices · their balance · their payouts

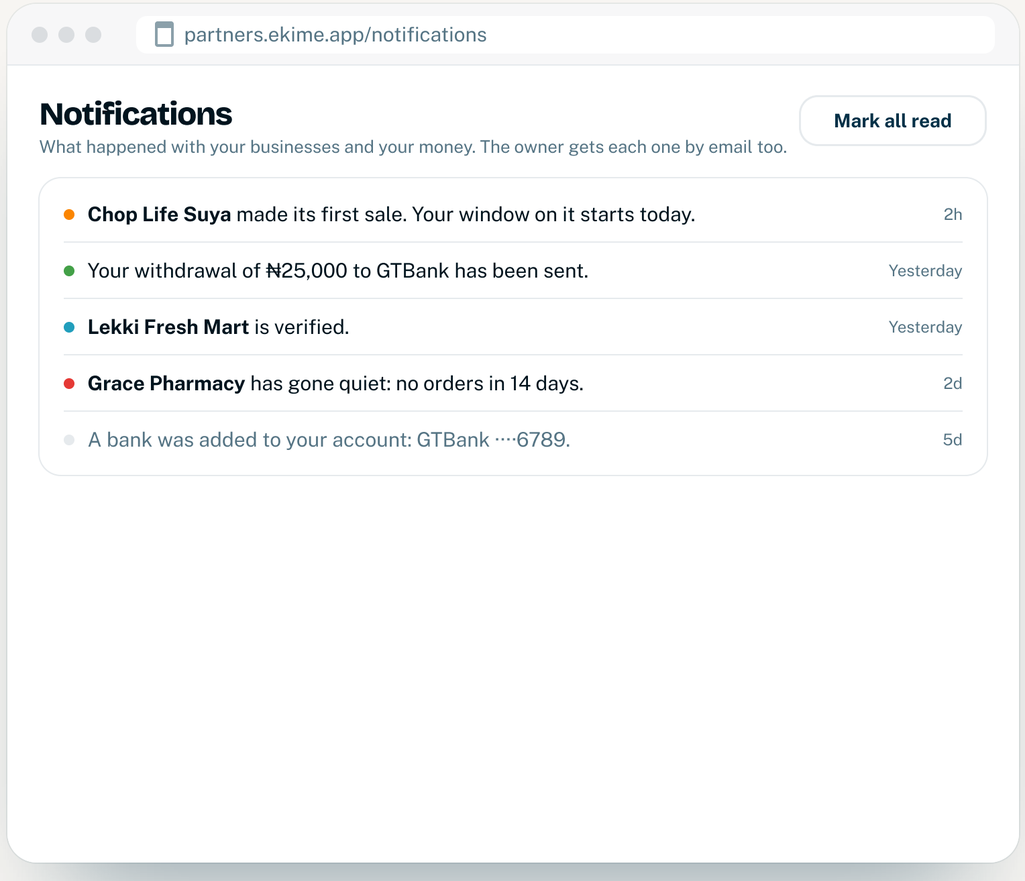
WHAT THE BUSINESS SEES



NOTIFICATIONS

You hear about it the moment it happens.

- A business **makes its first sale**, is **verified**, or **goes quiet**.
- A **withdrawal** of yours is sent, or a bank is added to your account.
- Each one comes **by email** too. The badge on Notifications counts the ones you have not read; **Mark all read** clears it.



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STEP 5 · EARNINGS

What you have earned, month by month.

- **This month, last month, since you started**, and how many businesses are earning for you now.
- **By month** for the last 24 months. Touch a bar for the figure.
- **How you earn** states your terms: your share, the 24-month window, and how many windows have not started or have ended.
- Never by business. What you earned on one would reveal its sales, which stay private.

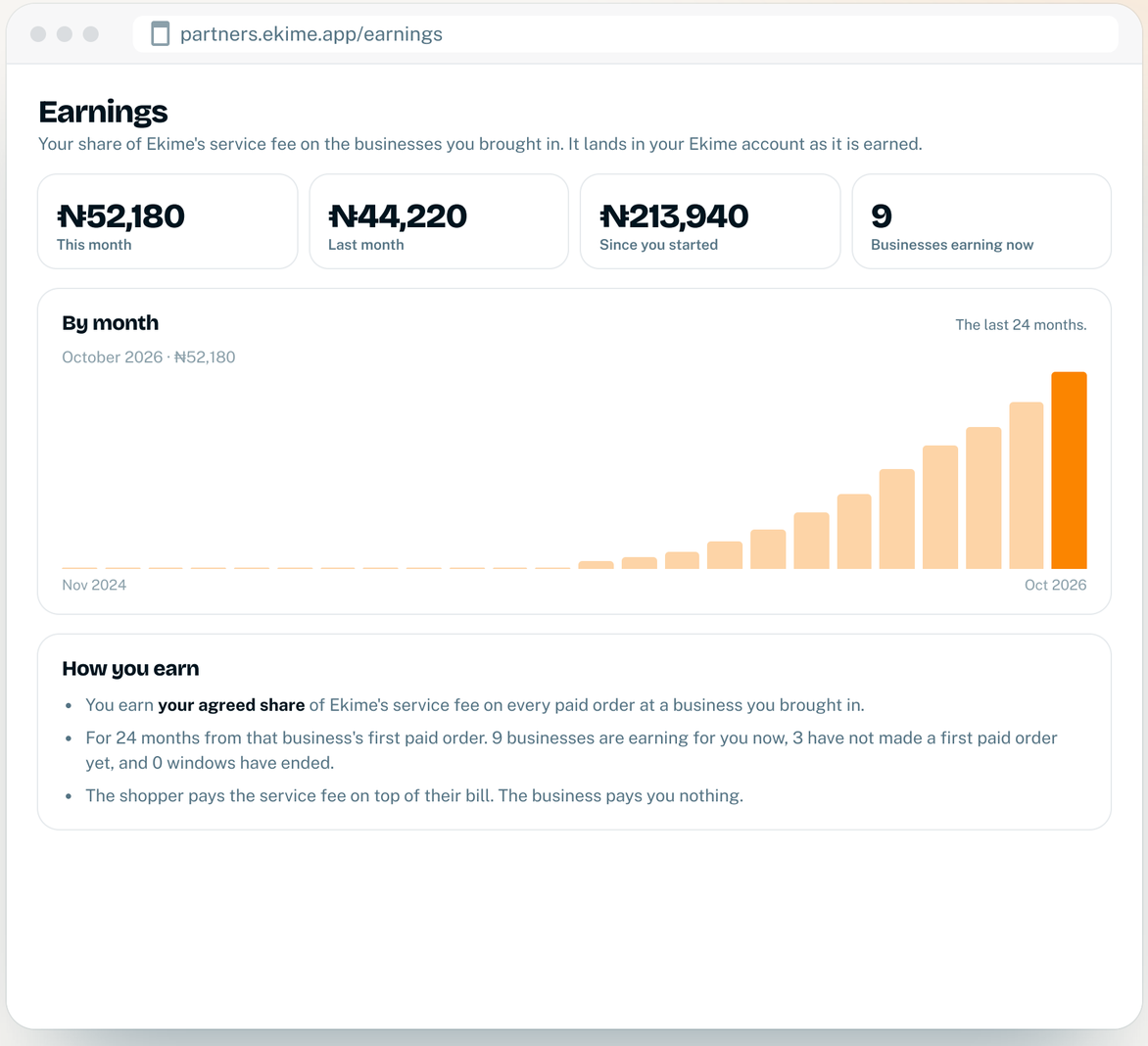
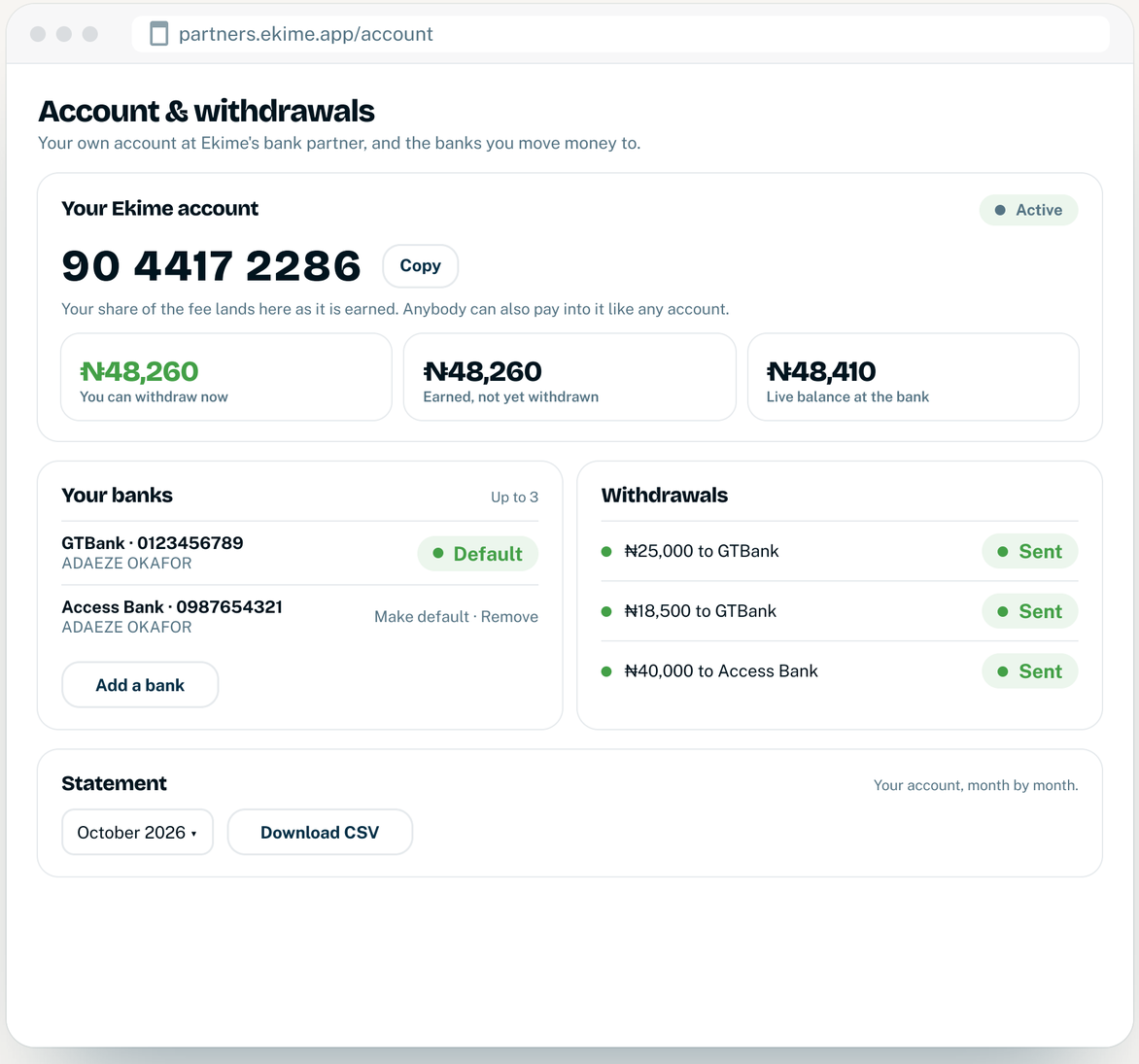


Illustration with example data

YOUR EKIME ACCOUNT

Your own account number, at Ekime's bank partner.

- It opens with your **first earning**, and your share lands in it as each order is paid. Anybody can pay into it, like any account.
- **You can withdraw now** is what is yours to send. The bank may show a little more: what is left of withdrawal fees after the bank's charge is Ekime's.
- Save **up to three banks**. Ekime asks the bank who owns the account and shows you the name before it is saved. A new bank can receive money **24 hours** after you add it.
- **Withdrawals** lists every one. **Statement** is your account month by month, as a CSV.



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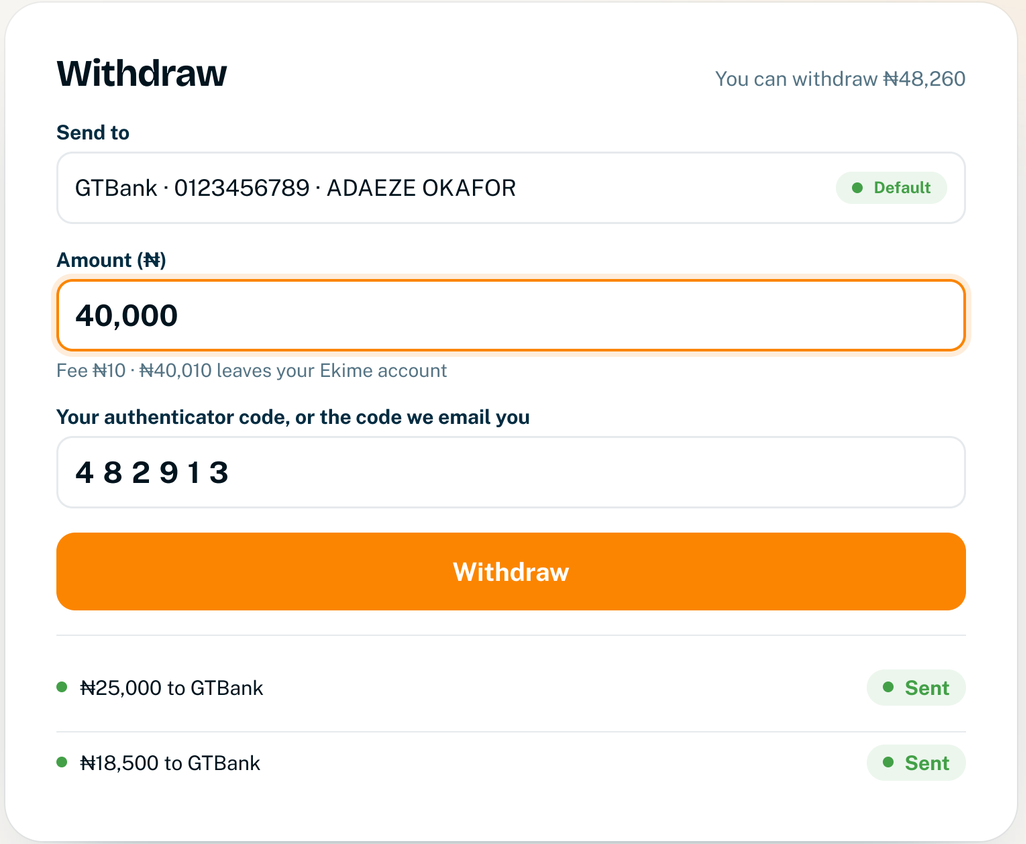
WITHDRAW ANY TIME

Send it to your bank whenever you want.

From ₦100 at a time. ₦0 up to ₦5,000; above that a small fee is added on top of what you send:

Up to ₦5,000	₦5,001 – ₦49,999	₦50,000 and above
₦0	**₦10**	**₦20**

- Choose a saved bank, type the amount, and confirm it is you: **your authenticator code**, or your password and a code we email you.
- Up to **₦2,000,000** in 24 hours. If a withdrawal fails, the money and the fee come back to you.



Fees as of October 2026. A change applies from the day it is announced, never backwards.

IDENTITY CHECK

Prove who you are, once.

Ekime checks who every partner is before paying them. The owner sends it from **Your money → Identity check**.

- **As a person:** your full name as on your BVN, your BVN and your NIN.
- **As a company:** its CAC registration and TIN, and one director's BVN or NIN.
- Ekime checks it **within a working day** and tells you on the page and by email. If something needs another look, it says what to fix.
- Your numbers are kept **sealed**. Only the person checking them can open one, and each time is recorded.

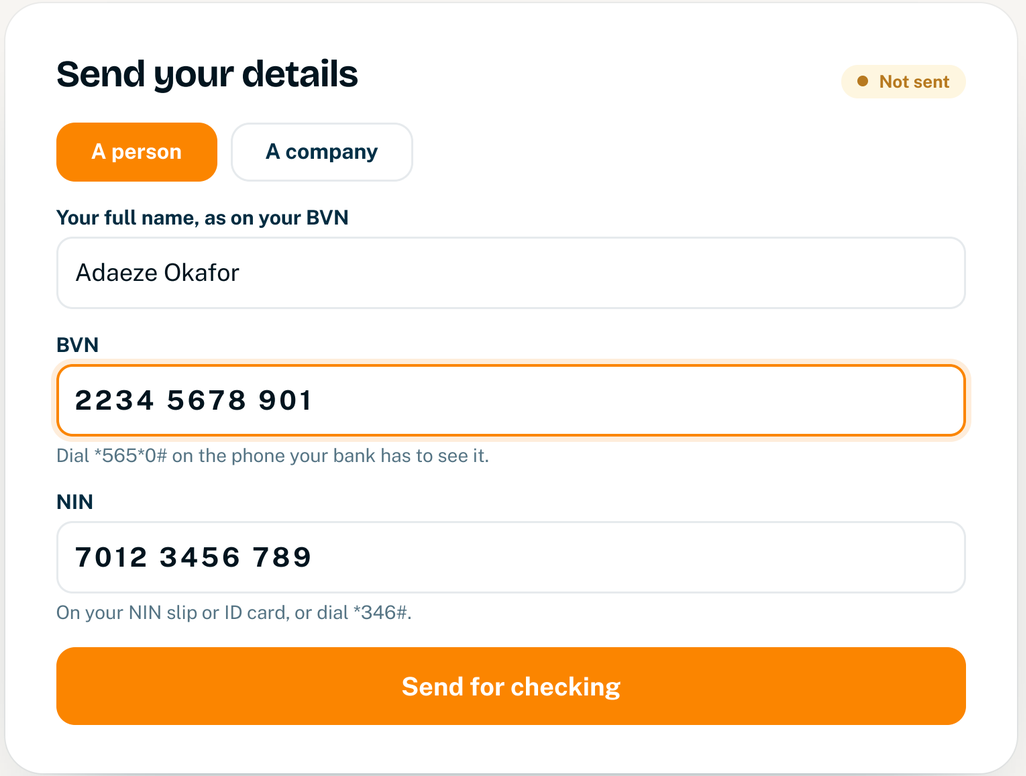


Illustration with example data

YOUR TEAM

Bring field staff in. Keep the money yours.

- Invite **up to 10 people** from the Team page, by email. They get a code, accept it, and choose their own password.
- Staff see and work on **every business**: notes, follow-ups, the list, the code and the link.
- Staff **never** see Earnings or your account. Only you can withdraw.
- An invitation not yet accepted shows under **Invited, not joined yet**, with when it expires; you can withdraw it. **Remove** somebody and their sign-in and ID card stop at once.

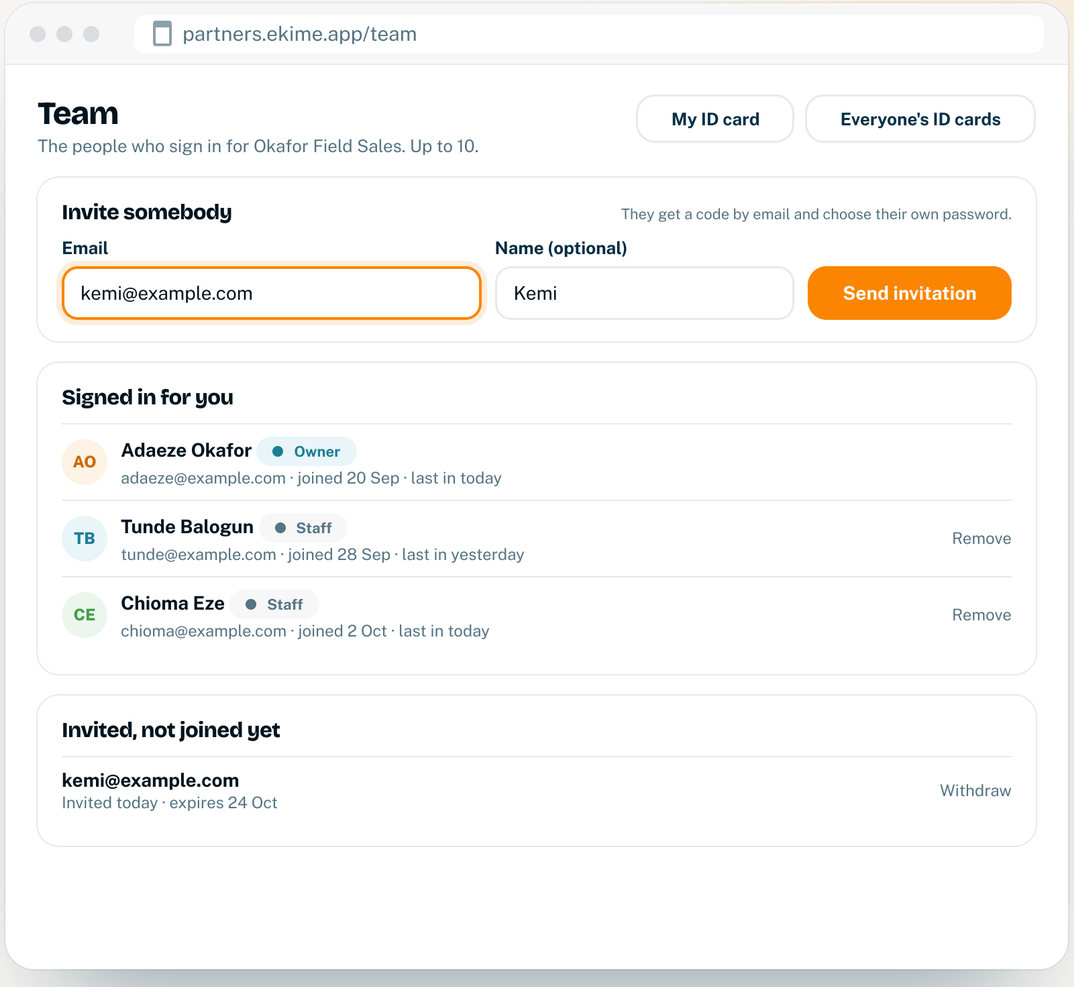
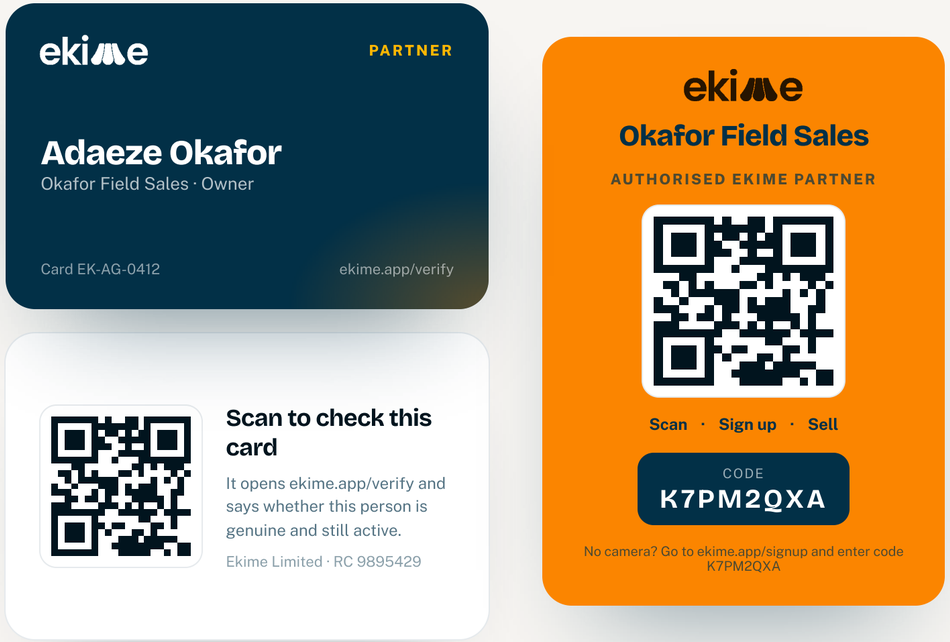


Illustration with example data

YOUR ID CARD AND YOUR CODE CARD

Carry your card. Let owners check it.

- **Team → My ID card** prints yours; the owner prints **Everyone's ID cards**. Four fit on one A4 sheet.
- The QR code on the back opens **ekime.app/verify**: it says whether the person is genuine and still working for you. Somebody removed from your team stops checking out at once.
- **Bring in businesses → Print your code card**: your name, your code on the badge, and a QR code that opens sign-up with your code filled in. A6, A5 or A4.
- Put it on the table when you visit, or leave it with the owner.



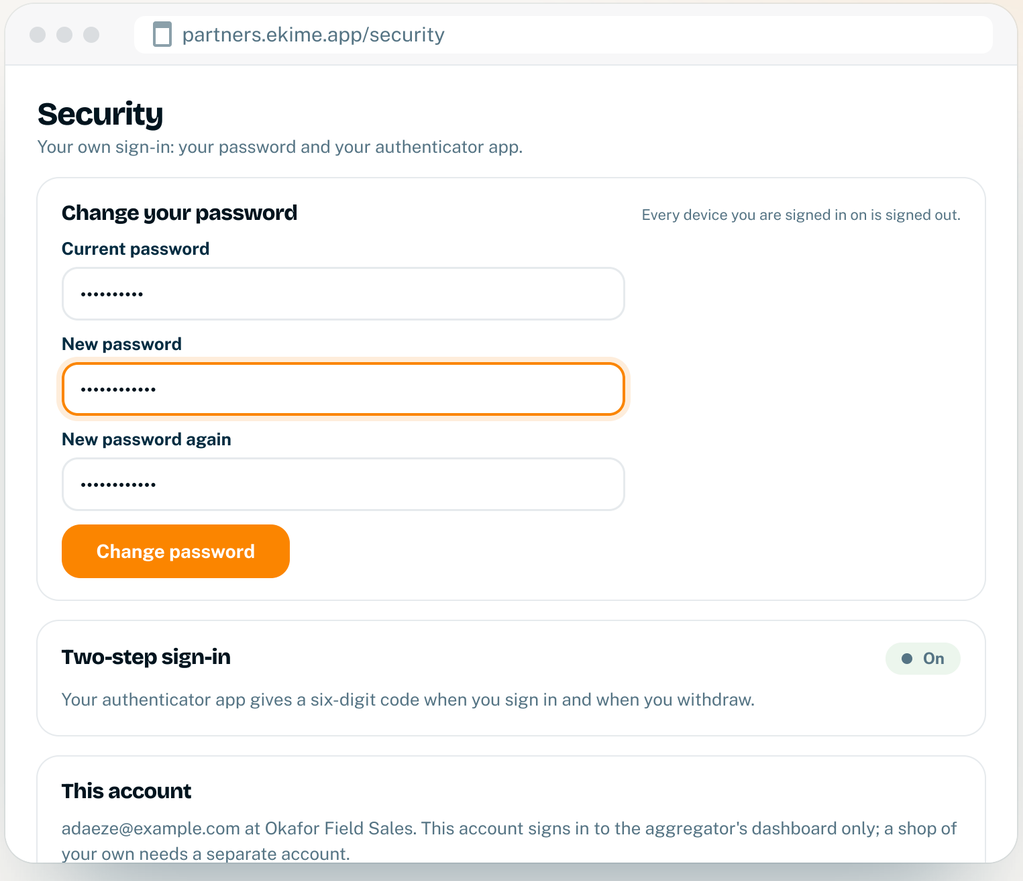
Illustration; the cards print from your dashboard

SECURITY

Your sign-in, your business.

- **Change your password** here. Every device you are signed in on is signed out.
- **Two-step sign-in** with an authenticator app is your choice. Turn it on, and withdrawing asks for the app's code.
- Without it, moving money asks you to **confirm it is you** with your password and a code we email you.
- This account signs in to the partner dashboard only; a shop of your own needs a separate account.

Nobody at Ekime will ever ask you for your password or a code. If somebody does, they are not Ekime.



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WHAT WE EXPECT

The rules are short. Keep them.

1. **Bring real businesses.** Never sign one up without the owner knowing.
2. **Tell businesses the truth** about Ekime: what it costs and what it does.
3. **Business data is for helping that business**, and nothing else.

! **Never ask a business for money**, a password, a PIN or an authenticator code. Ever.

4. **You are independent**, not an Ekime employee, and handle your own tax.
5. Ekime can suspend a partner. **What you already earned stays yours.**

HELP

When something is not right.

₦

Your share looks wrong

Open Earnings and read How you earn. If it is not what you agreed, write to hello@ekime.app with your code, and a person will check it.

!

A business is stuck

Its page says where: a setup step not done, verification not sent, or sent back. The owner has the reason in their own dashboard; help them finish it, and add a follow-up.

?

You cannot sign in

Forgot password is on the sign-in page. An invitation that lapsed can be sent again: ask us. A shop account does not open the partner dashboard.

✓

An owner wants to check you

Show your ID card. They scan the back, and ekime.app/verify tells them you are genuine and still active.

■

Suspended

Your dashboard says so at the top. You earn nothing on new orders until it is restored, and what you already earned stays yours. Write to hello@ekime.app.

@

Anything else

hello@ekime.app, or call or WhatsApp +234 813 786 9963. A person answers, and will never ask for your password or a code.

READY?

Apply today at ekime.app/partners

APPLY

ekime.app/partners

The form, the full terms and answers to common questions.

PARTNERS SIGN IN

partners.ekime.app

Your dashboard, your businesses and your money.

QUESTIONS

hello@ekime.app

Or call or WhatsApp +234 813 786 9963. A person answers, and will never ask for your password or codes.