SUBNEXUS Partner Program

Features, functions and responsibilities of Cyberellum and its partners | Effective November 25, 2026

SUBNEXUS is the construction submittal platform from Cyberellum Technologies & Laboratory, powered by Cyberellum AXIOM, at subnexus.axiom-x.us. It reads a project's specifications and drawings, builds the submittal register, sources the products, assembles each submittal package and shows what is still left to complete. The SUBNEXUS Partner Program pays people and organizations for bringing new customers to SUBNEXUS, for as long as those customers stay customers. This document sets out how the program works and what each party does.

1. Program at a glance

Item	How it works
Who can partner	Individuals and organizations with relationships at general contractors and subcontractors, 18 or older, not on any US sanctions or exclusion list.
How to join	Apply on the Partners page (subnexus.axiom-x.us/partners). Every application is reviewed within two business days.
What partners receive	A personal referral link and code, a demonstration account, a one-page overview, a sample submittal package and a direct line to the SUBNEXUS team.
What partners earn	A percentage of every paid plan payment from each referred customer, for the life of the customer, plus a first-payment bonus.
Who the customer belongs to	Every company that signs up becomes a Cyberellum customer, billed and supported by Cyberellum directly (White-Label licensees excepted).
How partners are paid	Monthly, 30 days after the month closes, once the balance reaches $50, by ACH through Square or by check.

2. Ways to partner

There are eight ways to partner with SUBNEXUS. Each earns at one of the program's rates.

Partnership	For	What the partner does	Earns
Referral Partner	Anyone with contractor relationships	Shares their link with general contractors and subcontractors	Referral rate
Solutions & Consulting Partner	Construction consultants, estimators, project-controls and procurement firms	Recommends SUBNEXUS to the contractors they advise, on an ongoing basis	Solutions rate
Supplier & Manufacturer Partner	Manufacturers, distributors and manufacturer's reps	Introduces the contractors they sell to and keeps product data current so submittals cite it correctly	Referral rate
Federal Contracting & Bid Advisor Partner	GovCon advisors, APEX Accelerator counselors, proposal writers, small-business consultants	Introduces contractors pursuing federal and state work to SUBNEXUS Submittals and Bids	Referral rate

Partnership	For	What the partner does	Earns
Training & Education Partner	Construction-management programs, apprenticeship and trade schools, trainers	Brings SUBNEXUS into courses and introduces graduates' employers	Referral rate
Association & Industry Partner	Trade associations, chambers, industry groups, contractor networks	Offers SUBNEXUS to members with co-marketing	Strategic rate (by agreement)
Technology & Integration Partner	Software companies serving contractors	Connects their product to SUBNEXUS through the API	Strategic rate (by agreement)
White-Label & Hosted Portal License	Companies that want SUBNEXUS under their own brand	Runs a branded hosted portal or API integration; owns its customer relationships	License fees + revenue share to Cyberellum

3. Commission rates

Rate	Applies to	Commission	First-payment bonus	Term
Referral rate	Referral, Supplier & Manufacturer, Federal Contracting & Bid Advisor, Training & Education	20% of every paid plan payment	$100	Life of the customer
Solutions rate	Solutions & Consulting	30% of every paid plan payment	$250	Life of the customer
Strategic rate	Association & Industry, Technology & Integration	Set in a written agreement	By agreement	By agreement

Example. A partner refers one contractor on the Professional plan at $1,800 a month. At the referral rate the partner earns $360 every month for as long as the customer subscribes, plus the $100 bonus: $4,420 in the first year. At the Solutions rate the partner earns $540 every month, plus the $250 bonus.

Current SUBNEXUS plans: Project $750 a month, Professional $1,800 a month, Enterprise $4,500 a month; Bids beta plans at introductory prices of $199 and $399 a month and $149 for a single bid. Every new account starts with a 7-day trial for $1. The $1 trial does not earn a commission.

4. How the program works, step by step

Step	What happens	Who does it
1. Apply	The applicant completes the form on the Partners page, chooses a way to partner, confirms the conduct statement and accepts the Program terms.	Partner
2. Review	Cyberellum is notified by email of each application and reviews it within two business days, approving, declining or assigning the right partnership.	Cyberellum
3. Approval	On approval the platform emails the partner their personal referral link and code automatically.	Cyberellum (platform)
4. Refer	The partner shares the link. A contractor who opens it has the partner's code remembered for 90 days and registers for the $1 trial.	Partner
5. Credit	The registration is recorded with the partner's code. The first partner to refer a company is credited.	Platform

Step	What happens	Who does it
6. Customer pays	The customer chooses a paid plan and pays Cyberellum through Square's secure checkout.	Customer
7. Commission recorded	The platform records the commission and any first-payment bonus automatically on each payment, with a tamper-evident receipt.	Platform
8. Payout	Monthly, Cyberellum pays each partner whose balance reaches $50 by ACH through Square or by check, sends a statement, and marks the commissions paid.	Cyberellum

5. Cyberellum's responsibilities

- **Run the platform.** Provide SUBNEXUS to every referred customer, including onboarding, the built-in training, the in-app assistant, the AXIOM Help Desk and customer support.
- **Bill customers directly.** Invoice and collect every customer payment through Square. Partners never handle customer money.
- **Review applications promptly.** Review every partner application within two business days and email approved partners their link and code.
- **Track referrals accurately.** Record each referred sign-up with the partner's code, credit the first referring partner, and record every commission automatically with a tamper-evident receipt.
- **Pay partners on time.** Pay commissions monthly, 30 days after the month closes, once a balance reaches $50, with a statement showing the customer payments each payout covers.
- **Handle tax reporting.** Collect a W-9 (or W-8) before the first payout and issue Form 1099-NEC when a partner's payments in a calendar year reach the IRS threshold ($2,000 for 2026).
- **Equip partners.** Provide the referral link and code, a demonstration account, a one-page overview, a sample submittal package, and demonstrations for partners' introductions.
- **Keep the program information current.** Publish the rates and terms on the Partners page, where the Ask box answers questions from the program information, and give 30 days' notice of any change.
- **Listen.** Read and track every suggestion sent through the Make our platform better form.
- **Protect partner information.** Use partner information only to run the program and pay partners; never sell or share it. Bank details are given privately at payout setup, never on the website.

6. Partner responsibilities

- **Introduce, don't sell on Cyberellum's behalf.** Share the referral link and introduce contractors. Partners do not resell SUBNEXUS, bill customers, take payment from customers or sign agreements for Cyberellum.
- **Disclose the partnership.** Whenever recommending SUBNEXUS, say clearly that you are a paid SUBNEXUS partner, in the same place as the recommendation (for example, "I'm a paid SUBNEXUS partner").
- **Describe SUBNEXUS accurately.** Use the materials Cyberellum provides and the Partners page. Make no promises about results, pricing, certifications or features on Cyberellum's behalf.
- **Avoid conflicts and kickbacks.** Do not refer, or earn on, a company you work for or act for as an officer, employee, partner or agent. Do not share a commission with anyone at the referred company. Never offer or accept anything to influence a purchasing decision on a government prime contract or subcontract.

- **Market lawfully.** Follow the CAN-SPAM Act and send no unsolicited bulk email; follow the rules of any platform used to promote SUBNEXUS.
- **Provide tax information.** Submit a W-9 (or W-8) before the first payout and handle your own taxes.
- **Stay eligible.** Remain 18 or older and off any US sanctions or exclusion list, and tell Cyberellum if that changes.
- **Share what you hear.** Pass on contractor feedback and ideas through the Make our platform better form.

7. Rules for credit, commissions and payouts

Rule	Detail
Attribution window	90 days from the customer first using the partner's link or code.
First partner credited	When more than one partner refers the same company, the first is credited.
What earns	Payments Cyberellum actually receives for paid plans from referred customers, for as long as they remain customers. The $1 trial does not earn.
Not eligible	The partner's own company or account, companies already registered with SUBNEXUS, and accounts Cyberellum already works with directly.
Payout timing	Monthly, 30 days after the month closes.
Payout minimum	$50. Balances below $50 carry forward.
Payout method	ACH bank transfer through Square, or check.
Refunds and chargebacks	A refund or chargeback within 60 days reverses the commission on that payment.
Statements	Each payout comes with a statement of the referred customers' payments it covers.

8. Compliance

The program is built to meet the rules that apply to paid referral programs and to companies serving government contractors.

Area	Requirement	How the program meets it
FTC endorsement rules	Paid endorsers must disclose the connection; the company must train and monitor them.	Disclosure is required by the terms and confirmed at application; Cyberellum reviews partner promotion and may suspend non-disclosing partners.
Federal Anti-Kickback Act (41 U.S.C. 8701-8707)	No payment to a prime or subcontractor, or their employees or agents, to improperly obtain or reward favorable treatment on a government contract.	No commissions on a company the partner works or acts for; no sharing with anyone at the customer; nothing offered to influence a contract decision; commissions never charged to customers or contract prices.
IRS information reporting	Form W-9 on file; Form 1099-NEC when payments reach the threshold ($2,000 for 2026).	W-9 or W-8 required before the first payout; Cyberellum files 1099-NEC at the threshold.
CAN-SPAM Act	Commercial email must follow the Act.	Partners must follow the Act and send no unsolicited bulk email.
Sanctions and exclusions	No payments to sanctioned or excluded parties.	Partners must not be on any US sanctions or exclusion list.

Area	Requirement	How the program meets it
Privacy	Partner data used only for its purpose.	Used only to run the program and pay partners; never sold or shared; no bank details on the website.

9. White-Label & Hosted Portal License

A company can offer SUBNEXUS under its own brand, either as a hosted portal on its own domain or built into its own software through the SUBNEXUS API. It is a branded portal or API integration, not a simple redirect.

Party	Responsibilities
Cyberellum	Runs and maintains the SUBNEXUS platform behind the licensee's brand; provides the hosted portal or API access; keeps the platform secure, backed up and current.
Licensee	Owns its customer relationships; bills and supports its own customers under its brand; pays the upfront license fee, the annual license fee and the revenue share to Cyberellum; follows the license agreement.

Terms are set in a written license agreement. To begin, apply on the Partners page and choose White-Label & Hosted Portal License.

10. Tools on the Partners page

- **Ask about the Partner Program.** Answers questions about the partnerships, commissions, payouts, terms and the SUBNEXUS platform, only from the program information, with the source shown for each answer.
- **Application form.** Choose a way to partner, confirm the conduct statement and accept the terms; Cyberellum is notified immediately.
- **Make our platform better.** Your suggestions are extremely valuable; you're what makes our platform. Suggestions about the platform or the program are read and tracked.

11. Changes, ending and independence

- Cyberellum may update rates or terms with 30 days' notice. Commissions already earned are not affected.
- Either party may leave the program with 30 days' notice. Earned commissions are still paid.
- Cyberellum may suspend a partner who breaks the disclosure, conflict-of-interest, marketing or eligibility rules.
- Partners are independent and are not employees, agents or representatives of Cyberellum.

Cyberellum Technologies & Laboratory | subnexus.axiom-x.us/partners | SUBNEXUS is designed with SOC 2, NIST and FedRAMP in mind.