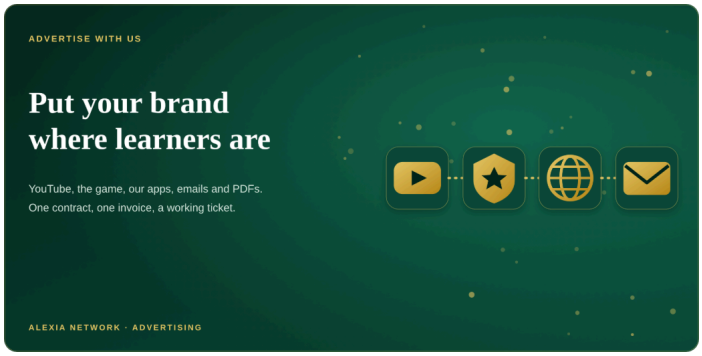
ALEXIA NETWORK · ADVERTISING

ADVERTISER MANUAL

A step-by-step guide from registration to your final receipt

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This manual walks you from registration to your final receipt. Print it, keep it, and follow the numbered steps. Every price you see on screen is the price you pay, before tax. A person at Alexia Network reviews every company and accepts every job.

At a glance

70% deposit when you submit your order, with a flat platform service fee of $2.00, plus tax. The remaining 30% is charged to the same card when we mark the work complete.

Sales tax or VAT is calculated from your billing address and added to each payment. Prices are in US dollars.

Help: atastor@alexianetwork.com · (774) 544-7829. Use Support inside your account for the fastest reply.

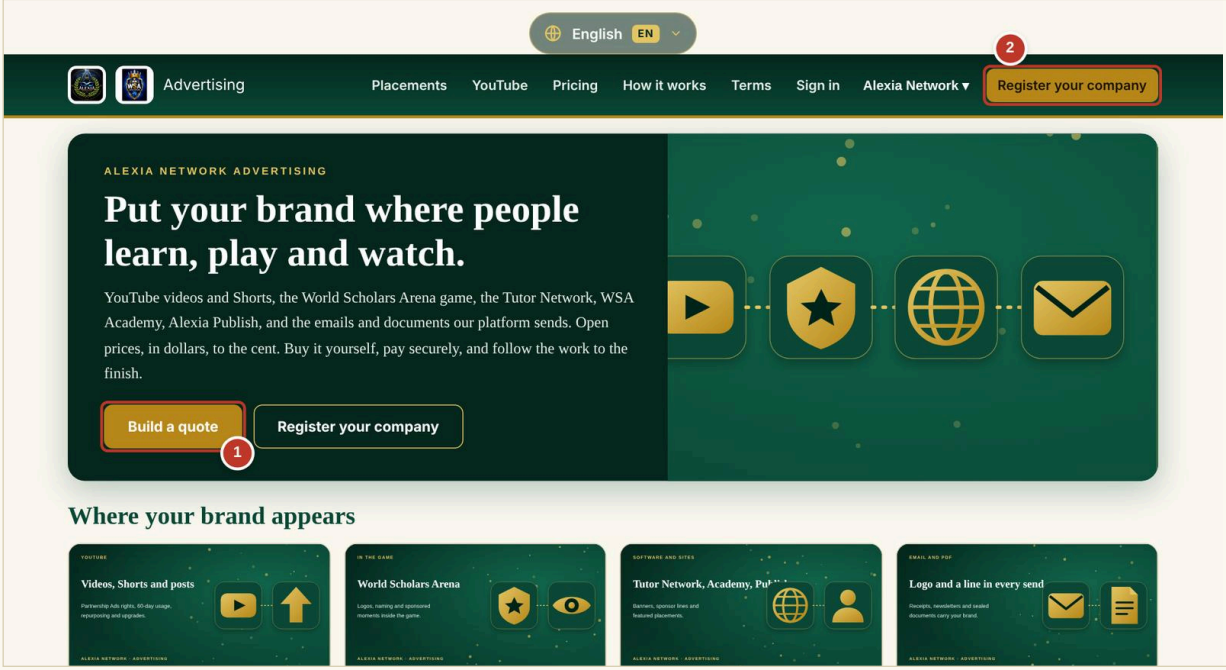
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1 1. Welcome: what you can advertise on



1 Press “Build a quote” to see exact prices before you register.

2 Press “Register your company” to open your account.

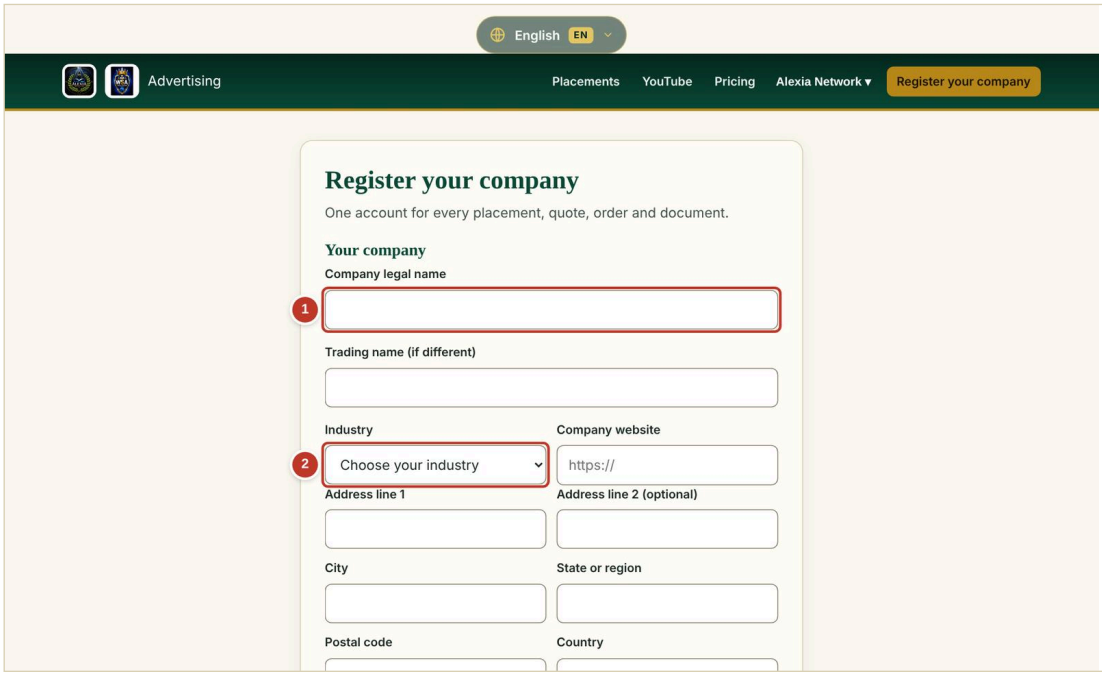
You can place your brand on YouTube, inside the World Scholars Arena game, across the Tutor Network, WSA Academy and Alexia Publish, and in our e-mails and PDF documents. Each placement has its own price, its own delivery time and a clear description of what you get.

✓ Open the public page and press “Build a quote” to see exact prices before you register.

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2 2. Register your company



1 Company legal name, exactly as it appears on your registration.

2 Choose your industry. Below, enter address, contact, password and sign the terms.

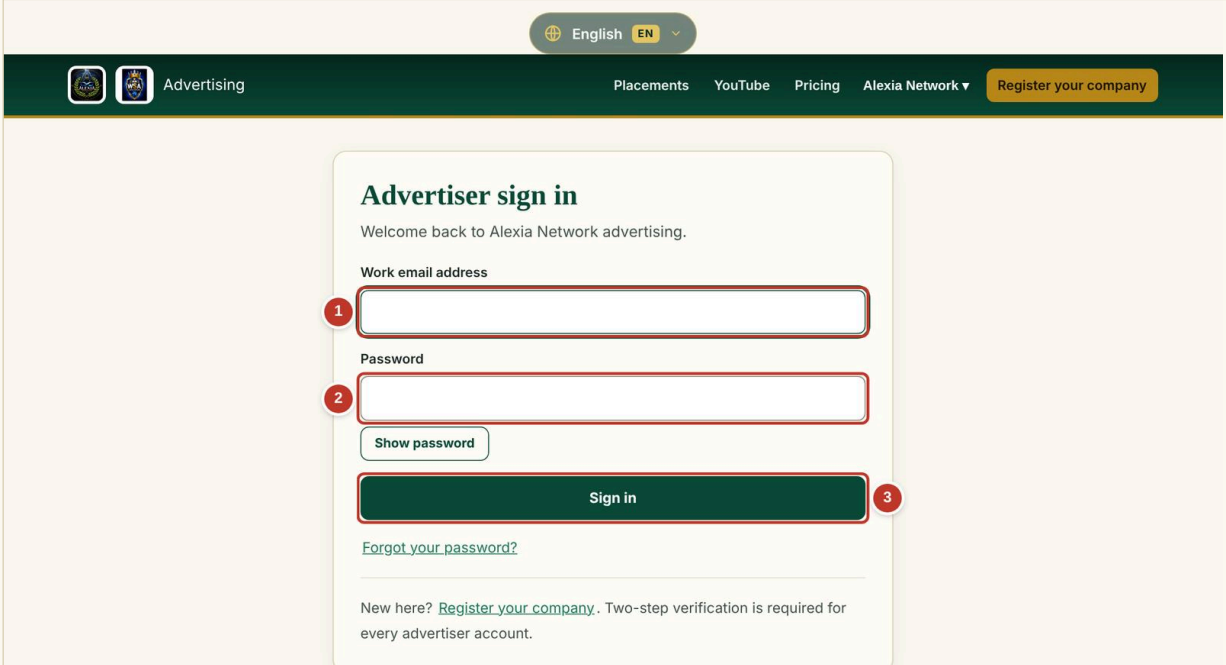
Open “Register your company” and give the legal name, address, website, industry and your contact details. A tax ID is optional. Read the Advertising Terms and Policy to the end, type your full name to sign, and confirm that you may bind the company.

✓ Use a work e-mail address you check every day. All notices are sent there.

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3 3. Confirm your e-mail and secure your account



1. Your work e-mail address, the one you confirmed.
2. Your password (at least 12 characters, with a letter and a number).
3. Sign in. Then set up two-step verification with an authenticator app.

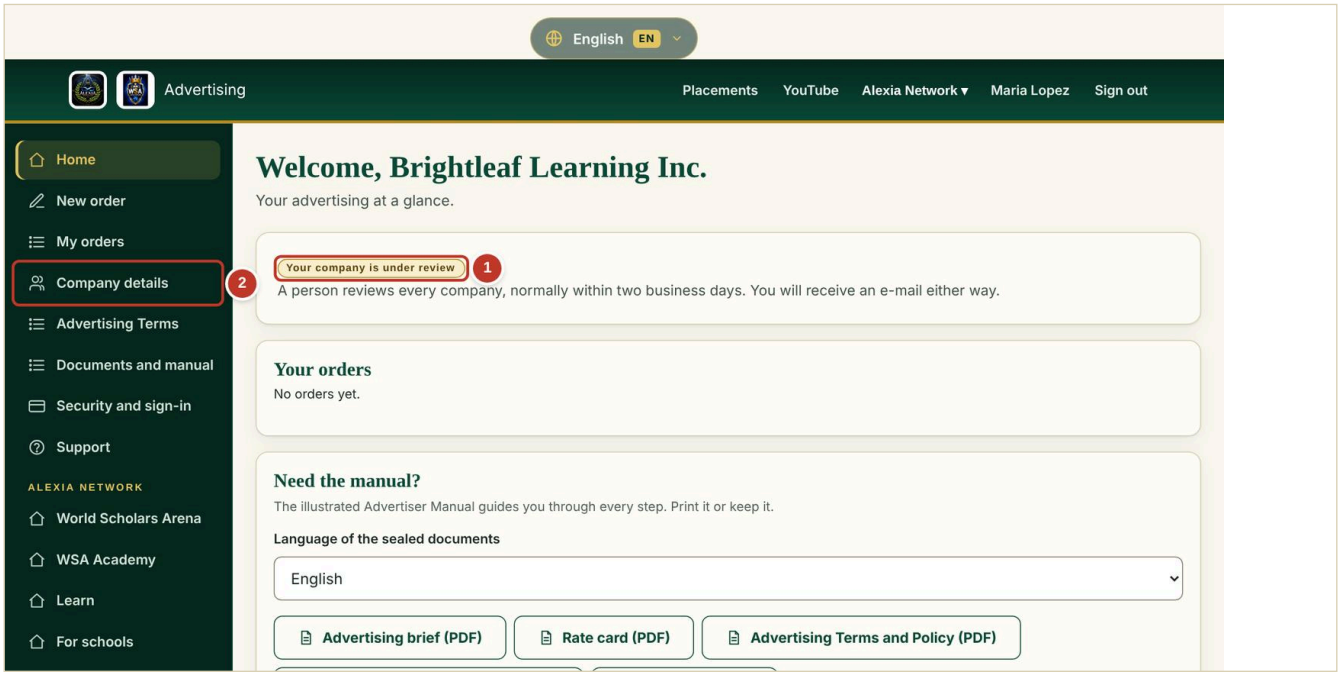
Open the confirmation link we send you, then sign in. Two-step verification is required for every advertiser account: scan the code with an authenticator app and keep your recovery codes somewhere safe. This is the same protection used for tutors.

✓ **Without two-step verification you cannot place or pay for an order.**

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4 4. We review your company



1 Your company's status. "Under review" means a person is checking it.

2 Check or update your company details here at any time.

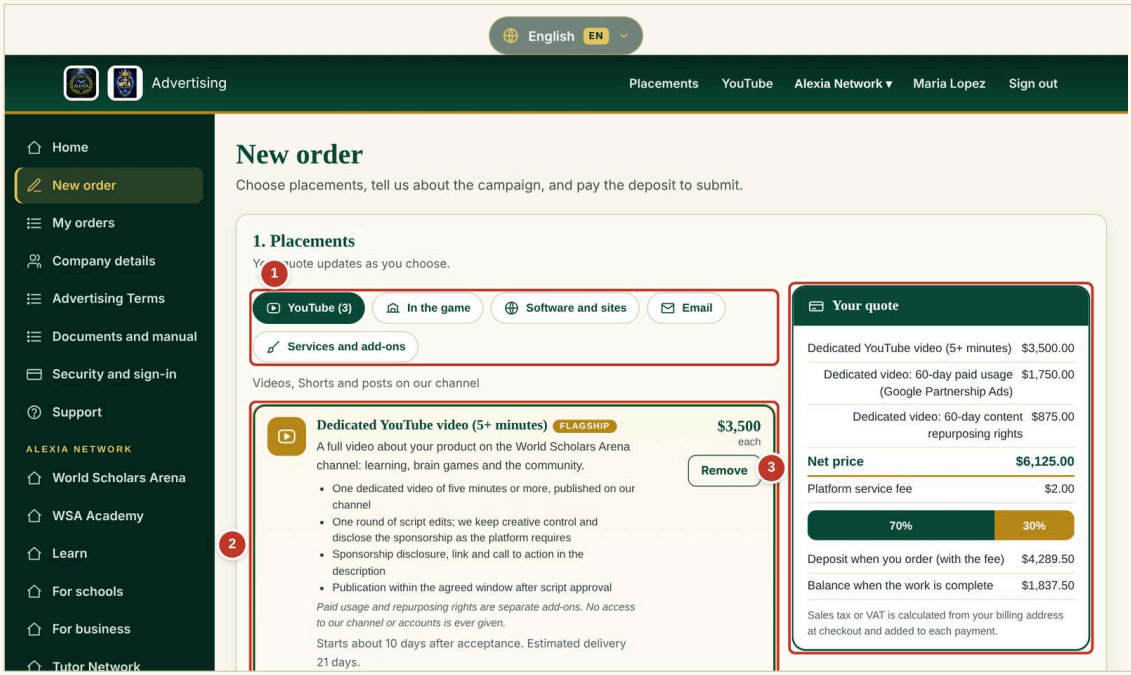
Your account moves through four states: e-mail confirmed, setup finished (two-step verification, company details, signed terms), under review, approved. A person reviews each company, normally within two business days, and writes to you either way. Invited companies follow the same steps.

✓ **You can already look at prices and build drafts while you wait.**

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5 5. Build your order



1 Pick a group: YouTube, in the game, software and sites, e-mail, services.

2 Each placement shows what you get, its price and its delivery time.

3 Your live quote: exact net price, fee, deposit and balance.

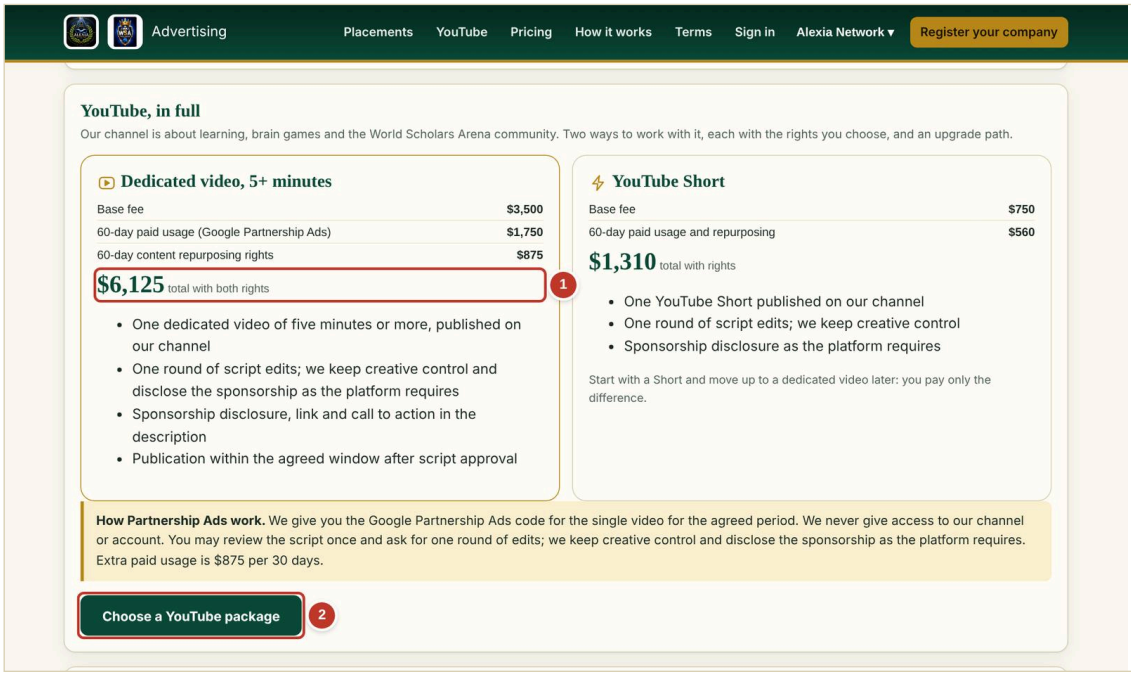
Choose “New order”. Pick placements from five groups: YouTube, in the game, software and sites, e-mail and PDF, and services. The quote on the right shows list price, any term or bundle discount, the platform service fee, the deposit and the balance, all to the cent. Add a campaign name, a brief, links to your logo and materials, and your preferred start date.

✓ **Flagship placements are priced as the premium positions they are. Add-ons need a base placement.**

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6 6. YouTube in detail



1 The total with both rights, shown to the cent. A Short has its own total.

2 Press to add this package to a new order.

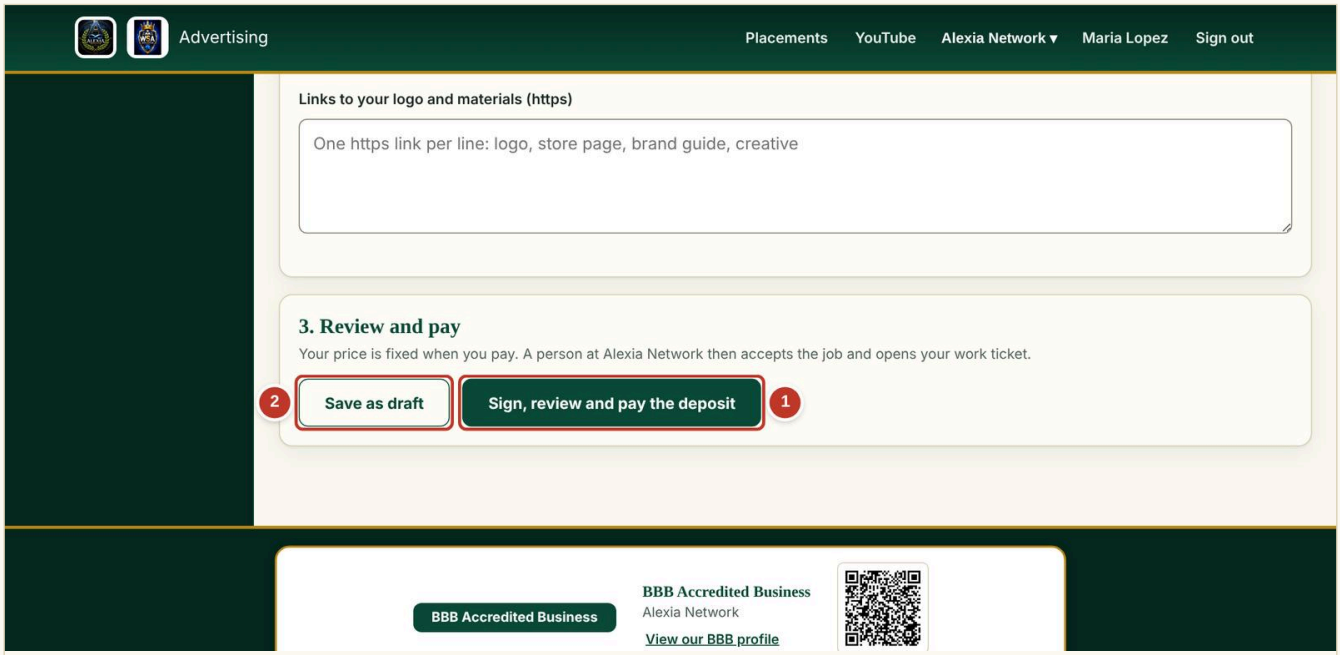
A dedicated video or a Short is made for your brand. You may add 60 days of paid usage through Google Partnership Ads and 60 days of repurposing rights. We give you the Partnership Ads code for that single video for the agreed period. We never give access to our channel. One round of script edits is included, and the work is not exclusive.

✓ Start with a Short and upgrade to a full video later; you pay only the difference.

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7 7. Sign and pay the deposit



1 Press to sign the terms and pay the deposit securely through Stripe.

2 Or save a draft and come back later. Nothing is charged for a draft.

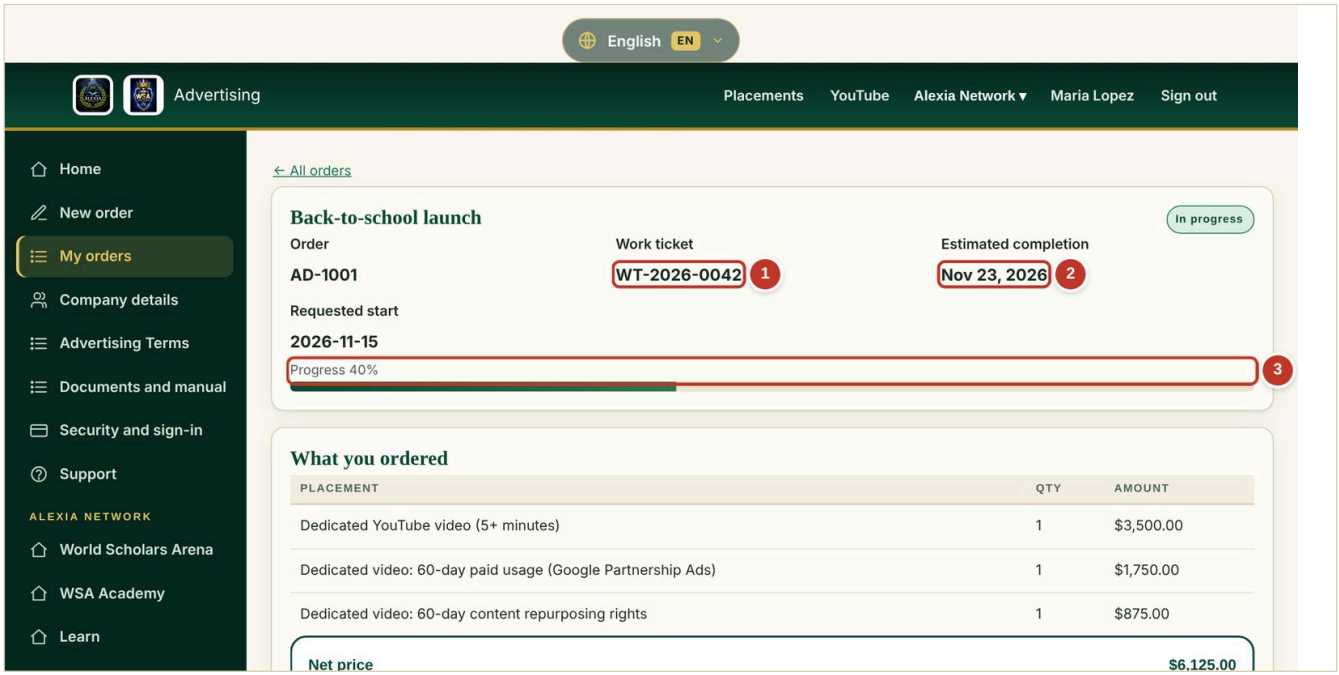
Press “Sign, review and pay the deposit”. Stripe, our payment processor, shows the exact total with tax. You pay the deposit and the flat platform service fee now. We never see your card number. Your order agreement, with the signed terms, is e-mailed to you as a sealed PDF.

✓ **Before we accept the order you may cancel it for a full refund.**

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8 8. We accept and send your work ticket



1. Your numbered work ticket, opened when we accept the job.
2. The estimated completion date. If it changes, we tell you.
3. Progress of the work, updated by our team.

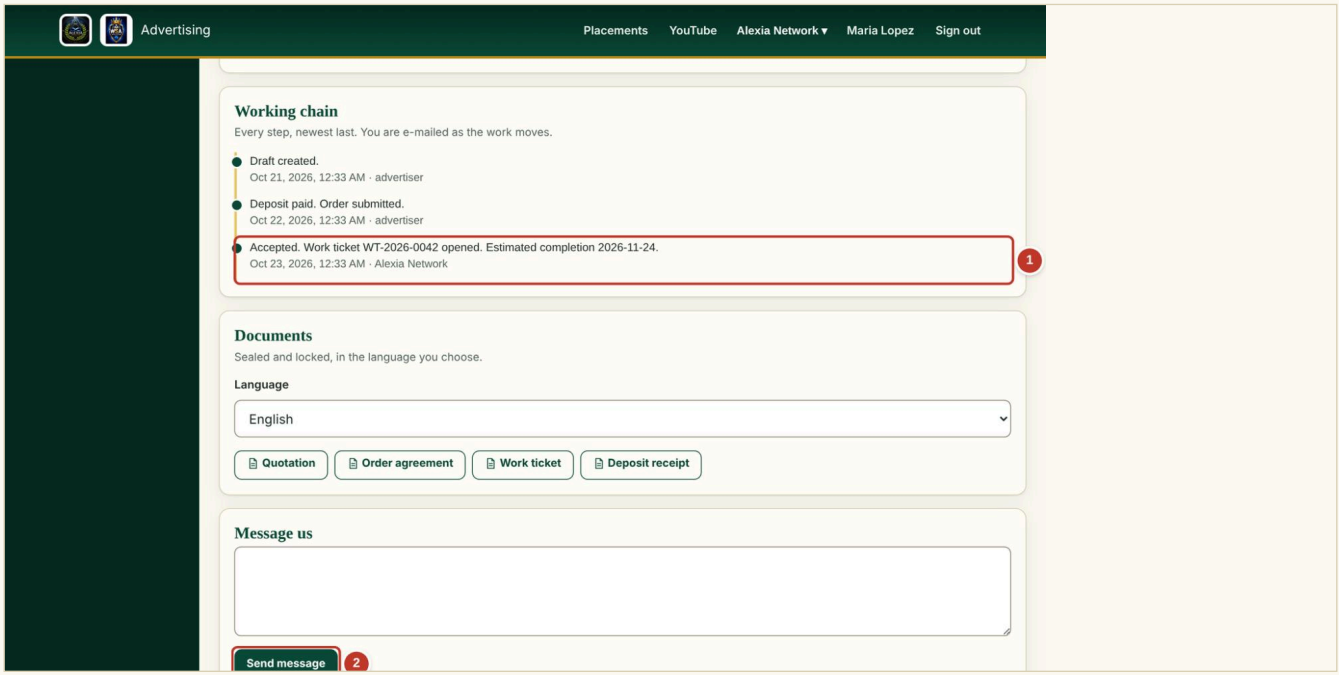
A person at Alexia Network accepts the job. You immediately receive a numbered work ticket as a sealed PDF, with what is delivered, the estimated completion date and your contact. The ticket is also in your portal under the order.

✓ Send your logo and materials early. Delivery depends on timely materials from you.

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9 9. Follow the work



1 Every step is written into the working chain and e-mailed to you.

2 Write to us here at any time with a question or new materials.

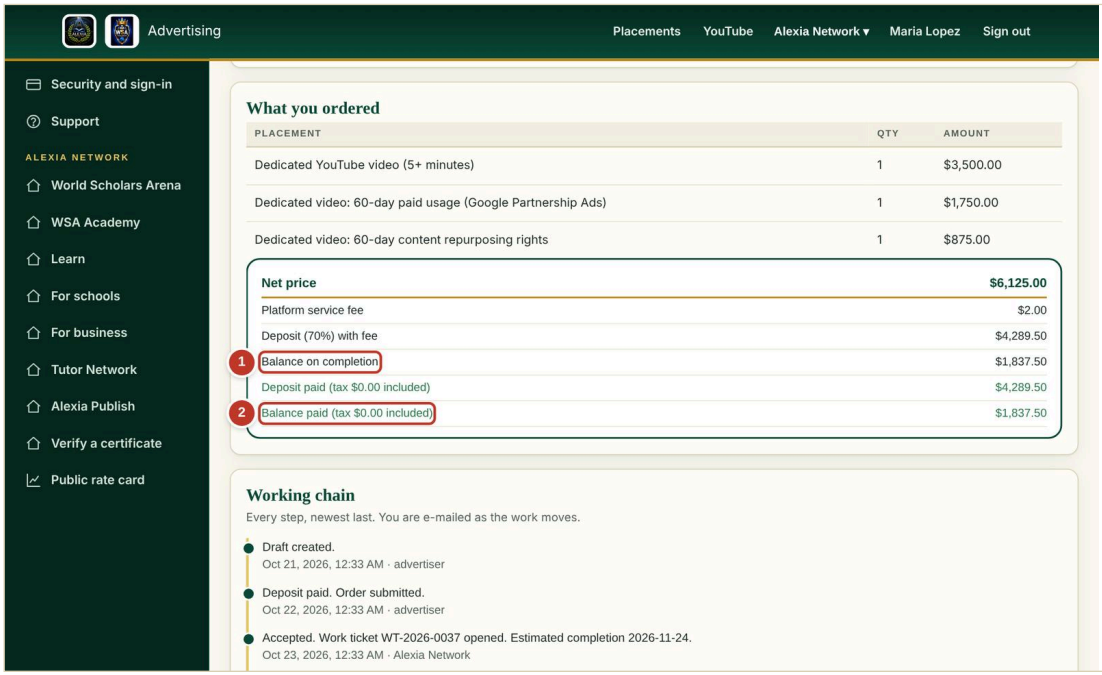
Each step is written into the order's working chain and e-mailed to you: progress updates, questions and the date if it changes. Use "Message us" on the order page for anything you need. Everything is kept on the record.

✓ Reply quickly to questions; it keeps your date.

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10 10. Completion and the balance



1 The balance is charged automatically when we mark the work complete.

2 Your final receipt lists both payments, with tax.

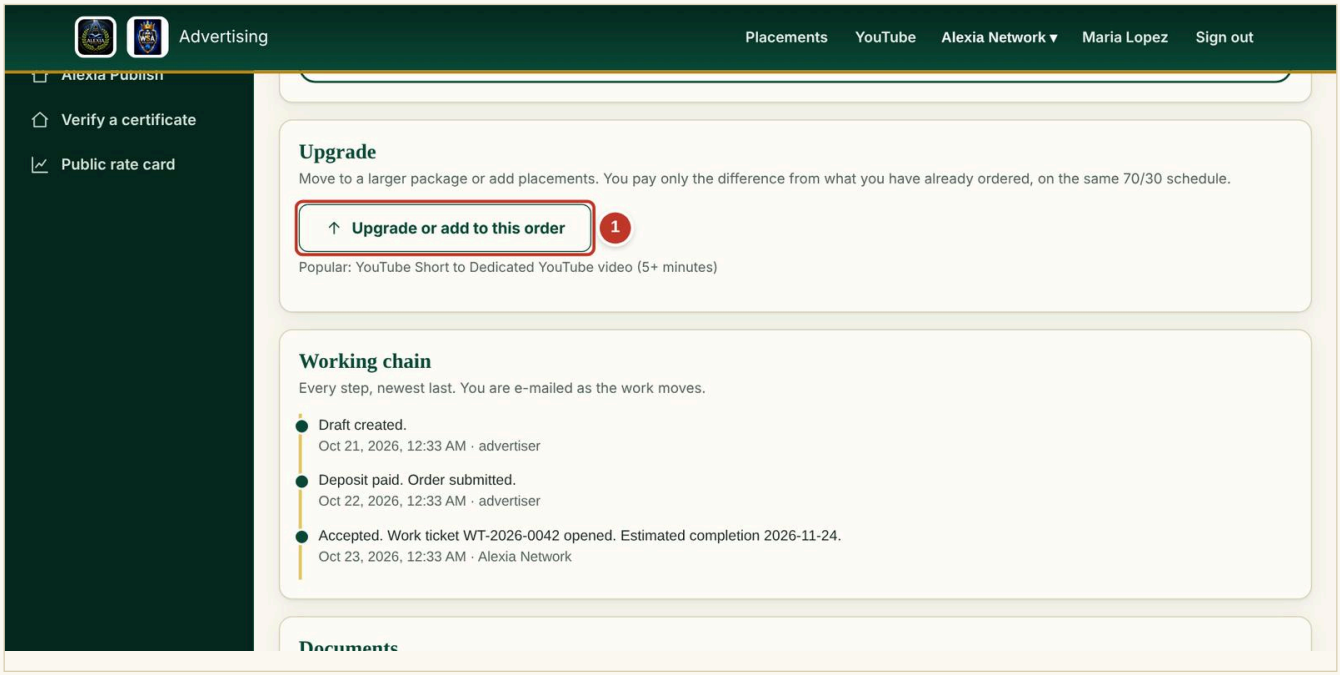
When the work is complete we mark it complete. The balance, plus tax, is charged automatically to the card you used for the deposit, and your final receipt arrives as a sealed PDF. If your bank declines, we e-mail a secure link so you can pay the balance in a minute.

✓ **Keep the same card active until the work is complete.**

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11 11. Upgrade at any time



1 Move to a larger package or add placements; you pay only the difference.

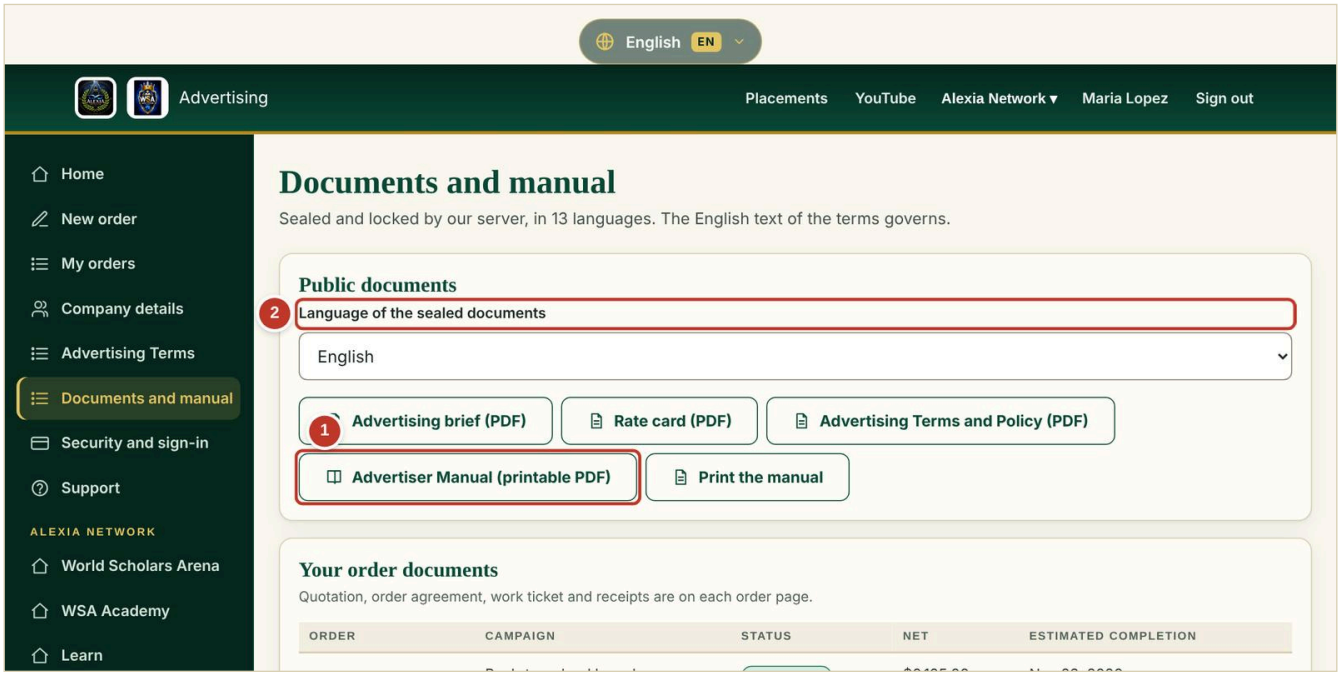
Open an accepted order and choose “Upgrade or add to this order”. Pick a larger package, for example from a Short to a full video, or add placements. We show the new package in full and charge only the difference from what you already ordered, on the same deposit and balance schedule.

✓ An upgrade is its own order with its own ticket, linked to the original.

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12 12. Your documents, the rules and where to get help



1 Download the Advertiser Manual, rate card, brief and terms as sealed PDFs.

2 Choose the language of your documents, from the 13 available.

The quotation, order agreement, work ticket and receipts are generated by our server in your chosen language of the 13 we support, sealed and locked, and recorded with a unique number. The English Advertising Terms are the binding text. We do not accept gambling, tobacco and vaping, alcohol, cannabis, weapons, adult content, political campaigns, crypto offerings, cheating services or advertising aimed at children.

✓ **Questions? Use Support inside your account, or write to us.**

No guarantee of results

Advertising results depend on many factors outside our control. We do not guarantee views, clicks, sales, rankings or any outcome. Placements are delivered as described. The English Advertising Terms govern.

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