**NEW CLEANER SIGN UP**

**Section:** Let Us Get To Know You Better

Cleaner Info (Page 1)

1. **BUG**: Company Name, Unit # should NOT be required.  
   Dev: Completed
2. **BUG**: Years in Business should recognize “0” as an option.  
   Dev: Completed

**Section**: Let Us Get To Know You Better

Cleaner Info (Reference) (Page 2)

1. **BUG**: All reference information should NOT be required.  
   Dev: Completed
2. **Text Edit**: The header of the Reference section should say “References” (needs the “s” at the end)  
   Dev: Completed
3. **Text Edit**: Remove “Reference Name, Reference Contact, Reference Relation titles from subsections. Keep the info in fillable content fields.  
   Dev: Completed
4. **Text Edit**: Change “Contact” to read “Phone Number”  
   Dev: Completed
   1. **QUESTIO**N: Can addresses auto-fill like other sections on the website?  
      Dev: Pending

**Section**: Let Us Get To Know You Better

Cleaner Info (Insurance) (Page 2)

1. **Text Edi**t: “Please note, only those named” Add “d” at the end of “name”  
   Dev: Completed
2. **BUG**: “Please note, only those named and covered…” CONTENT IS CUT OFF.  
   Dev: Completed

**Section**: Let Us Get To Know You Better

Cleaner Info (W-9) (Page 2)

1. **Text Edit**: click here to download and fill out the W-9 form. Once completed, upload the document here.

Dev: Completed

**Sectio**n: Let Us Get To Know You Better

Final Submission (Page 4)

1. **Text Change**: “Congratulations! You are one step closer to becoming an independent cleaner for Clean To Close. Once you are approved, you will receive an approval email and will be able to start claiming jobs! The email will be sent 24-72 hours after submission. We look forward to your partnership!  
   \*Cleaner will be responsible for background check regardless of approval/denial. In the event you are denied, you will be refunded the subscription price.  
   Dev: Completed

**CLEANER DASHBOARD**

**Section**: Main Page of Cleaner Dashboard

1. Text Change: Remove space between last name and “!”. For example, welcome should read: “Welcome To Your Dashboard, John Smith!”  
   Dev: Completed

**Sectio**n: Address Display

1. **Text Change**: Use “,” instead of “|” to separate City and State. For example, “West Bend, WI” or “Houston, TX”

Dev: Completed

**Section**: View Details (Details seen by clicking on Address)

1. **Text Change**: Under Property Type- “Single Family” (current signgle property)  
   Dev: Completed
2. **Text Change**: Instead of Package Amount is should read “Amount Paid To Cleaner” (This is the amount paid to cleaner and that is the only dollar amount that they should see)  
   Dev: completed
3. **BUG**: Amount is not currently populating  
   Dev: please specify section where amount is not populating

**Section**: Release Job

1. **BUG**: Release button to be RIGHT justified (under search bar)

Dev: Pending!

**Section**: Available Jobs

1. **BUG**: Add “My Dashboard” clickable button RIGHT justified. For example: | Available | Declined | | My Dashboard |   
   Dev: Completed

**Section**: Property Details

1. **Text Change**: Use “,” instead of “|” to separate City and State. For example, “West Bend, WI” or “Houston, TX”  
   Dev: Completed

**Section**: Amount Paid

1. BUG: Amount is paid is not populating, or isn’t populating correctly. Should read: $250.00 NOT $250.0   
   Dev: Completed

**Section**: Accept | Decline

1. **Question**: can this be time-stamped as discussed?

Dev: It is unclear when you say time-stamped? At this point any additional features that would be time consuming cannot be done. We can consider them in phase 2. If you think it is trivial and can be explained better feel free to elaborate.  
Verbiage: “By accepting this job you agree and understand that in the event you need to cancel less than 72 hours prior to the cleaning appointment, you will be charged an emergency fee of $55. If you do not show for an accepted cleaning appointment, there will be a $125 fee charged to the card/account on file. Terms and Conditions”  
Dev: Completed

1. **BUG**: Accept | Decline Buttons should be right justified under the search box.
   1. **FUNCTION**: POP UP should appear when Cleaner clicks “Accept”
      1. POP UP SHOULD READ: “Congratulations, you have utilized your full package! Thank you for your outstanding work! You can claim additional jobs for $10 each. Click Accept to claim and pay.”  
         Dev: Completed
         1. POP UP when cleaner clicks “Accept” (should pop up in NEW browser)
            1. POP UP SHOULD READ: “Never miss out on Available Jobs again! Click here to upgrade your subscription for **next month's** Subscription Package.”

Dev: Right here^^ what you are requesting is a second type of pop-up with the same button or condition (when the jobs are finished), this cannot be done based on the site architecture at this point. If you guys can, please clarify this point as well in your next document or recording. If this is something simpler than expected, this can be executed. Will advise upon further clarity.

**Sectio**n: Cleaner has clicked on Property Address in Dashboard

1. I’ve Arrived | I’ve Left
   1. QUESTION: There is a message section, if filled out, where do those messages go in the Admin Dashboard?  
      Dev: All of the information is being sent to all respective parties also you will be able to see this in the admin panel (All jobs-🡪 details of a specific job)

**Section**: Release

1. **Text Change**: Text/Font on all buttons should be uniform
2. **Text change**: “This job is less than 10 days away, per the Terms and Conditions, CTC can not automatically release this job. Please contact [support@cleantocloseco.com](mailto:support@cleantocloseco.com) for help.”  
   Dev: Completed

**Sectio**n: Account Settings

1. **BUG**: Member Information- City and phone number are not auto-populating.

Dev: City is populating we have checked it. Phone number is not populating because it is not being asked when the cleaner is signing up.

1. **QUESTION/BUG**: Email is not able to edited. Is there a reason for this?

Dev: Yes, this is required for account verification purpose as passwords can be changed, the email address will be required to be fixed.

1. **BUG**: There is a spot to update credit card information under the subscription tab in account settings. Clicking “Update” should probably direct them to Stripe?

Dev: Yes, Stripe isn’t connected yet. Once you guys are done with the user issues only then we can start working on stripe.

1. **BUG**: When we change Subscription plan, billing cycle date is not populating correctly in multiple areas.  
   Dev: Completed
2. **QUESTION**: How is the date of Payment CTC has received, populating? Is it just random dates at this point for fillers or are those filling from somewhere- they are inaccurate currently.  
   Dev: Completed

**UPLOAD/SUBMISSION PAGE**

**Section**: Upload/Submission

1. **BUG**: After submission, cleaner should be returned to Dashboard. Currently upon submitting, it resets page.  
   Dev: Completed
2. **BUG**: Picture fields should be required (upload portion and signed completion page)  
   Dev: Completed
3. **QUESTION**: If possible, can the system recognize when the cleaner completes the mandatory fields in each section and then the system checks the main box in each field registering that the cleaner has completed the necessary steps to submit. For example, Arrived and left fields should already be checked if they’ve clicked on “I”ve Arrived” and “I’ve Left” on the previous page.   
   Dev: Completed