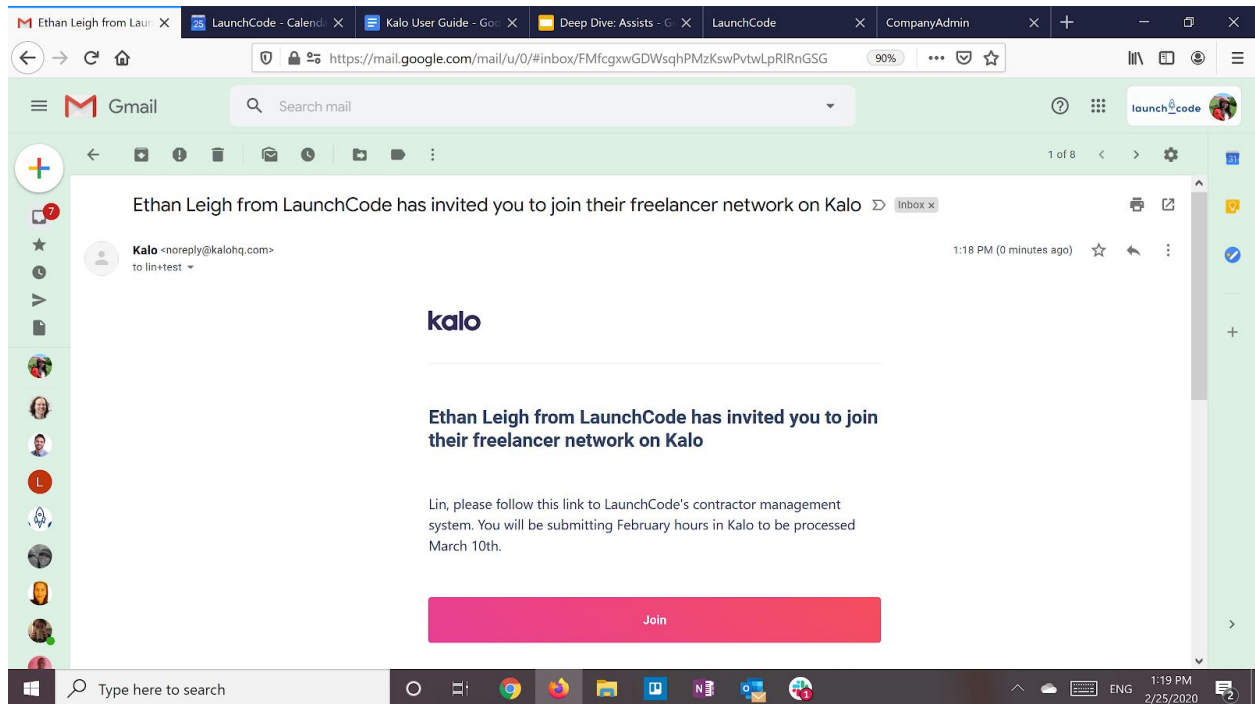
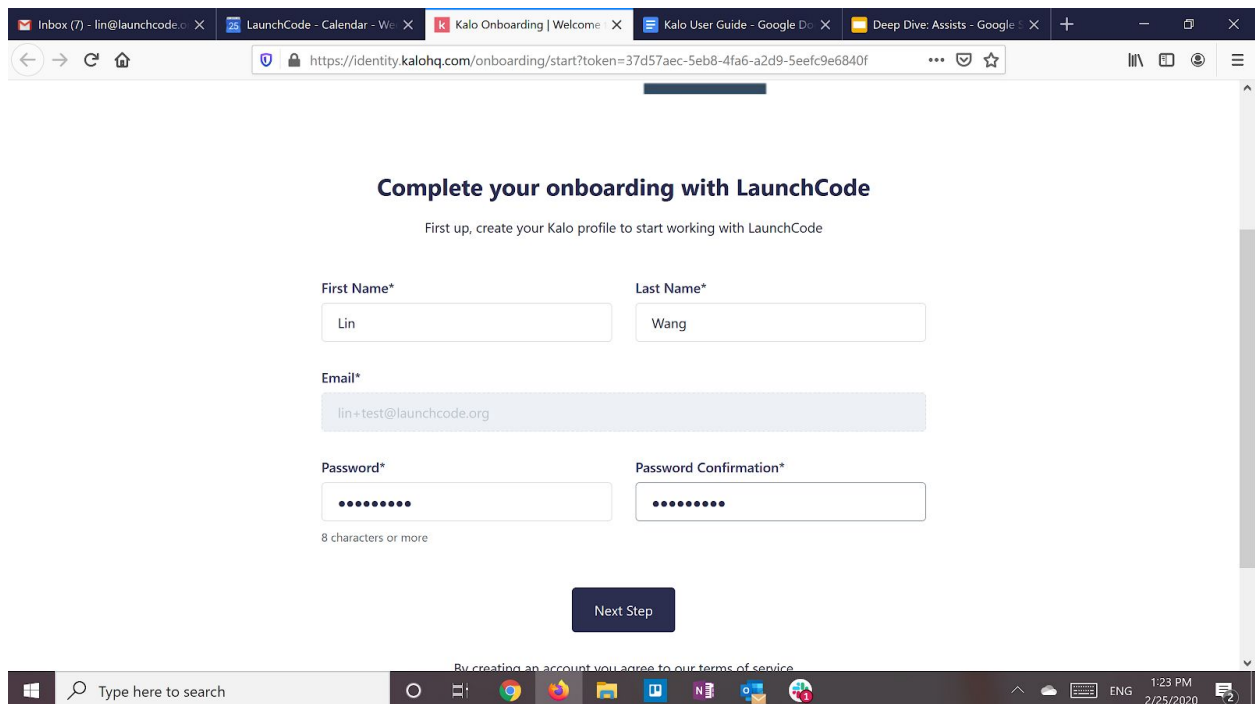


# Getting Started

## Accept the email invitation



## Set up your account with your name and a password.



Follow the instructions to provide at least 2 services and then complete your profile.  
What services you select does not matter.

Inbox (7) - lin@launchcode... X LaunchCode - Calendar - W... X Kalo Onboarding | Create yo... X Kalo User Guide - Google D... X Deep Dive: Assists - Google... X

https://identity.kalohq.com/onboarding/profile

Account Services Profile Complete

**kalo**

### Complete your profile

**Where are you located?\***

4811 Delmar Blvd, St. Louis, MO 63108, USA

[Enter address manually](#)

**What is your mobile/cell number?**

+1 602-555-0154

☐ Stay up to date with Kalo  
Opt-in to receive product updates and weekly newsletters on the latest news in the freelancer economy

**Why these questions?**

Providing information on where you are located and your contact number will help LaunchCode employees find and contact you for location specific projects.

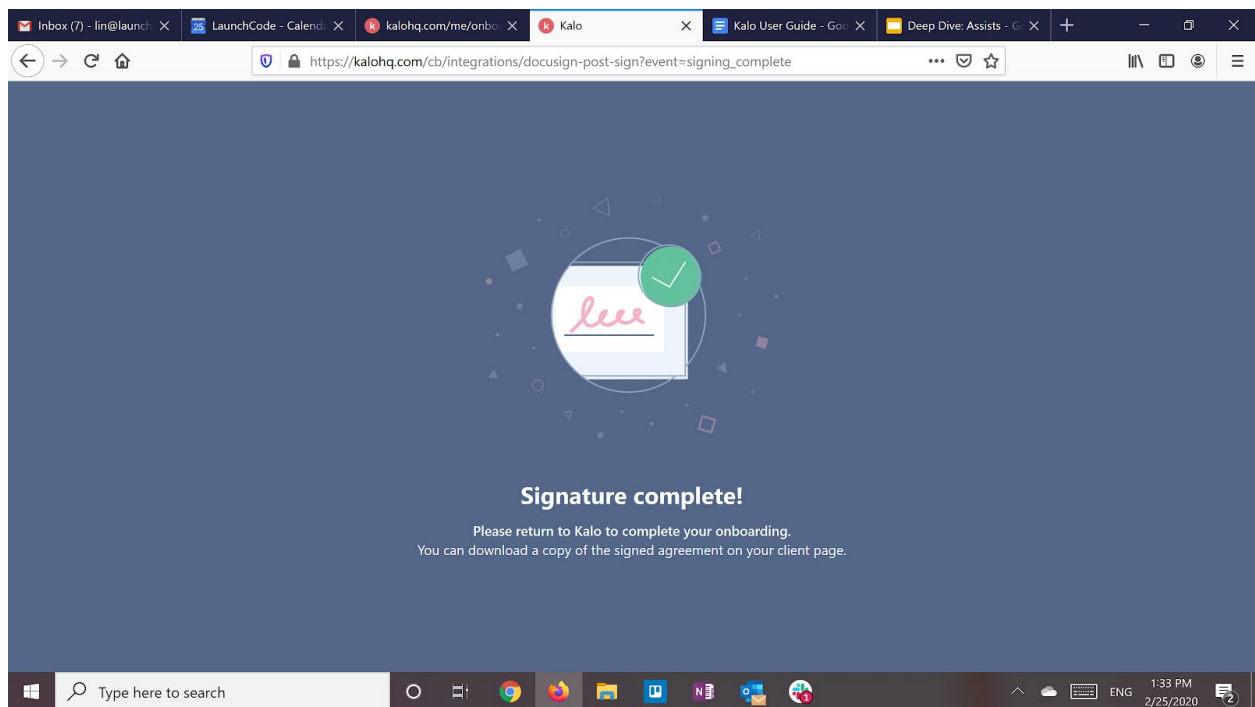
Back Next Step

Type here to search

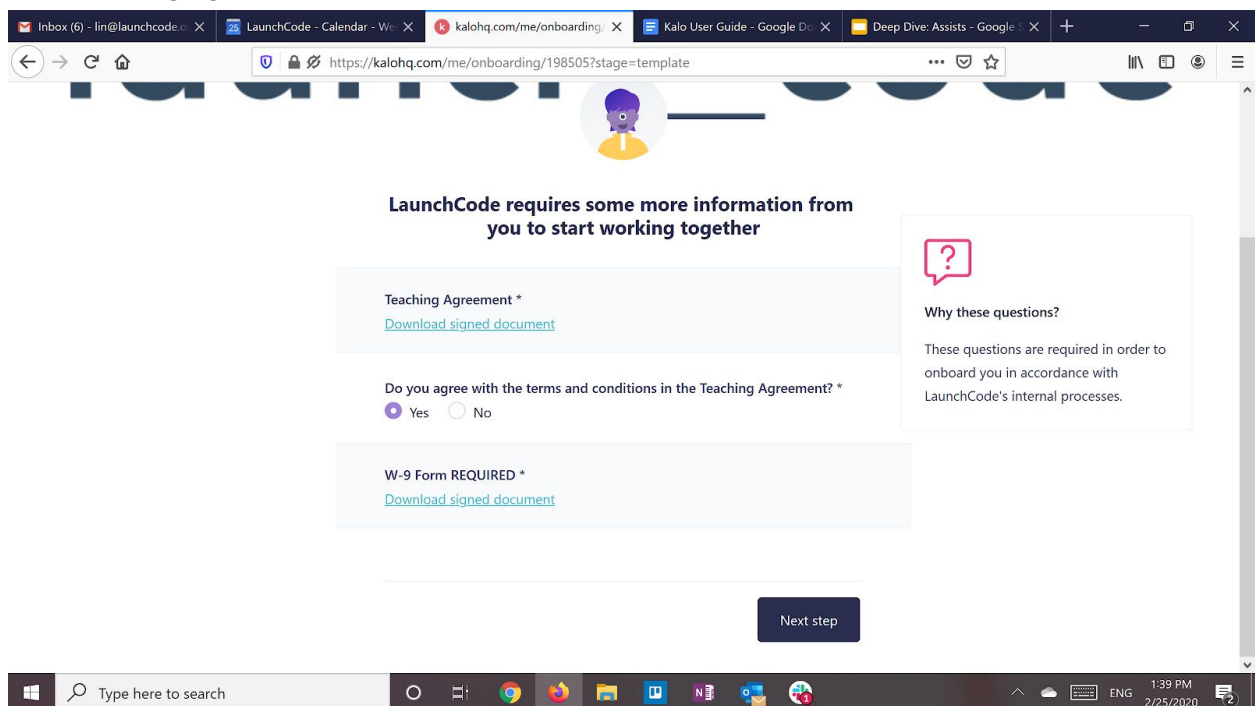
1:27 PM 2/25/2020

In the Teaching Agreement section, upon filling your legal name, a “Sign document” link will pop up and please follow the link to provide your signature.

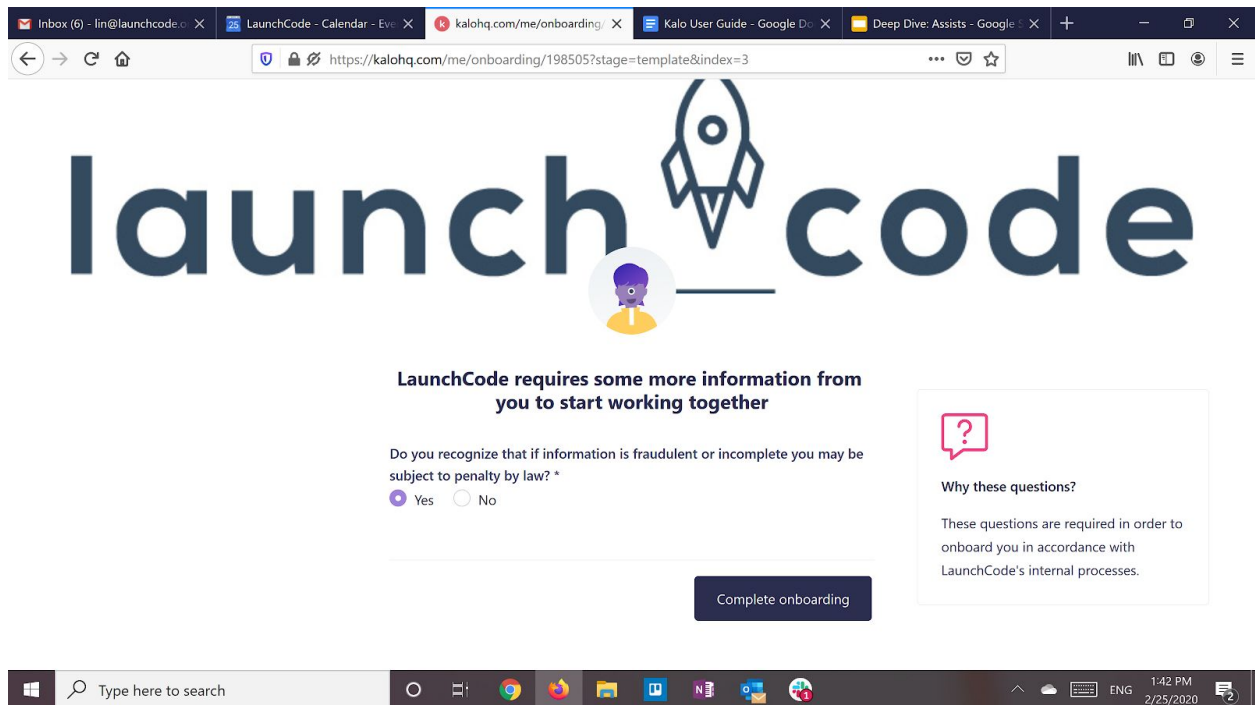
You will see this screen when you complete signing:



In the W-9 Form section, repeat the same process to provide your legal name and signature via DocuSign. You will be asked to provide your address, status as a contractor and your Social Security Number. You will see the following screen after signing both the teaching agreement and W-9 form.



Answer this next question and complete the onboarding:



The screenshot shows a web browser window with the URL <https://kalohq.com/me/onboarding/198505?stage=template&index=3>. The page features the LaunchCode logo, which includes a rocket icon. Below the logo, the text reads: "LaunchCode requires some more information from you to start working together". A question is posed: "Do you recognize that if information is fraudulent or incomplete you may be subject to penalty by law? \*". There are two radio button options: "Yes" (selected) and "No". A "Complete onboarding" button is located at the bottom right of the form. A sidebar on the right contains a question mark icon and the text: "Why these questions? These questions are required in order to onboard you in accordance with LaunchCode's internal processes." The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 1:42 PM on 2/25/2020.

launch\_code

LaunchCode requires some more information from you to start working together

Do you recognize that if information is fraudulent or incomplete you may be subject to penalty by law? \*

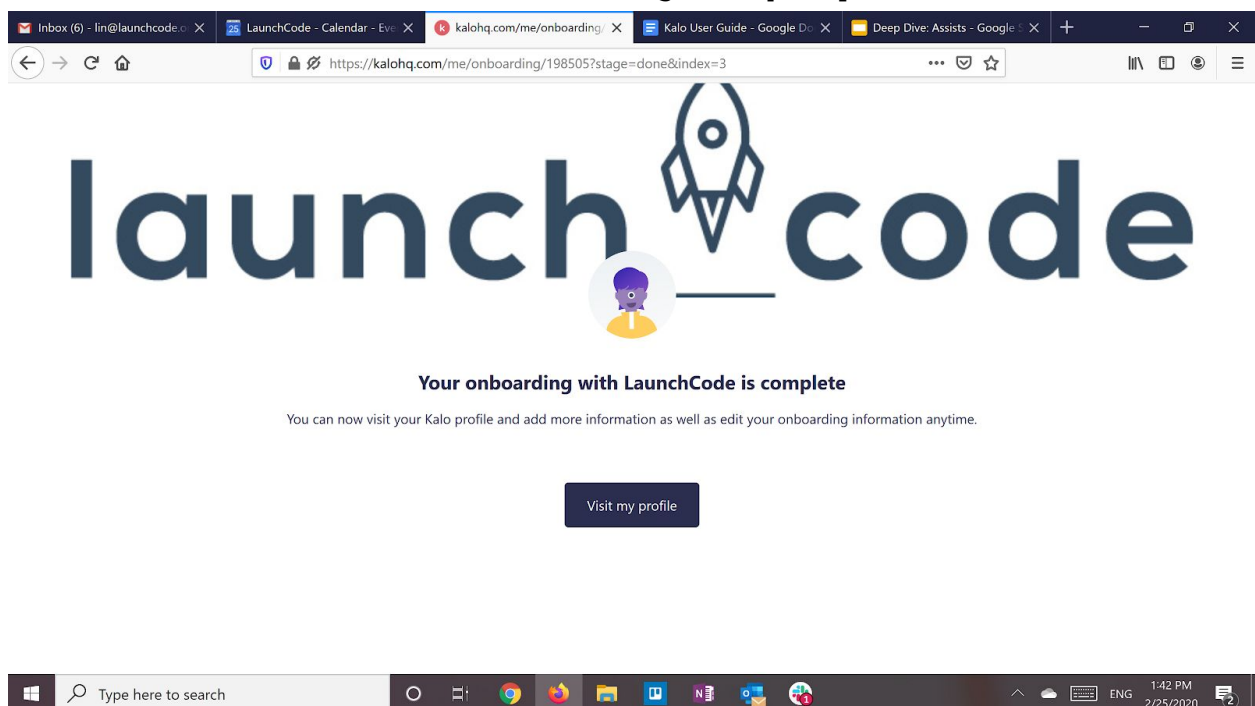
☒ Yes ☐ No

Complete onboarding

Why these questions?

These questions are required in order to onboard you in accordance with LaunchCode's internal processes.

You will see this confirmation screen and can go visit your profile:



The screenshot shows the same web browser window as before, but the URL is now <https://kalohq.com/me/onboarding/198505?stage=done&index=3>. The page displays the LaunchCode logo and the text: "Your onboarding with LaunchCode is complete". Below this, it says: "You can now visit your Kalo profile and add more information as well as edit your onboarding information anytime." A "Visit my profile" button is centered at the bottom. The Windows taskbar at the bottom remains the same, showing the search bar and application icons, with the system clock indicating 1:42 PM on 2/25/2020.

launch\_code

Your onboarding with LaunchCode is complete

You can now visit your Kalo profile and add more information as well as edit your onboarding information anytime.

Visit my profile

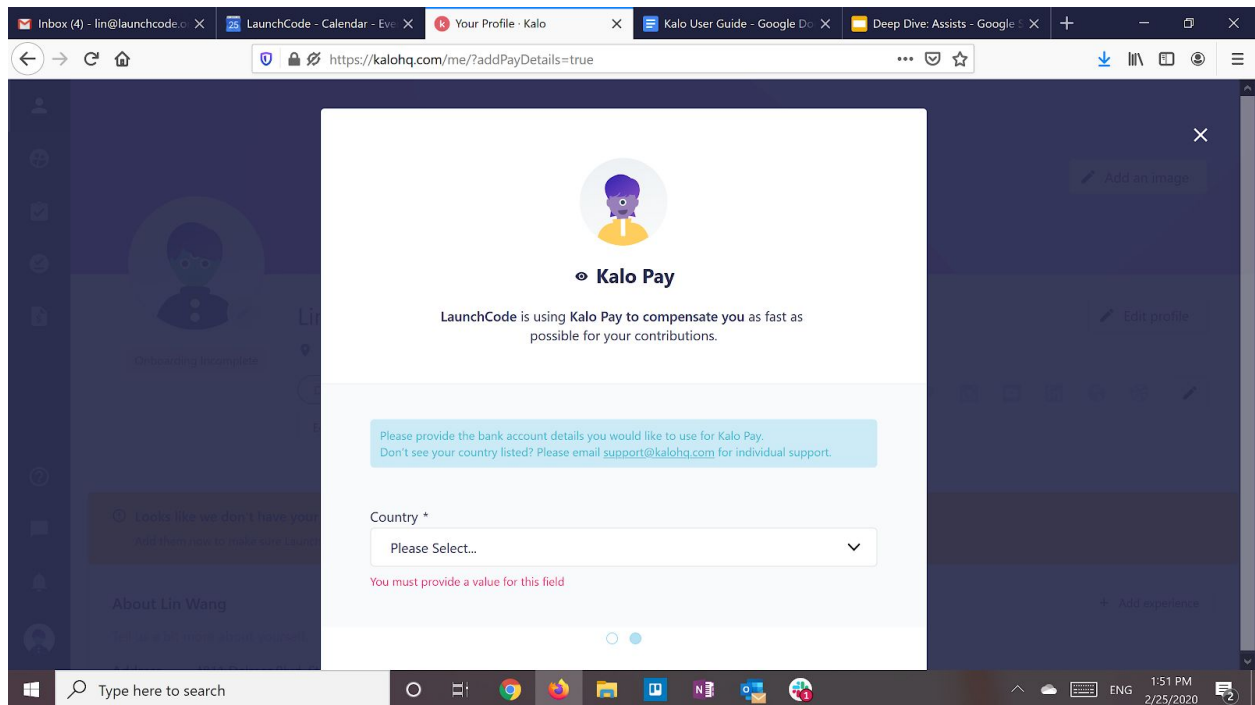
## ADD YOUR BANK DETAILS PLEASE

The screenshot shows a web browser window with the URL <https://kalohq.com/me/>. The browser's address bar and tabs are visible at the top. The main content area displays a user profile for Lin Wang, located in St. Louis, MO, USA, with the email [lin+test@launchcode.org](mailto:lin+test@launchcode.org). The profile includes a placeholder for a profile picture, a bio, and a list of skills: Data Analysis & Reports - Visualization and Engineering & Tech. A prominent orange banner across the middle of the page reads: "Looks like we don't have your bank details for LaunchCode. Add them now to make sure LaunchCode can pay you for your work. ADD BANK DETAILS". Below this banner, the "About Lin Wang" section is partially visible, showing the start of a bio and address. The "My experience" section is also partially visible, showing the start of a list of work experiences. The Windows taskbar at the bottom shows the time as 1:43 PM on 2/25/2020.

Please fill in the following information on this screen. Use your SSN as the taxpayer identification number.

The screenshot shows a web browser window with the URL <https://kalohq.com/me/?addPayDetails=true>. The browser's address bar and tabs are visible at the top. The main content area displays a form for setting up Kalo Pay. The form is titled "Kalo Pay" and includes the text: "LaunchCode is using Kalo Pay to compensate you as fast as possible for your contributions." Below this, a light blue box contains the instruction: "Please provide your billing address associated with the account you would like to receive funds." The form fields are as follows: "First name \*" with the value "Lin", "Last name \*" with the value "Wang", and "Date of Birth \*" with a placeholder "dd/mm/yyyy". A red error message below the date field reads: "Please enter your valid date of birth - dd/mm/yyyy". The Windows taskbar at the bottom shows the time as 1:49 PM on 2/25/2020.

A few seconds after submitting you will see this next screen:



The screenshot shows a web browser window with the URL <https://kalohq.com/me/?addPayDetails=true>. The page displays a profile for 'Kalo Pay' with a cartoon avatar. Below the profile name, it states: 'LaunchCode is using Kalo Pay to compensate you as fast as possible for your contributions.' A light blue box contains the text: 'Please provide the bank account details you would like to use for Kalo Pay. Don't see your country listed? Please email [support@kalohq.com](mailto:support@kalohq.com) for individual support.' Below this is a 'Country \*' dropdown menu with the text 'Please Select...' and a red error message: 'You must provide a value for this field'. The background shows a blurred profile of 'Lin Wang' with a 'Kudos' button.

Fill in the details of your bank information and click **SUBMIT**. You will receive an automated email saying that you have updated your bank information.

You should see an “Available” tag under your profile now. You will only get “Available” if you’ve submitted all of your onboarding materials and bank account information. Once you’re there, you should reach out to your course manager so that they can add you to a task to submit invoices.

The screenshot shows a web browser window with the URL `kalahq.com/me/`. The browser tabs include "Kalo User Guide - Google Docs", "Your Profile - Kalo", and "Koko Esse from LaunchCode". The profile page for "Xavier Esse" is displayed. At the top, there's a purple header with a profile picture placeholder and an "Add an image" button. Below the header, the name "Xavier Esse" is shown, followed by a green "Available" tag. The location is "St. Louis, MO, USA", email is "kossivi14@gmail.com", and phone is "9132868881". There's an "Add rates" button. Skills listed are "Backend web development", "Frontend web development", and "Web Programming - Web Application". Social media icons for Twitter, Instagram, YouTube, LinkedIn, Facebook, and GitHub are present. Below the skills, there's an "Edit services" button. The "About Xavier Esse" section has a text input field and an "Address" field with the value "4811 Delmar Blvd, St. Louis, MO 63108, USA". The "My experience" section has a text input field and an "Add experience" button. At the bottom, a footer note states "Some company logos are provided by Clearbit".

Kalo User Guide - Google Docs X Your Profile - Kalo X Koko Esse from LaunchCode X +

← → ↻ kalahq.com/me/ ☆ ASP

⚙️ 📧 📞 📁 📄

✎️ Add an image

**Xavier Esse** Edit profile

Available

📍 St. Louis, MO, USA ✉️ kossivi14@gmail.com ☎️ 9132868881 ➕ Add rates

Backend web development Frontend web development

Web Programming - Web Application

✎️ Edit services

🐦 📷 📺 🌐 📧 ✎️

**About Xavier Esse** ✎️

Tell us a bit more about yourself.

**Address** 4811 Delmar Blvd, St. Louis, MO 63108, USA

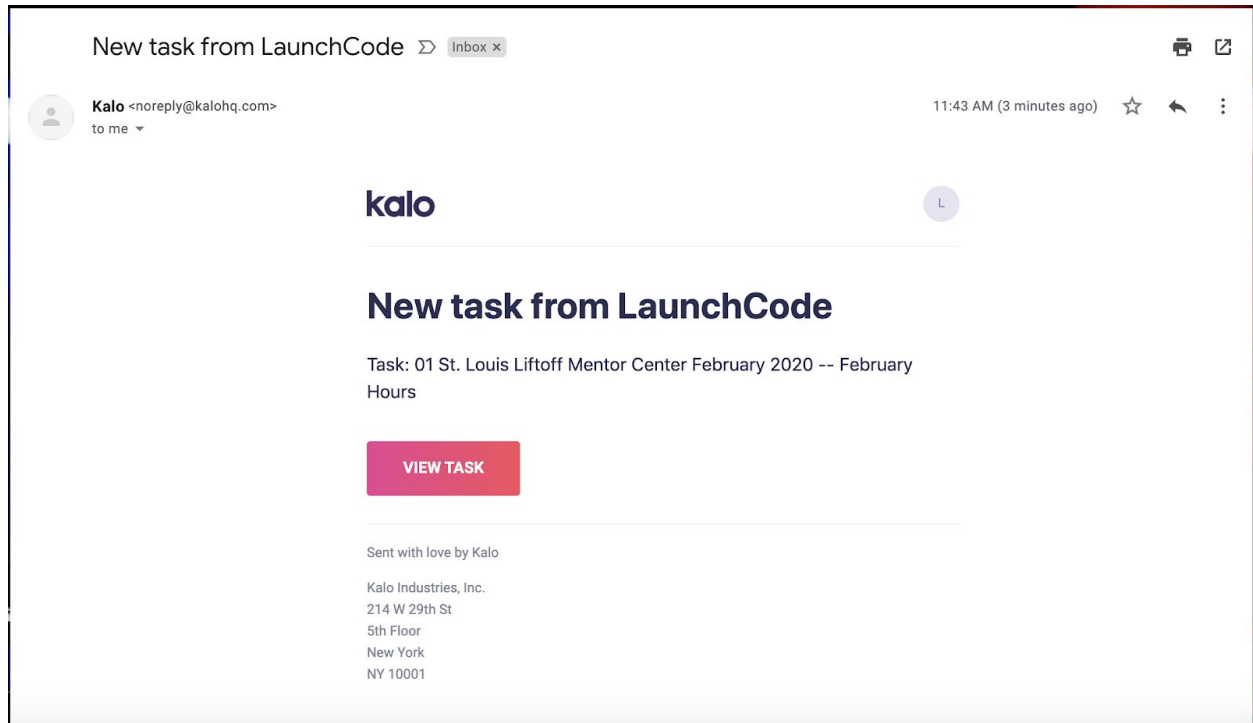
**My experience** + Add experience

Why not add some work experience?

Some company logos are provided by [Clearbit](#)

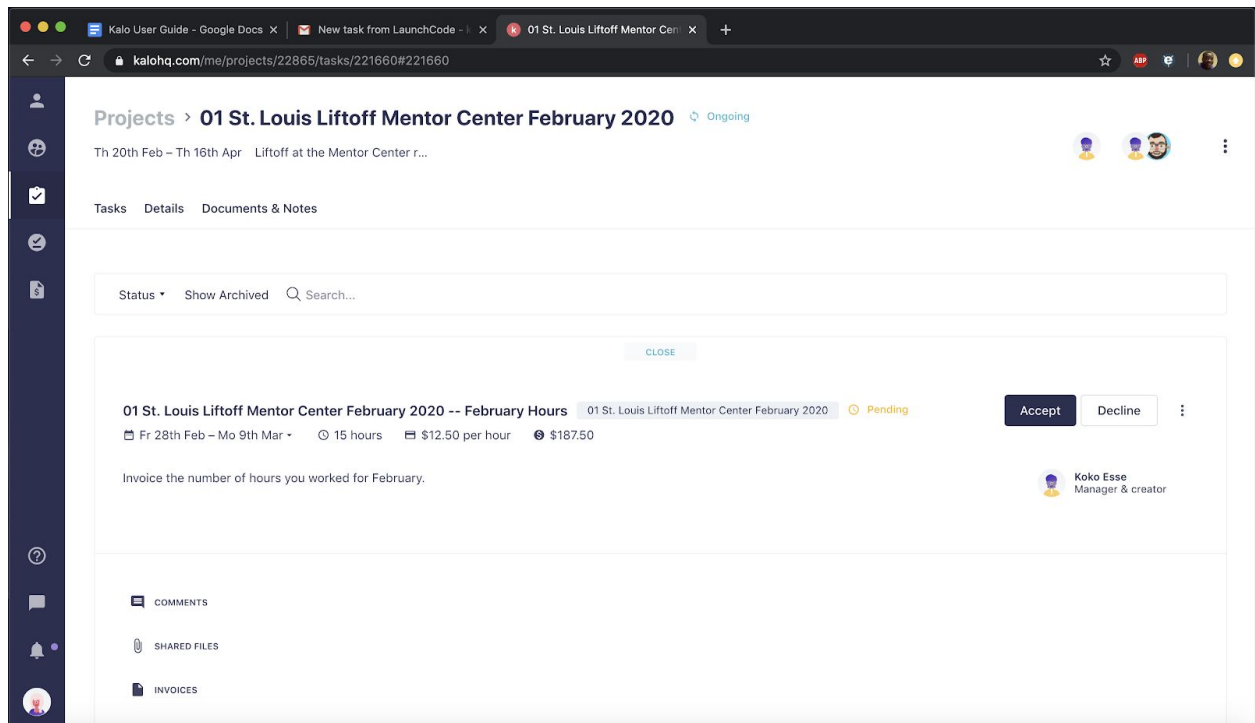
## Submitting Invoices

After you've reached out to your course manager, you should expect to receive this email in your inbox. Click the "View Task" button. For every payment, you will be invited to a new Task, although those tasks will all be associated with one Project (The class is the project, Tasks will be monthly invoices).

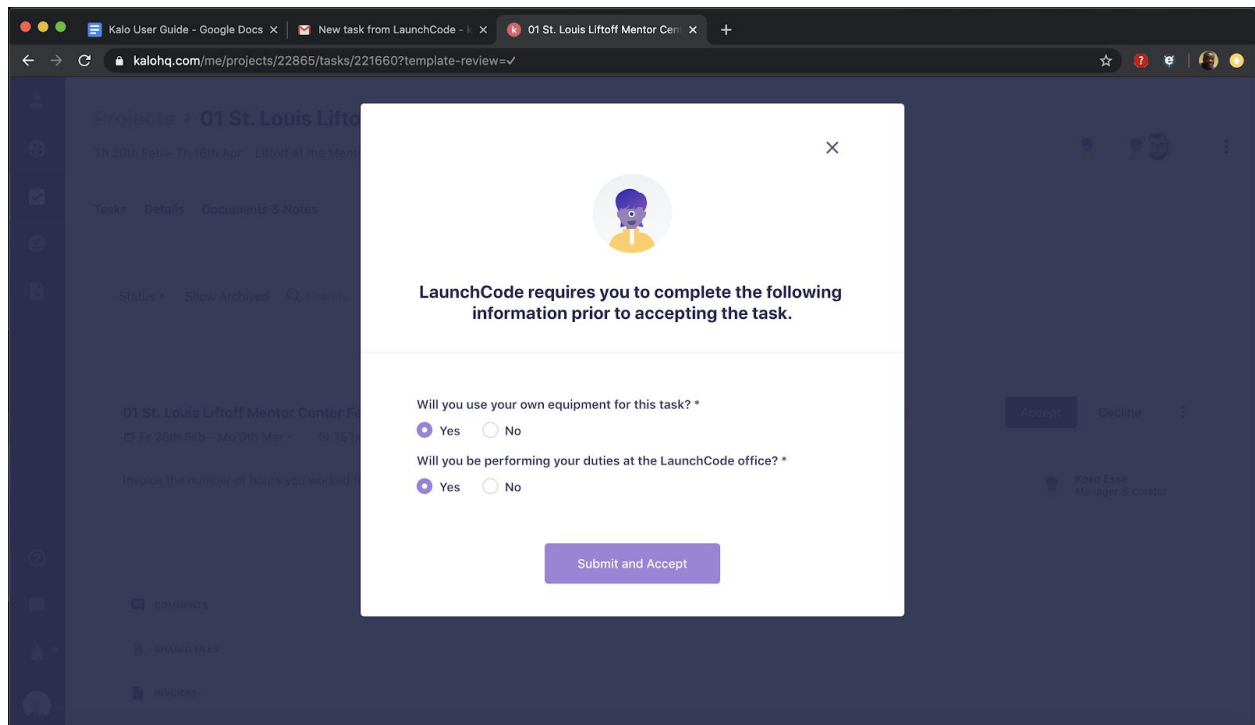




You should arrive at this page after clicking “View Task”. If you’re only brought to the home dashboard, you can arrive at this page by looking at the left menu bar and selecting “Tasks”.



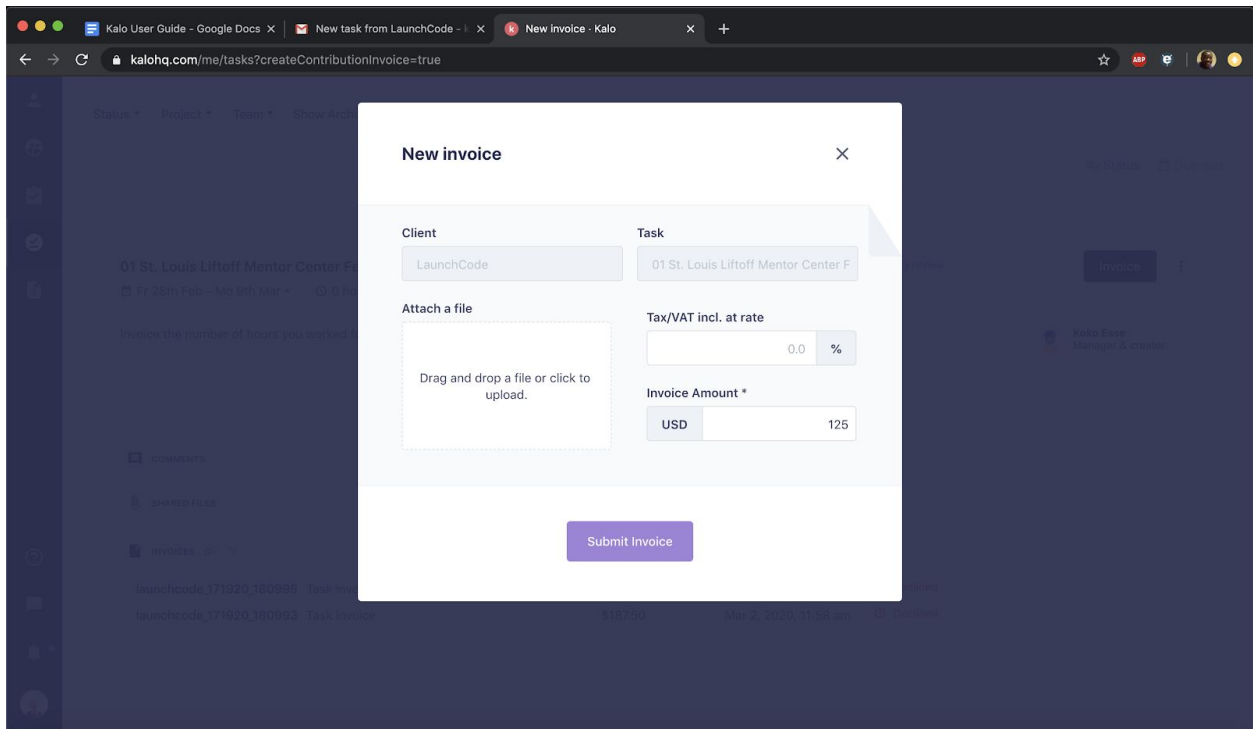
Clicking the “Accept” button will take you here where you will need to submit answers to the following questions.



After answering the previous questions, you will be able to submit an invoice by clicking the “Invoice” button. If you look at the date corresponding to the Task (here it’s from February 28th through March 9th), that is the window of time you have to submit these hours on this specific task. In other words, submit your invoice before the later date.

The screenshot shows a web browser window with the URL `kalohq.com/me/projects/22865/tasks/221660`. The page title is "Projects > 01 St. Louis Liftoff Mentor Center February 2020" with a status of "Ongoing". Below the title, it shows the date range "Th 20th Feb – Th 16th Apr" and a description "Liftoff at the Mentor Center r...". The page has a sidebar with icons for user profile, tasks, documents, and other features. The main content area has tabs for "Tasks", "Details", and "Documents & Notes". Under the "Tasks" tab, there is a search bar and a list of tasks. The selected task is "01 St. Louis Liftoff Mentor Center February 2020 -- February Hours", which is also marked as "Ongoing". It shows a date range of "Fr 28th Feb – Mo 9th Mar", a duration of "15 hours", a rate of "\$12.50 per hour", and a total of "\$187.50". There are "Invoice" and "Done" buttons. Below the task details, there is a section for "COMMENTS", "SHARED FILES", and "INVOICES". The user "Koko Esse" is identified as the "Manager & creator".

You will then need to calculate the number of hours you've worked by your hourly rate (usually \$12.50). Our example contractor worked 10 hours in the previous month and can submit an invoice for \$125 ( $\$12.50 \times 10$ ).



The screenshot shows a web browser window with the URL `kalohq.com/me/tasks?createContributionInvoice=true`. The browser tabs include 'Kalo User Guide - Google Docs', 'New task from LaunchCode', and 'New Invoice - Kalo'. The main content area displays a 'New invoice' modal form. The form has a title 'New invoice' and a close button. It contains the following fields:

- Client:** A dropdown menu with 'LaunchCode' selected.
- Task:** A dropdown menu with '01 St. Louis Liftoff Mentor Center F' selected.
- Attach a file:** A dashed box with the text 'Drag and drop a file or click to upload.'
- Tax/VAT incl. at rate:** A text input field with '0.0' and a percentage symbol.
- Invoice Amount \*:** A text input field with 'USD' and '125'.

At the bottom of the form is a purple button labeled 'Submit Invoice'.

After submitting your invoice, your course manager will either approve or decline it. You will receive email notifications in both situations, if approved your invoice should post to your bank account within 2-5 days. If you were rejected, please reach out to your course manager for details and resubmit an invoice with any possible corrections.