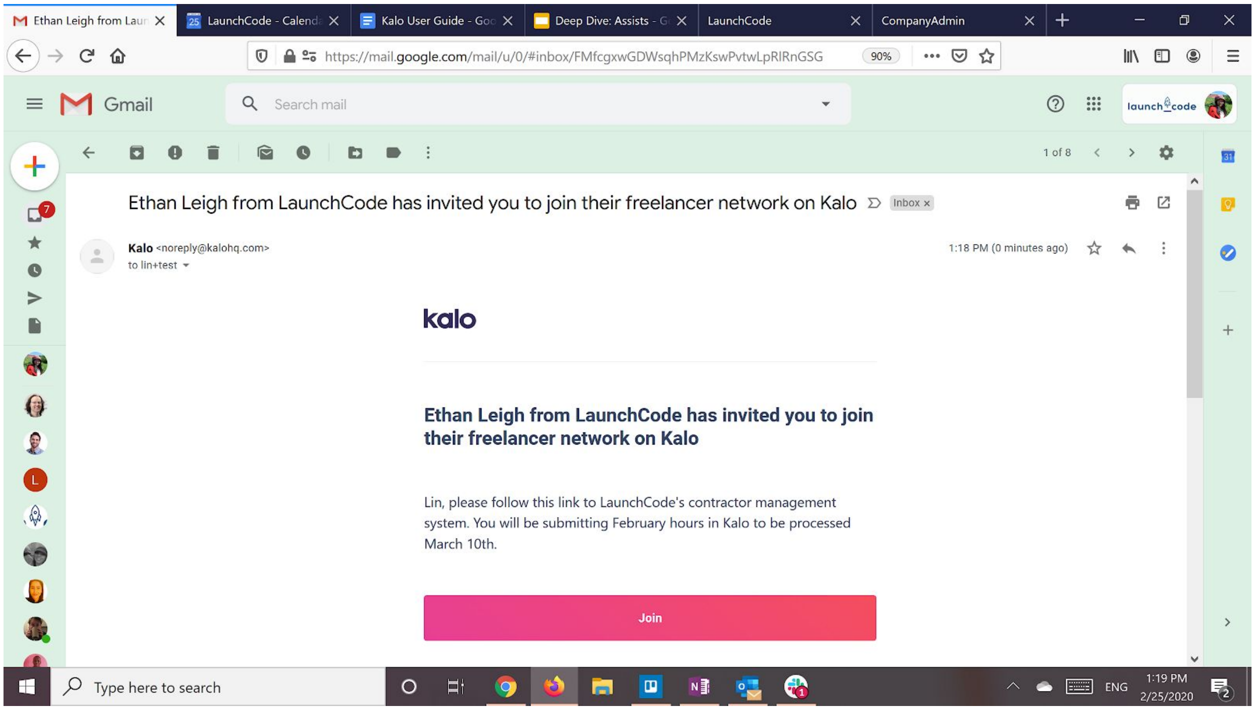
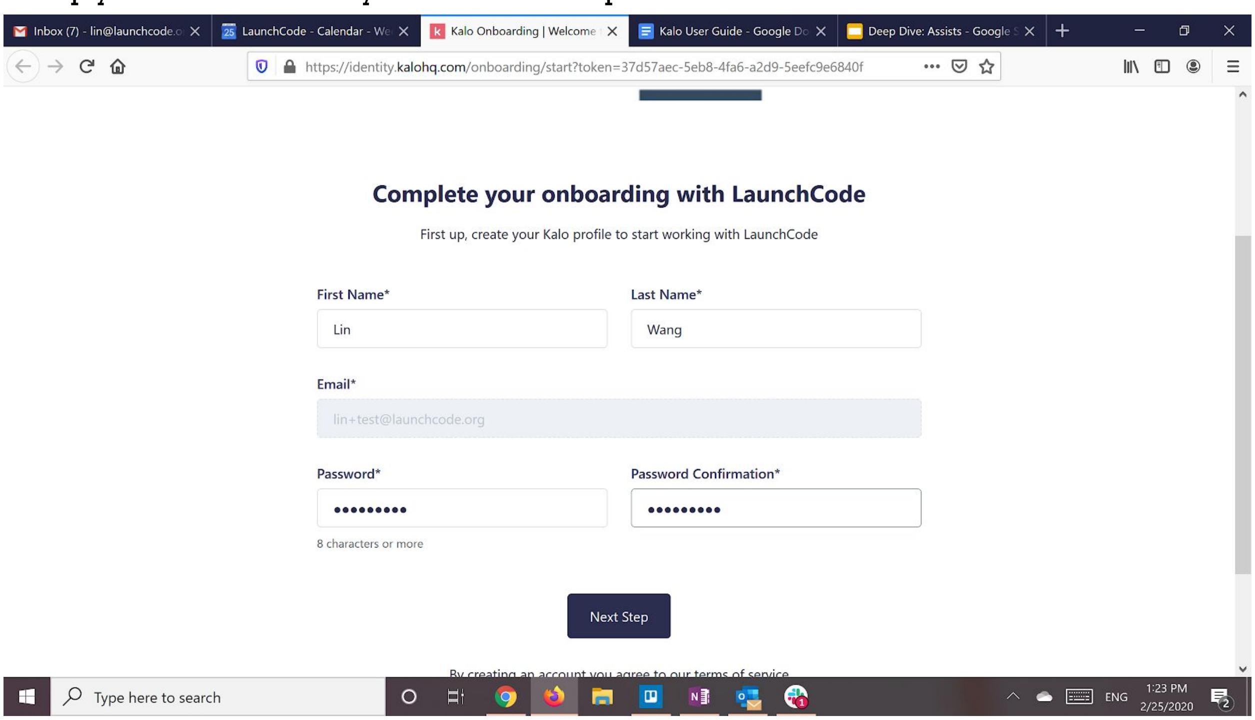
Getting Started

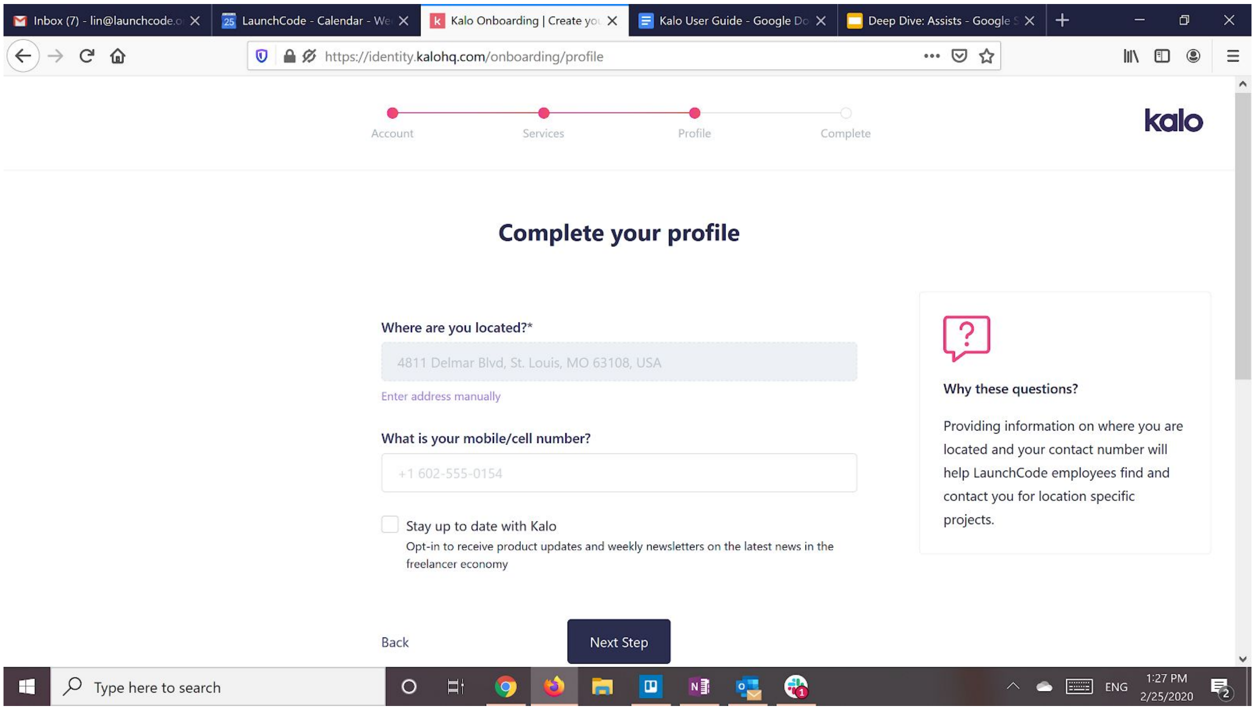
Accept the email invitation



Set up your account with your name and a password.

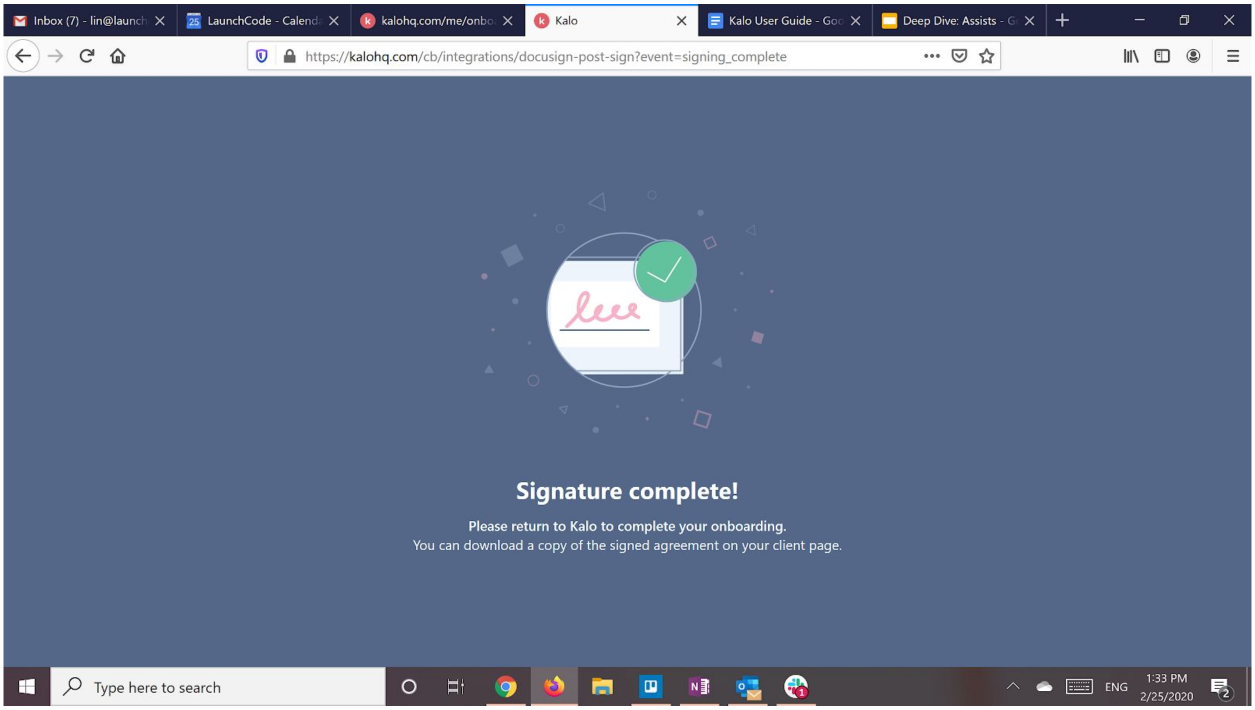


Follow the instructions to provide at least 2 services and then complete your profile. What services you select does not matter.

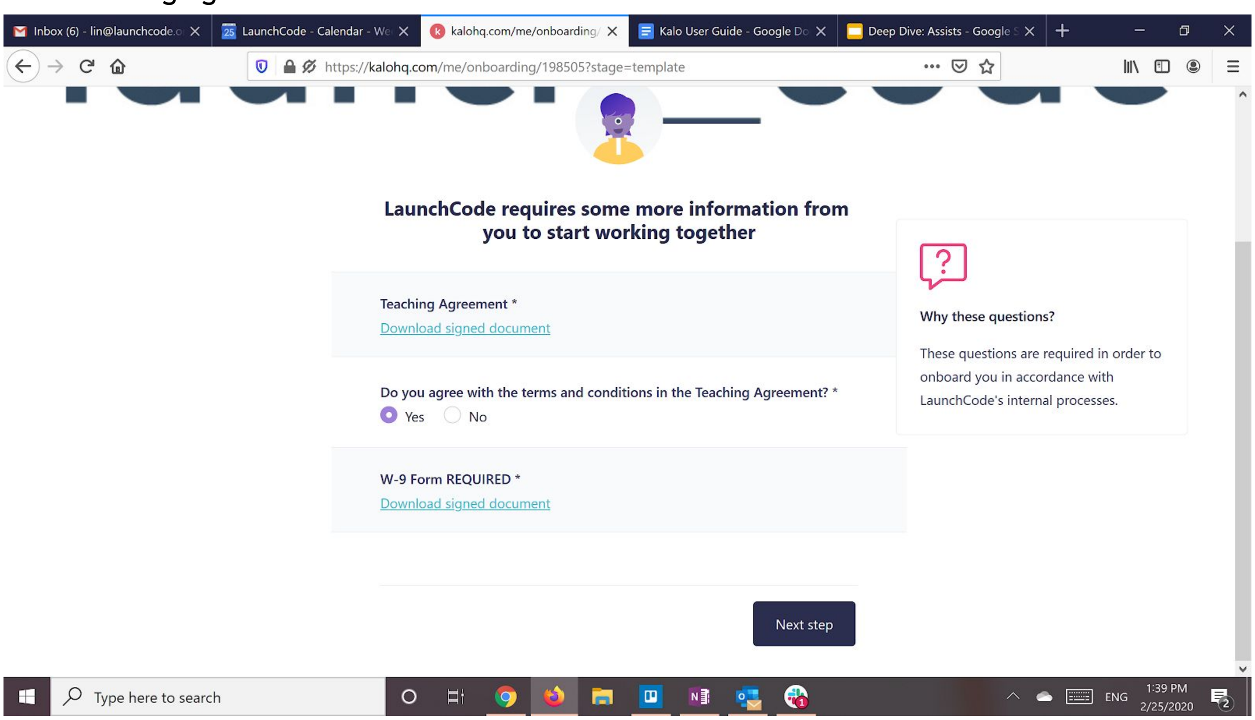


In the Teaching Agreement section, upon filling your legal name, a "Sign document" link will pop up and please follow the link to provide your signature.

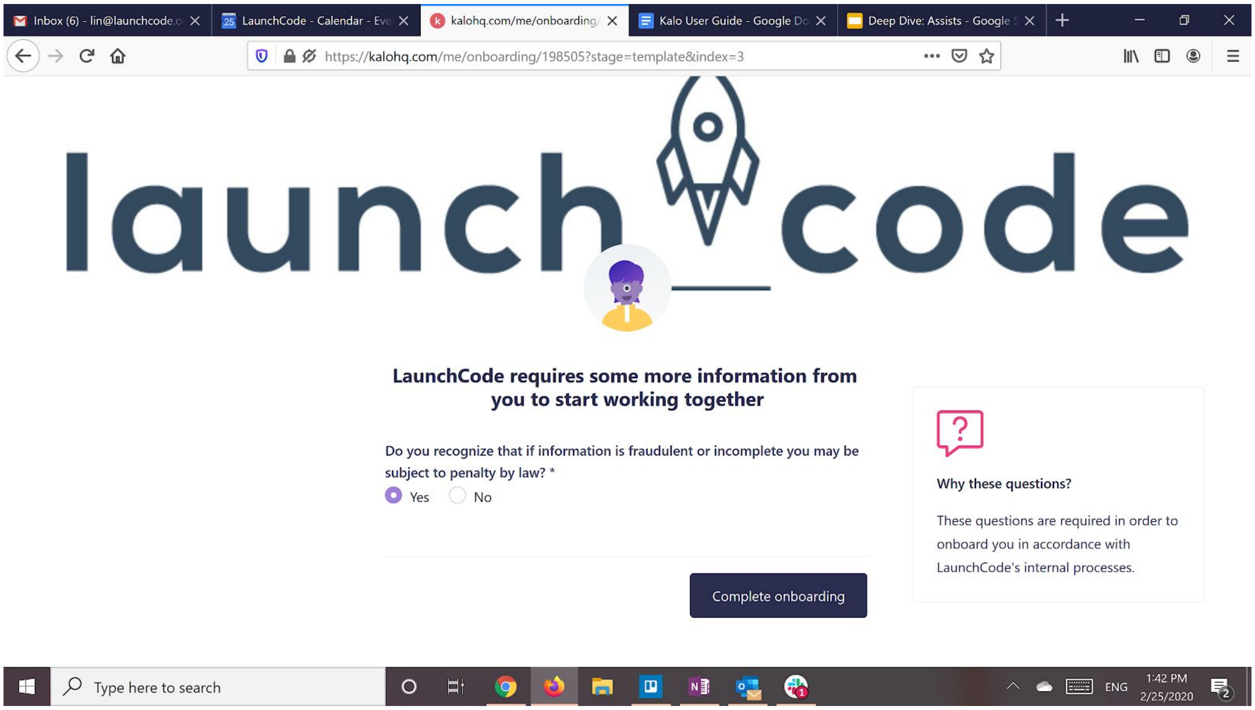
You will see this screen when you complete signing:



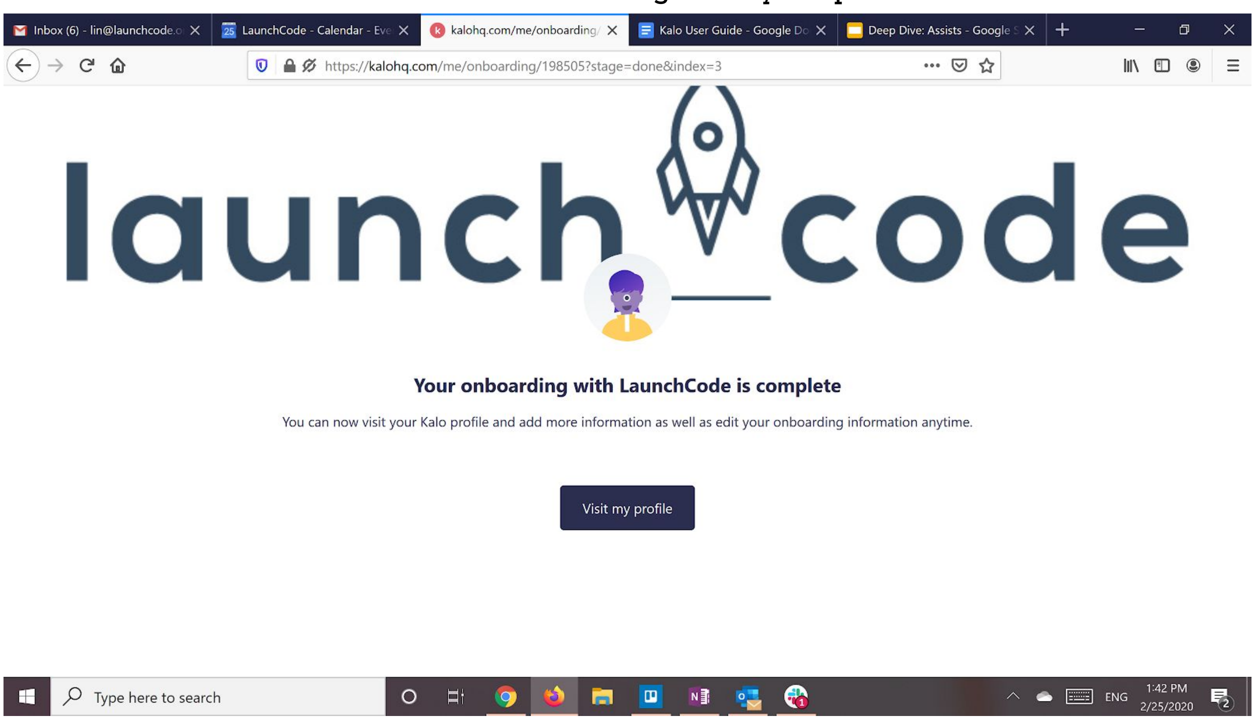
In the W-9 Form section, repeat the same process to provide your legal name and signature via DocuSign. You will be asked to provide your address, status as a contractor and your Social Security Number. You will see the following screen after signing both the teaching agreement and W-9 form.



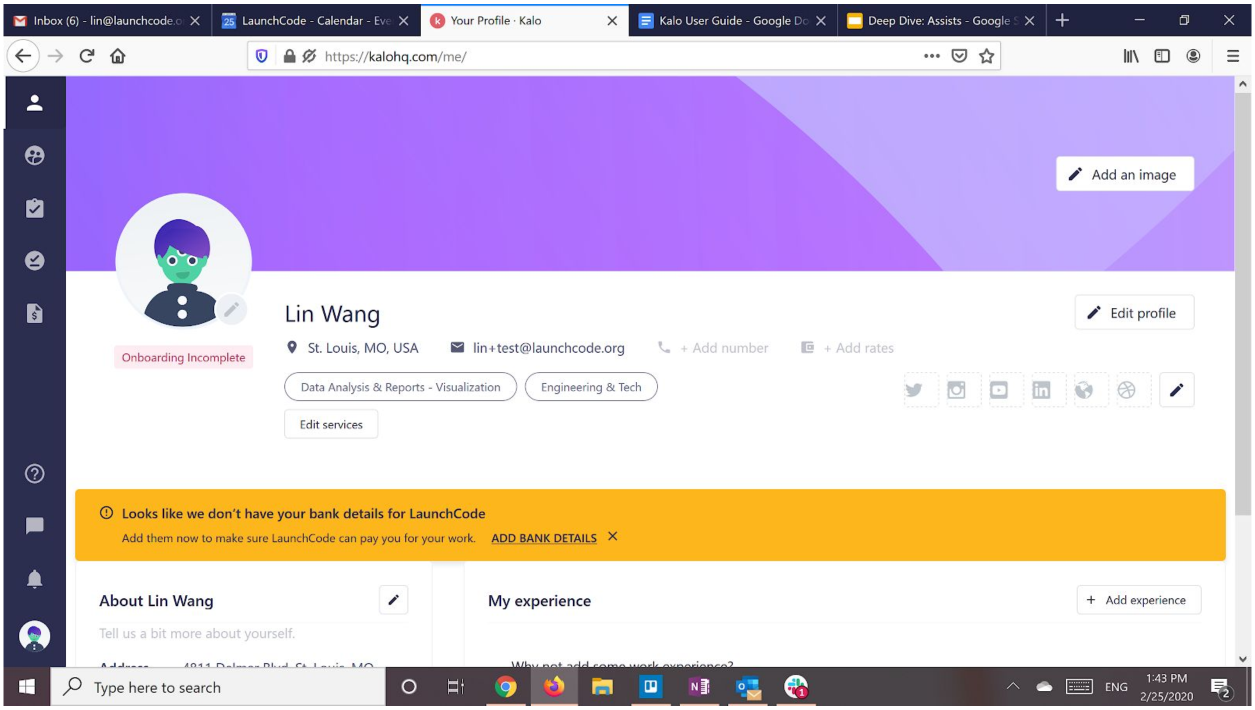
Answer this next question and complete the onboarding:



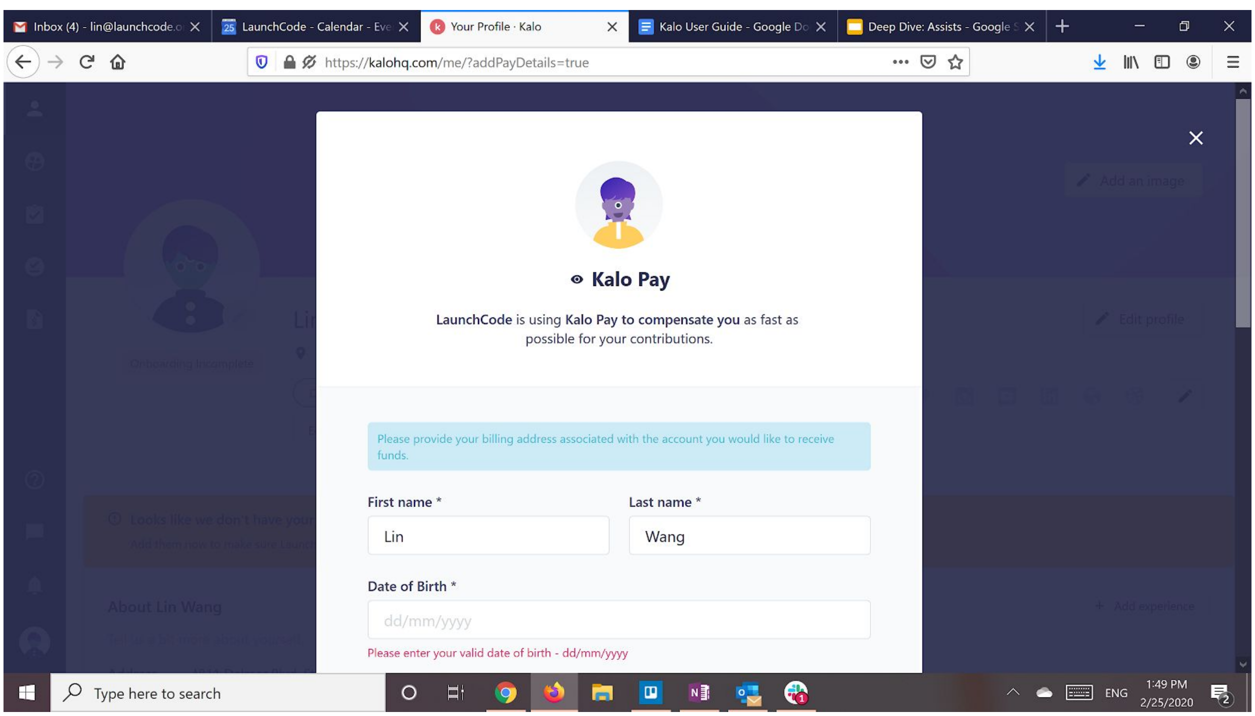
You will see this confirmation screen and can go visit your profile:



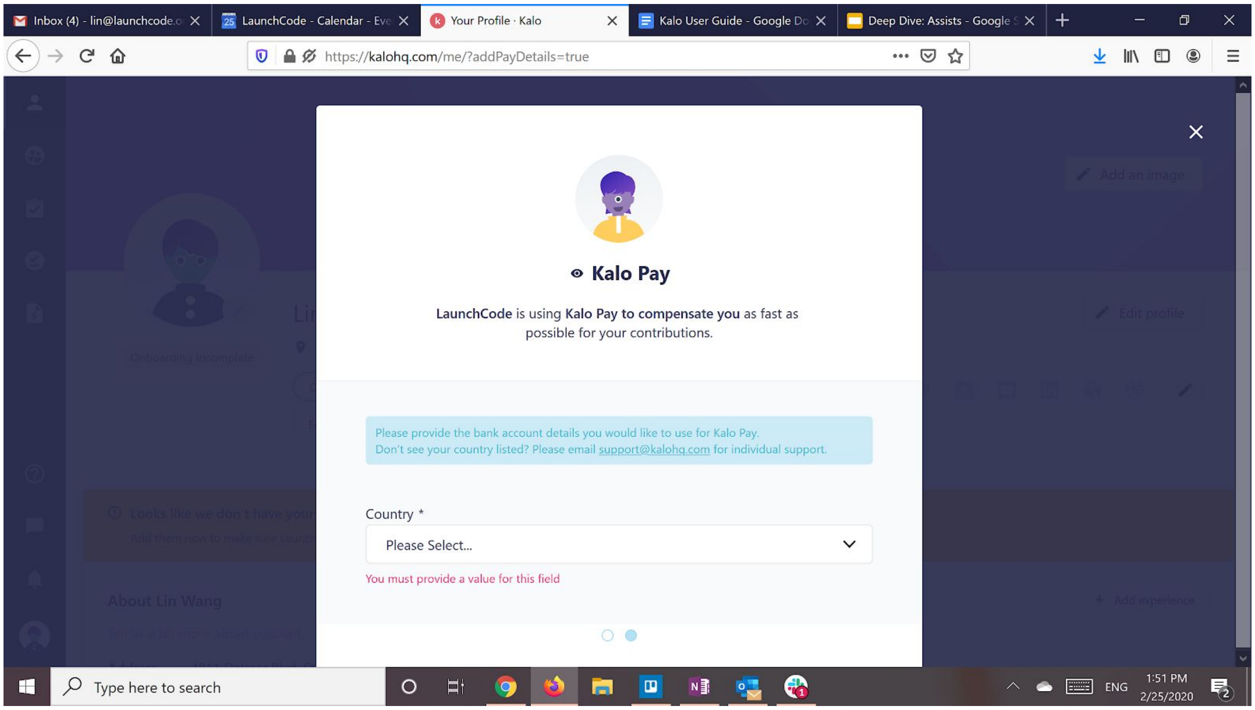
ADD YOUR BANK DETAILS PLEASE



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

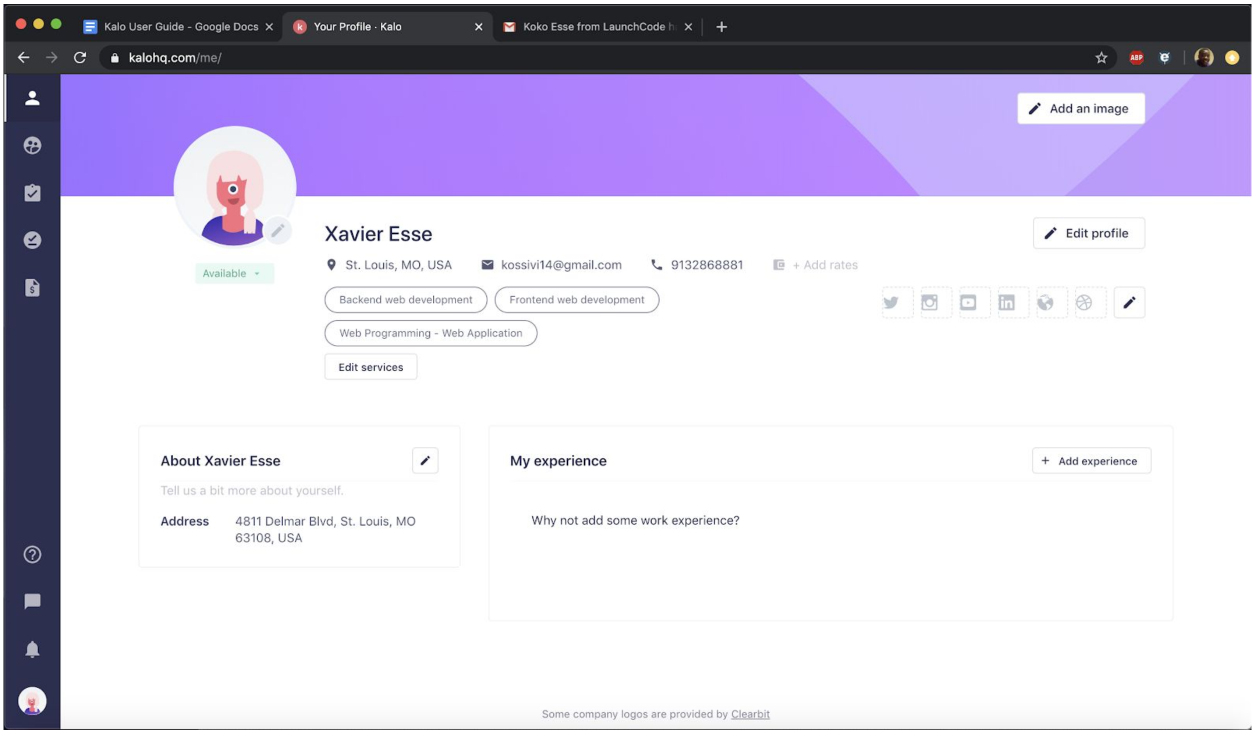


A few seconds after submitting you will see this next screen:



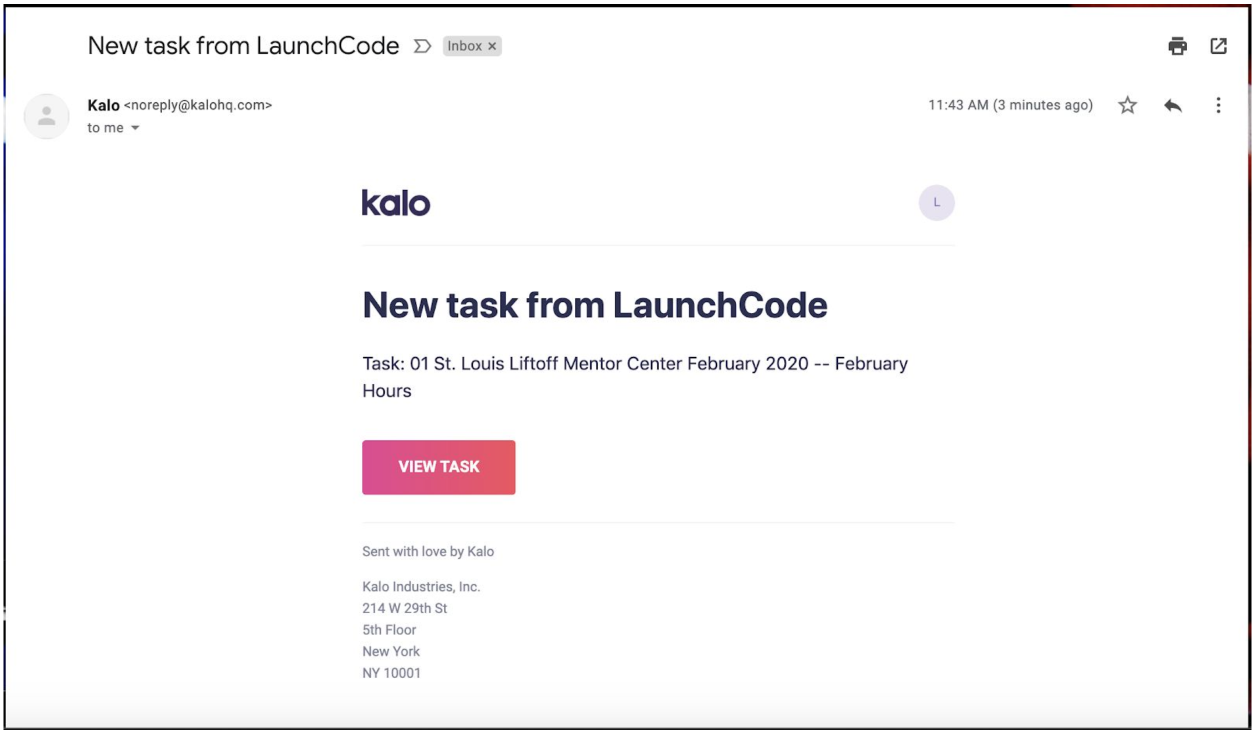
Fill in the details of your bank information and click **SUBMIT**. You will receive an automated email saying that you have updated your bank information.

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.

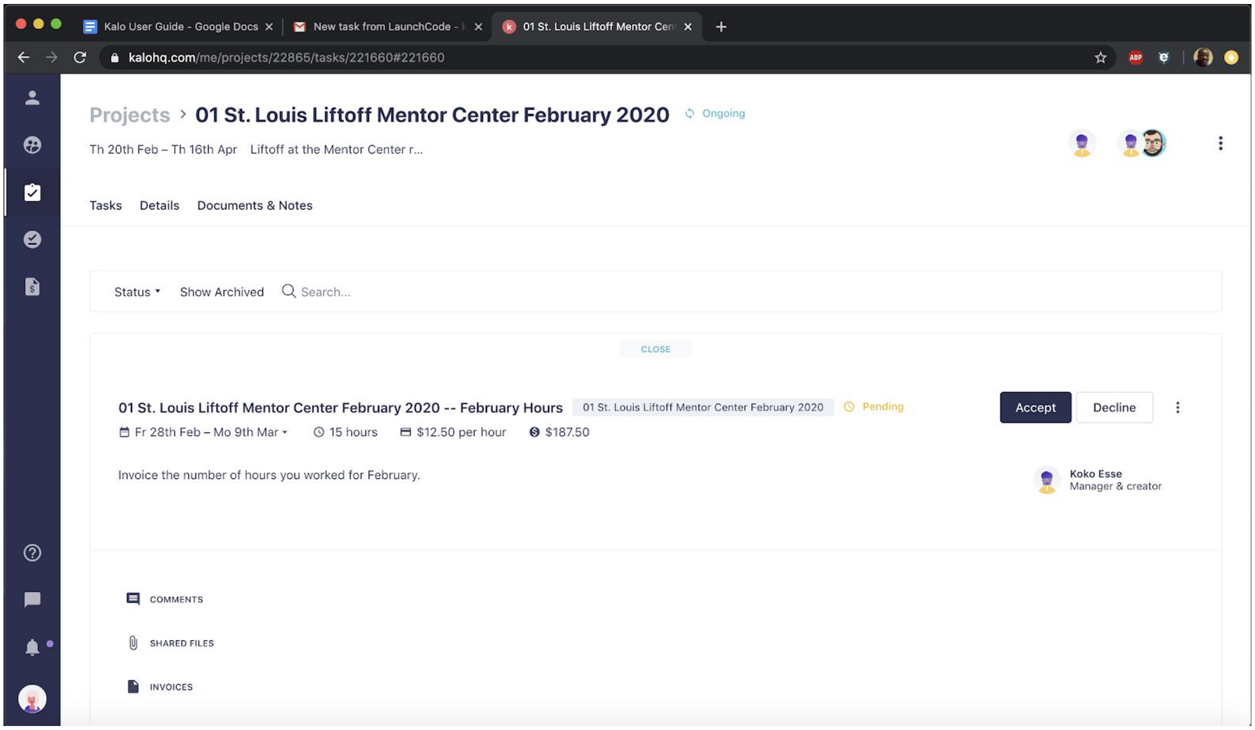


Submitting Invoices

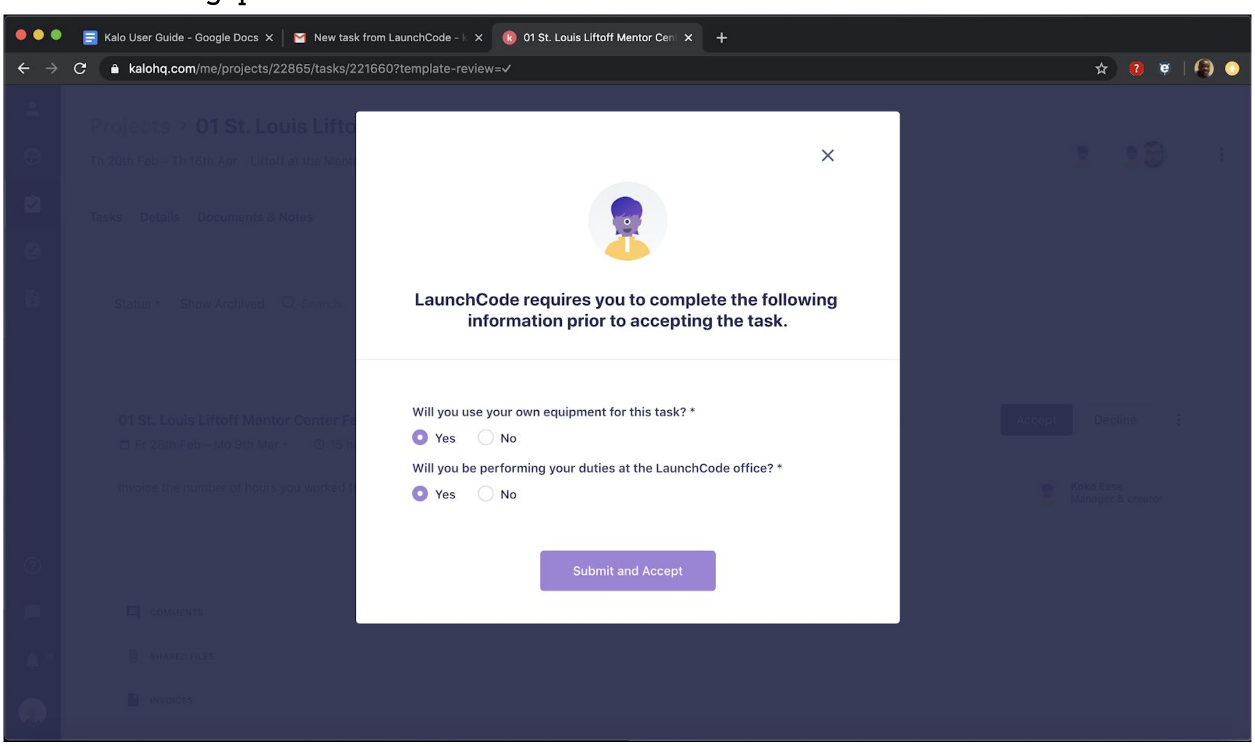
After you've reached out to your course manager, you should expect to receive this email in your inbox. Click the "View Task" button. For every payment, you will be invited to a new Task, although those tasks will all be associated with one Project (The class is the project, Tasks will be monthly invoices).



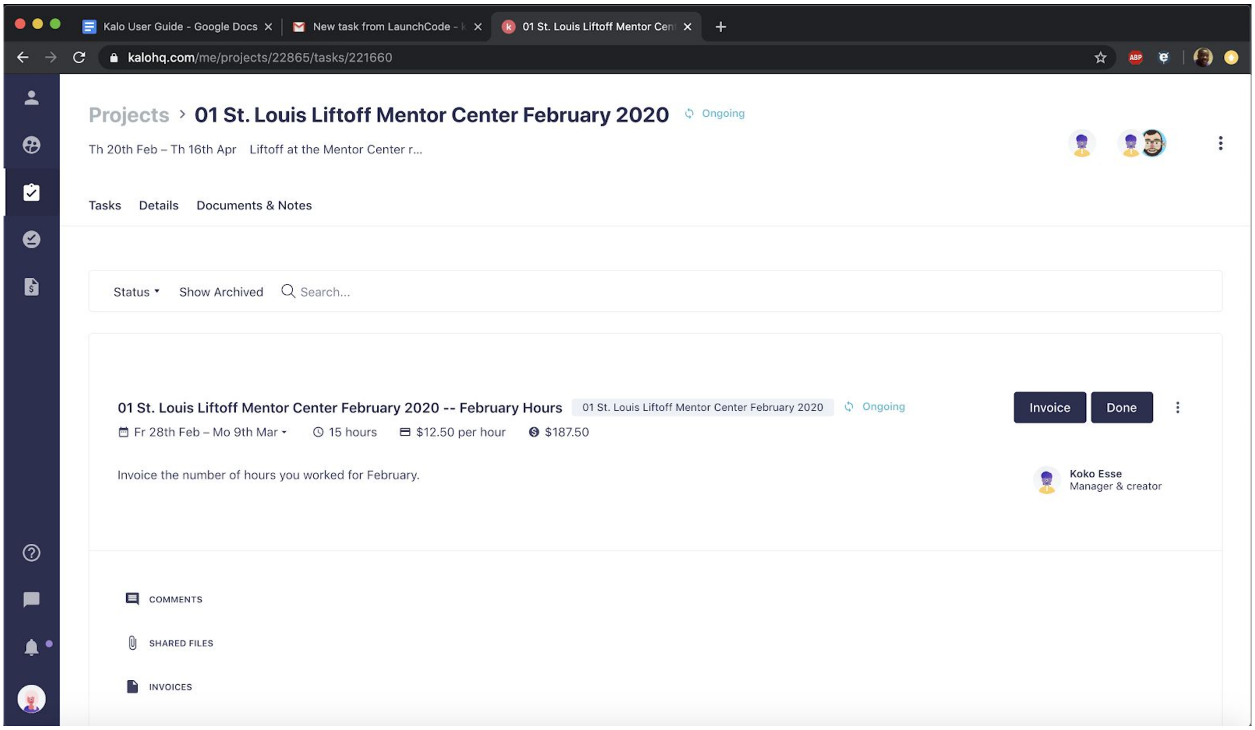
You should arrive at this page after clicking "View Task". If you're only brought to the home dashboard, you can arrive at this page by looking at the left menu bar and selecting "Tasks".



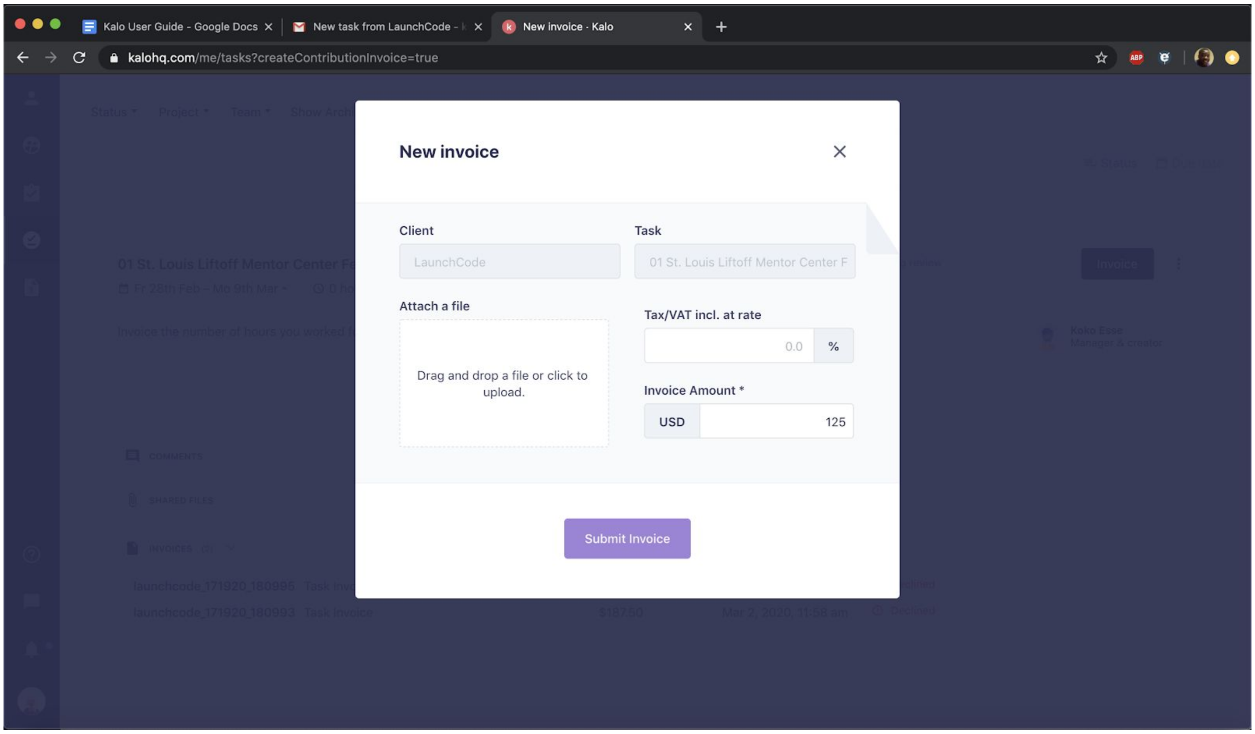
Clicking the "Accept" button will take you here where you will need to submit answers to the following questions.



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.



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 ($12.50x10).



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.