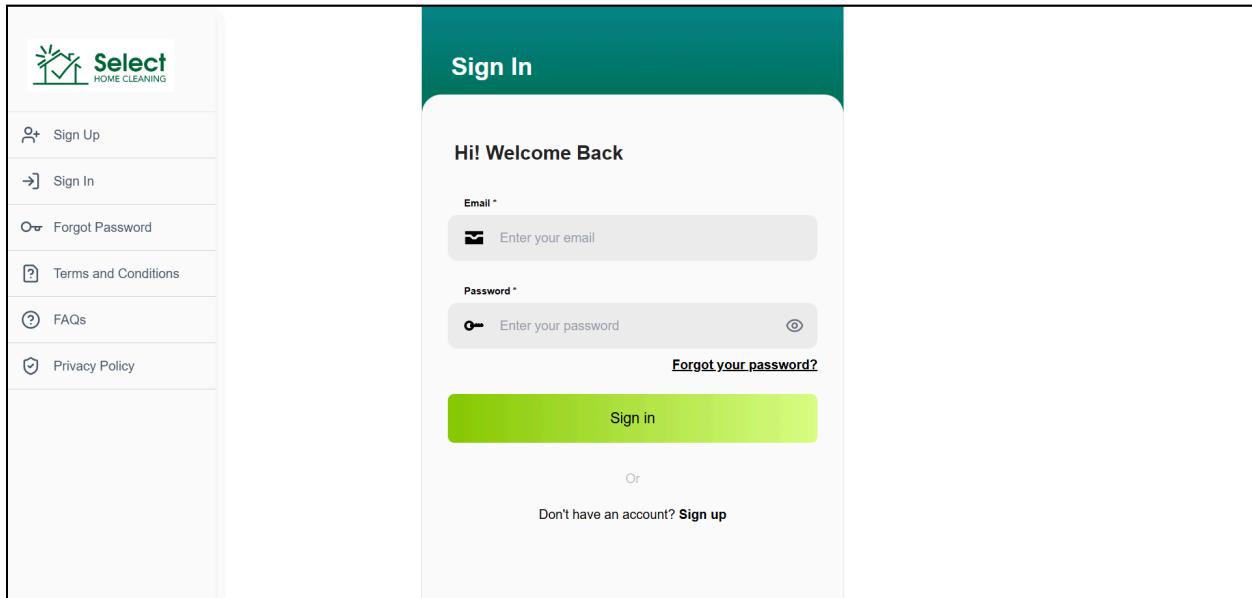


## Welcome!

This guide walks you through every part of your Select Home Cleaning customer experience. From signing in to managing your cleans, communicating with your cleaner, and handling payments.

## Login/Sign In



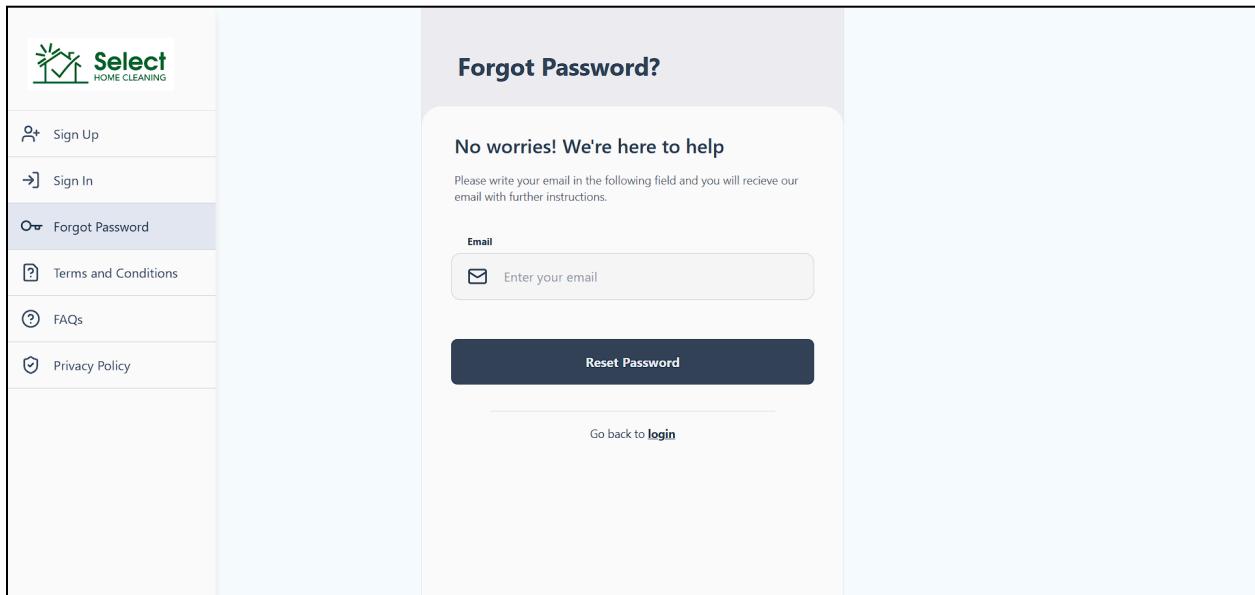
### Welcome back!

To access your account:

Enter your email + password.

1. Click *Sign In*.
2. You'll land right on your dashboard, where your upcoming cleans, messages, and recent updates are waiting.
3. Forgot your password? If you get an error, double-check that your email and password are correct, or try resetting your password below.

## Forgot Password



The screenshot shows the login interface for Select Home Cleaning. On the left, a sidebar contains links: 'Sign Up', 'Sign In', 'Forgot Password' (which is selected and highlighted in blue), 'Terms and Conditions', 'FAQs', and 'Privacy Policy'. The main content area has a heading 'Forgot Password?' and a sub-heading 'No worries! We're here to help'. It instructs users to enter their email to receive further instructions. A large input field labeled 'Email' with the placeholder 'Enter your email' is present. Below it is a dark blue button labeled 'Reset Password'. At the bottom, a link says 'Go back to [login](#)'.

### Locked out? No worries. It happens!

1. Click *Forgot Password?* on the login screen.
2. Enter the email address you registered with.
3. Check your inbox for a password-reset link (it should arrive within seconds).
4. Click the link, create a new password, and log back in.

If you don't see the email right away, check your spam or promotions folder. Sometimes they like to hide in there.

## Register

The screenshot shows the 'Create An Account' form on the Select Home Cleaning website. On the left, there's a sidebar with links: 'Sign Up' (highlighted in light blue), 'Sign In', 'Forgot Password', 'Terms and Conditions', 'FAQs', and 'Privacy Policy'. The main form area has a title 'Create An Account' and a large 'User +' icon. It contains fields for 'Email \*' (placeholder 'Enter your email'), 'First Name \*' (placeholder 'Enter your first name'), 'Last Name \*' (placeholder 'Enter your last name'), 'City \*' (dropdown menu 'Select'), 'Province \*' (dropdown menu 'British Columbia' with a note 'Currently offer in this province'), and 'Address \*' (placeholder 'Enter your address').

**New here? Welcome!**

**Here's how to get started:**

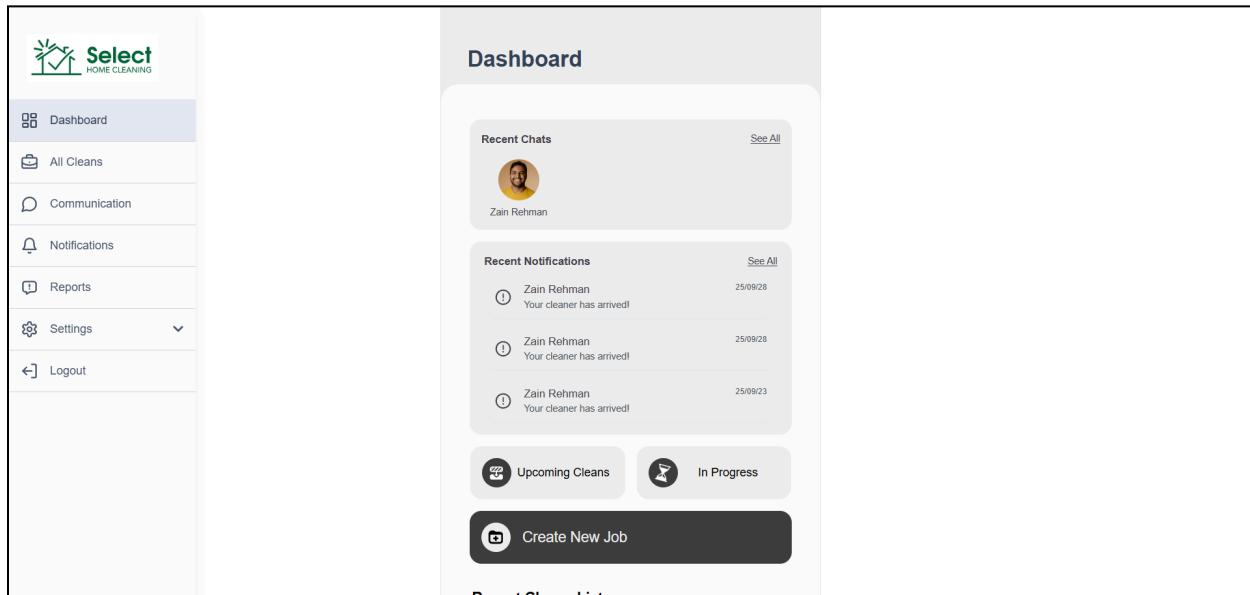
1. On the login page, click *Sign Up*.
2. Fill out your details:
  - First/Last Name, Email, Age, Home Address, Province (*currently available in British Columbia only*), and Phone Number.
  - You can add a Profile Picture (*optional, but it helps your cleaner know who to expect*).
3. Create a secure password, confirm it, and hit *Sign Up*.

**Verify Your Email**

1. Check your inbox for a verification code (*OTP = one time password*)
2. Enter that code on the next screen.
3. Didn't get it? All good. Click *Resend OTP* to get a new one.
4. Once confirmed, your account will be activated and ready to use.

**You're in! Log in with your new credentials and you're officially ready to go!**

## Dashboard



Your **Dashboard** is your personal home base. The place where you can see what's coming up, what's in progress, and what's been recently completed.

## Recent Notifications

Stay in the loop with real-time updates. You'll see pings from us such as:

*"Your cleaner has arrived!" or "Your invoice is ready to download"*

You can always click **See All** to view your full notification history.

## Quick Actions

Below **Notifications**, you'll find three shortcuts:

1. **Upcoming Cleans:** See everything you have scheduled
2. **In Progress:** View cleans currently underway
3. **Create New Job:** Book your next cleaning in minutes

## Recent Jobs

At the bottom of your dashboard, you'll see your five most recent bookings complete with:

- The date booked
- The status (*Pending, In Progress, or Completed*)
- The amount paid for the service

This gives you a quick snapshot of your cleaning history at a glance.

## Job Creation

Booking a clean should feel as easy as a few taps. Here's how to set up your next service in minutes and make sure it's just the way you want it.

The screenshot shows the 'New Job' creation screen within the Select Home Cleaning software. On the left is a vertical sidebar with a logo and navigation links: Dashboard, All Cleans, Communication, Notifications, Reports, Settings, and Logout. The main area is titled 'New Job' and contains fields for 'Service Duration \*' (Hours) and 'Date \*' (Cleaning date). Below these are dropdown menus for 'Day Period \*' and 'Select'. The 'Cleaning Tasks \*' section includes a list of 'High Priority Tasks' with 'Attend to floors' listed, and a button to '+ Add More'. Another list for 'In remaining time' shows 'Dust throughout' with a similar '+ Add More' button. At the bottom right is a large blue 'Next Step' button.

## New Job

Start by adding the basics:

- **Hours:** Choose how many hours you'd like (*with a minimum of 2 hours*). Keep in mind that our services are hourly, so book enough time for everything you'd like done.
- **Date:** Pick your preferred cleaning date (*starting from tomorrow onward*).
- **Time of Day:**

Choose what time works best for you:

**Morning** (12:00 AM - 12:00 PM)

**Afternoon** (12:00 PM - 5:00 PM)

**Evening** (5:00 PM - 12:00 AM)

## Cleaning Tasks

### High-Priority Tasks

Add the areas or tasks that matter most

- Tap **Add More** to include additional items.
- You can list up to \*\*20 \*\*\*\*unique tasks \*\*\*\*\*in total.
- Each task has a ✖ button if you need to remove it.

### Remaining Time (Lower - Priority Tasks)

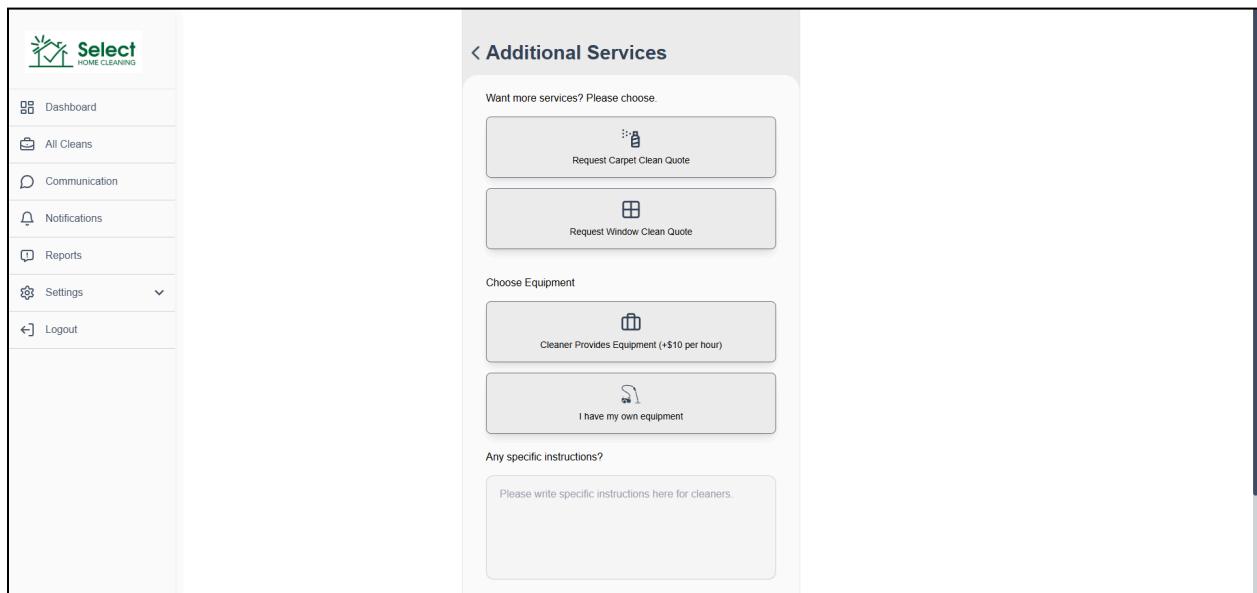
These are your “if there’s extra time” items. We’ll always focus on your high-priority list first, then move to the rest.

### Save + Next

When finished, click **Save & Next**.

## Additional Services

Customize your booking with extras or special requests.



### Service Options

- Request Carpet Cleaning Quote
- Request Window Cleaning Quote

### Equipment Requirement (Required)

Please choose one:

- **Cleaner Provides Equipment:** We'll bring everything (+\$10/hour).

- **I Have My Own Equipment** : You supply it; no extra charge.

## Special Instructions

Use this space to tell us what matters most to you. Perhaps something like...

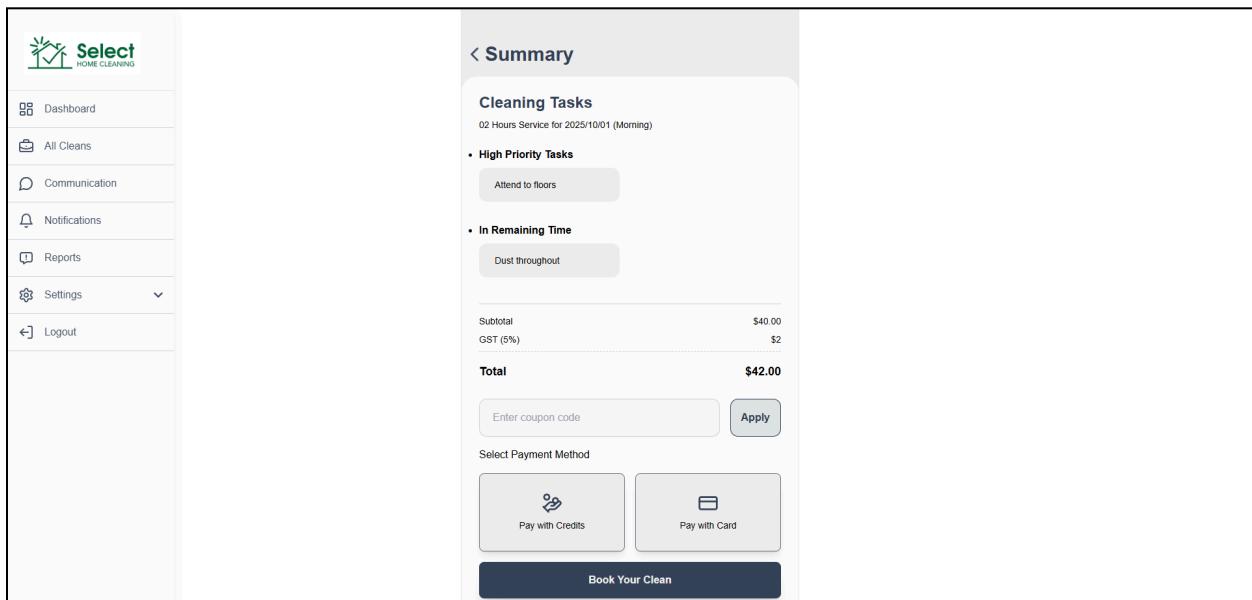
*"Please focus on the baseboards and kitchen backsplash." or "Avoid citrus-scented cleaners."*

## Navigation

- Tap **Save & Next** to move on to **Summary**.
- Tap **Go Back** if you'd like to edit your previous selections.

## Summary

This screen is your quick double-check before confirming your booking.



## What You'll See:

- Selected Hours
- Service Date & Time
- Cleaning Tasks (*High + Low Priority*)
- Additional Services
- Total Cost (*with 5% GST automatically calculated*)

**Coupon Codes:** Got a discount code? Enter it on this page and your total will update instantly. Want to remove it? Just tap the **X** next to the code.

## Payment Method

- **Credit/Debit Card:** Use a saved card or add a new one.
- *Credits:*\* If you've received Select Home Cleaning Credits (example: from a previous service), you can use them here too.

If there is no payment method saved, you'll get a quick pop-up asking you to add one. It only takes a moment.

- Your available credit balance is visible in both the payment method section, as well as the billing tab.

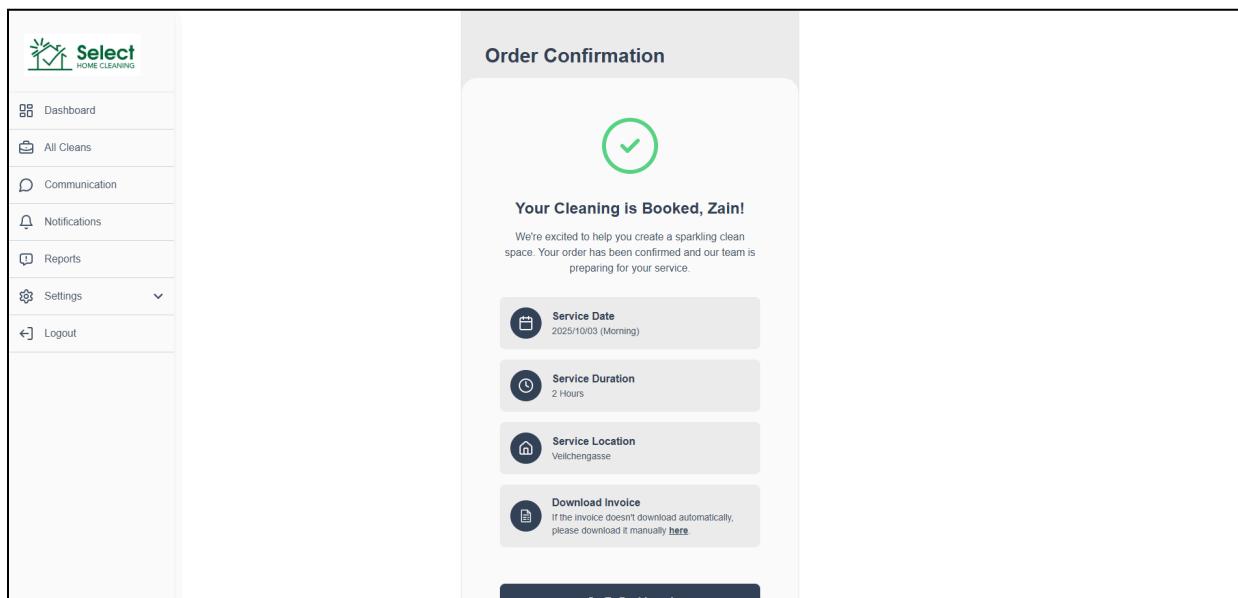
## Book Your Clean

When everything looks perfect, click **Book Your Clean** to confirm.

### Last Looks!

Prefer one last look? Tap **Review Order Information** before finalizing.

## Order Confirmation



You did it! 🎉

Once your booking is complete, you'll see a confirmation screen with the following details:

- "Your Cleaning is Booked, [Your Name]!"
- Service Date & Time
- Duration of Cleaning

- Service Address
- Downloadable Invoice (*automatically generated*)

Your invoice will also save as a **PDF** for your records or receipts.

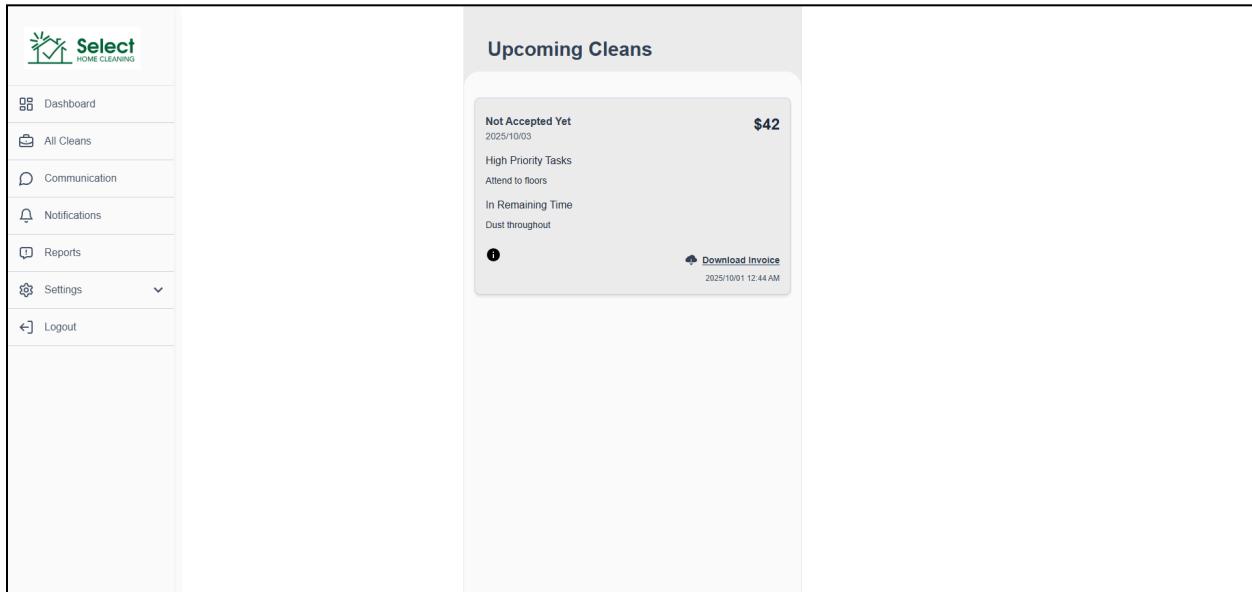
## Managing Your Cleans

Everything about your bookings: past, present, and upcoming, lives right here.

You can review your next clean, track progress, or revisit completed jobs with just a few taps.

### Upcoming Cleans

Shows all cleans that are booked or accepted by a cleaner but haven't started.



The screenshot shows the mobile application interface for 'Select HOME CLEANING'. On the left is a vertical sidebar with navigation options: Dashboard, All Cleans, Communication, Notifications, Reports, Settings, and Logout. The main area is titled 'Upcoming Cleans' and displays a card for a scheduled service. The card includes the following details:

- Not Accepted Yet**
- 2025/10/03**
- \$42**
- High Priority Tasks**
- Attend to floors
- In Remaining Time
- Dust throughout
- Download Invoice**
- 2025/10/01 12:44 AM

Each card displays:

- Cleaner's Name (*once confirmed*)
- Scheduled Date + Time
- High-Priority Tasks (*the must-do's*)
- Low-Priority Tasks (*if time allows*)
- Base Price

### Quick Actions

1. **Details:** View everything about your clean: address, instructions, and hours.
2. **Message:** Chat directly with your cleaner (*available once they accept*).
3. **Download Invoice:** Opens your official Stripe invoice page.

**Review this section the day before your clean to make sure your instructions and access details are still up to date.**

## Cleans in Progress

Once your cleaner starts, your job moves here. You can check on what's happening in real time. No need to message or refresh.

The screenshot shows the mobile application interface for Select Home Cleaning. On the left is a vertical navigation bar with the following items: Dashboard, All Cleans (which is selected and highlighted in grey), Communication, Notifications, Reports, Settings, and Logout. The main content area is titled 'Cleans In Progress'. It displays a card for a cleaner named 'Zain Rehman' starting on '2025/10/01'. The card includes a photo of Zain, the price '\$42', Order ID '20250930002', Total Time '2h', and High Priority Tasks 'Attend to floors'. There are buttons for 'View More Details' and 'Download Invoice'.

### Each in-progress card includes:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Cleaner Name + Photo (<i>tap to see more info</i>)</li><li>• Scheduled Date + Time</li><li>• Base Price</li></ul> | <ul style="list-style-type: none"><li>• Order ID</li><li>• Total Hours Booked</li><li>• High-Priority Tasks</li></ul> |
|---|---|

The screenshot shows the 'All Cleans' screen of the Select Home Cleaning app. The left sidebar is identical to the previous screenshot, with 'All Cleans' selected. The main area is titled 'All Cleans' and shows a 'Cleaner Details' card for 'Zain Cleaner'. The card features a circular profile picture of Zain, a 5-star rating, and the text 'Zain Cleaner'. Below this are sections for 'City' (Victoria), 'State' (British Columbia), 'Age' (19), and a 'Tier3' badge with a checkmark icon.

You'll also receive a notification when your cleaner has arrived.

## All Cleans

All your cleaning history in one place: **Open, In-Progress, Completed, or Refunded.**

You can use filters to quickly find what you need.

The screenshot shows the 'All Cleans' section of the Select Home Cleaning mobile application. On the left is a vertical navigation bar with icons for Dashboard, All Cleans (selected), Communication, Notifications, Reports, Settings, and Logout. The main area is titled 'All Cleans' and has a dropdown menu set to 'Completed'. Below this, two completed cleaning job cards are displayed for 'Zain Rehman'.

Order ID	High Priority Task	Rating
202509300002	Attend to floors	-
202509280003	Attend to floors	-

Each card includes a profile picture of Zain Rehman, the date (2025/10/01 or 2025/09/29), the total time (4m), and a green 'COMPLETED' button. Below each card is a 'Reviews' section with placeholder text 'No Review Provided.' and a 'Cleaner's Review' section with the same placeholder text. At the bottom of the screen are buttons for 'View More Details', 'Add a Review', and sharing options.

### Filter by Status

- Open
- Accepted
- In Progress
- Completed
- Refunded

### Completed Jobs

Your finished cleans. All wrapped up and ready for feedback!

Each completed job includes:

- Total Hours Worked (*actual time on site*)
- Your Star Rating (1-5)
- Your Review + Cleaner's comments
- Before & After Photos (*where available*)

## Actions

- Add A Review
- Report An Issue
- Download PDF Summary
- Download Invoice

**You'll always have full visibility into who cleaned your space, what was completed, and how it went.**

## Clean Detail

Your one-stop view for everything about a single cleaning job: before, during, and after.

The screenshot shows the software interface for 'Select HOME CLEANING'. On the left is a sidebar with navigation options: Dashboard, All Cleans (which is selected and highlighted in grey), Communication, Notifications, Reports, Settings, and Logout. The main area is titled '< Job Detail' and shows a job for 'Zain Rehman' dated '2025/10/01'. The job status is 'COMPLETED' with a total cost of '\$42'. Key details include: Order ID '202509300002', Address 'Veilchengasse', Day Period 'Morning', Total Time '4m', Equipment 'Provided by you', Start Time '01:02 AM', End Time '01:06 AM', and Rating '-'. Below this, under 'Tasks', there are sections for 'High Priority' (Attend to floors) and 'Low Priority' (Dust throughout). Each task has 'Before Images' and 'After Images' thumbnail preview boxes. At the bottom of the detail view is a 'Reviews' section.

## Job Overview

- **Order ID**
- **Status** (*Open, Accepted, In-Progress, Completed, Refunded*)
- **Time of Day** (*Morning, Afternoon, Evening*)
- **Address** (*cleaning location*)
- **Equipment** (*who provided supplies*)
- **Total Time Booked**
- **Start + End Times**

## Cleaner Information

Tap your cleaner's name or photo to view:

- **Name, City, Province**
- **Average Rating**
- **Tier Level**

## Feedback & Support

### Rate the Service

Tell us how it went!

- **Select 1-5 stars**
- Add a short note about your experience

Your feedback helps us maintain quality and recognize great cleaners.

The screenshot shows the mobile application interface for Select Home Cleaning. On the left, there is a vertical sidebar with the 'Select HOME CLEANING' logo at the top. Below the logo is a list of navigation items: Dashboard, Work Order, Billing, General Instructions, My Pets, Access Instructions, Communication, Notifications, Settings, and Logout. The main content area is titled 'Rate The Services'. It contains a question 'How would you rate our services?' followed by a row of five stars, all of which are filled. Below this is a section labeled 'Share experience' with a placeholder text 'Please share your experience with us.' At the bottom of the main content area is a dark blue button labeled 'Rate'. Below the 'Rate' button is a link underlined in blue: 'I don't want to rate the services.'

## Report An Issue

The screenshot shows the 'Report An Issue' section of the Select Home Cleaning customer portal. On the left, there's a sidebar with a logo for 'Select HOME CLEANING' and a navigation menu including 'Dashboard', 'All Cleans', 'Communication', 'Notifications', 'Reports', 'Settings', and 'Logout'. The main area has a header 'Have A Concern?' with a back arrow. Below it is a section titled 'Let us know what went wrong' with fields for 'Where was the problem?' (set to 'Kitchen') and 'What was the issue?' (set to 'Deficiencies'). There's also a 'Notes' text area and a large 'Add Report' button. Below this is a 'Added Reports' section showing a single entry: 'Area: Bedroom' and 'Issue: Deficiencies' with a delete icon. At the bottom is a 'Submit Report' button.

### If something wasn't up to standard:

- Select the Area (e.g., Kitchen, Living Area)
- Choose the Issue Type (Deficiency or Damage)
- Upload photos (optional, but helpful)
- Add any details and tap **Submit Reports**

**You can submit more than one report at a time. We'll review each one promptly.**

### Download PDF

After every completed clean, download a detailed PDF summary including:

- Tasks Completed
- Photos
- Comments
- Time Logs
- Ratings

### Reports, Messages & Account Tools

Your customer portal keeps everything organized: Reports, messages, notifications, and payment details all live here.

## Reports

If something didn't go quite right, file a report directly in your portal.

The screenshot shows the user interface of the Select Home Cleaning portal. On the left, there is a sidebar with the following menu items:

- Dashboard
- All Cleans
- Communication
- Notifications
- Reports (selected)
- Settings
- Logout

The main content area is titled "Reports" and displays two cards:

- Damage** (bathroom) - Date: 2025/10/01
- Deficiencies** (kitchen) - Date: 2025/10/01

### Where to Find Reports

- Go to the **Reports** tab in your sidebar.
- Each report you've submitted will appear as a card with the following:
  - Date** (*when you reported it*)
  - Type** (*Deficiency or Damage*)
  - Area** (*e.g., Kitchen, Living Area*)
  - Status** (*Under Review, Resolved*)

### Click into a Report to View:

- Cleaner Information** (*first/last name + email*)
- Admin Comments** (*our response and resolution steps*)
  - You can create multiple reports at once; one per area or concern.*
  - Once a report is resolved, it'll be marked as "*Closed*" in your dashboard.
- Uploaded Images** (*for visual reference*)
  - Uploading clear photos helps us resolve your issue faster.*

## House Instructions

### General Instructions

Share your cleaning preferences or sensitivities here. Include any details that make your home feel just right.

The screenshot shows the mobile application interface for Select Home Cleaning. On the left is a vertical navigation menu with the following items:

- Dashboard
- Work Order
- Billing
- General Instructions** (highlighted)
- My Pets
- Access Instructions
- Communication
- Notifications
- Settings
- Logout

The main content area is titled "General Instructions". It contains a text box with the following instructions:

Please make sure to clean the kitchen thoroughly, especially the countertops and the stove. Vacuuming is essential, but avoid moving heavy furniture. Do not use any strong-smelling cleaning products as I'm sensitive to them. Please remember to water the plants in the living room and dust the bookshelves.

At the bottom of the text box is a blue "Save" button.

### Why it matters:

The more details you provide, the better we can tailor each visit to your needs.

### You can include things like:

- Products or scents to avoid (*Please don't use bleach*)
- Focus areas (*The baseboards could use a little extra attention today*)
- Little touches that make your home sparkle the way you like it.

### How to add your notes:

- Type your instructions in the text box provided.
- Tap **Save** to make sure your cleaner can see them before your next visit.

**Update these anytime. Your preferences will apply to all future bookings automatically.**

## Access Instructions

Make sure your cleaner can get in easily and start on time. This is where you tell us how to enter your home safely and smoothly.

The screenshot shows the mobile application interface for 'Select HOME CLEANING'. On the left is a vertical navigation menu with the following items: Dashboard, Work Order, Billing, General Instructions (which is highlighted), My Pets, Access Instructions (which is also highlighted), Communication, Notifications, Settings, and Logout. The main content area is titled 'Access Instructions' and contains a text input field with the placeholder text: 'The key is with the neighbor in Apartment 4A. Please knock and let them know you are the cleaner.' Below the text input is a large blue 'Save' button.

## Examples

- “*The door code is 1234. Press the lock icon after entering.*”
- “*The key is under the doormat; please lock up when you leave.*”

## Why it's helpful:

Clear instructions mean no delays, no confusion, and no missed cleans.

## How to update:

- Enter your access instructions in the text area.
- Hit **Save** when you're done.

**You only have to do this once, but you can make updates at any time if things change.**

## My Pets

We love your furry (or feathery!) family members, and we want to make sure everyone stays safe and happy during your clean.

Use this section to tell us about your pets and any special notes for our cleaners.

## Examples:

- “Bella is our golden retriever. She is friendly, but barks when the vacuum starts.”
- “Please make sure the cat doesn’t go outside.”
- “The bird cage is in the kitchen. No cleaning needed there.”

## Pet Details

The screenshot shows the 'My Pets' section of the Select Home Cleaning mobile application. On the left is a vertical navigation menu with options: Dashboard, Work Order, Billing, General Instructions, My Pets (which is selected and highlighted in grey), Access Instructions, Communication, Notifications, Settings, and Logout. The main content area is titled 'My Pets' and displays a card for a dog named 'Buddy'. The card includes a small photo of Buddy, his name, and a note: 'Keep doors closed to prevent Buddy from running out.' There is also a 'Edit' icon next to the note. Below this card is a button labeled '+ Add Pet'.

Your cleaners will see this before each visit so they can arrive prepared and respectful of your pets' routines.

## Add Pet Screen

The screenshot shows the 'Add New Pet' screen of the Select Home Cleaning mobile application. It features a similar vertical navigation menu on the left as the previous screen. The main form is titled '< Add New Pet' and contains fields for adding a new pet. At the top is a placeholder image of a puppy with an edit icon. Below it is a 'Pet Type' dropdown labeled 'Select Pet Type'. Next are fields for 'Pet Name' (labeled 'Enter Pet Name') and 'Temperament' (labeled 'Enter Temperament'). At the bottom are fields for 'Special Instructions' (labeled 'Enter Special Instructions') and a large blue 'Add Pet' button.

## Include:

- Pet Name + Photo
- Temperament
- Special Instructions
- Tap **Save** to store and update as needed

## Notifications

The screenshot shows the mobile application interface for 'Select HOME CLEANING'. On the left is a vertical navigation bar with the following items: Dashboard, Work Order, Billing, General Instructions, My Pets, Access Instructions, Communication, Notifications (which is highlighted), and Settings. On the right is the 'Notifications' screen, which lists several recent notifications from 'Muhammad Zain Ul Rehman'. Each notification includes a small profile picture, the cleaner's name, a brief description, and the date. The notifications are as follows:

Notification Details	Date
ZAIN REHMAN Cleaner Reached at the location	25/01/17
Muhammad Zain Ul Rehman Cleaner requested for job extension	25/01/08
Muhammad Zain Ul Rehman Cleaner requested for job extension	25/01/08
Muhammad Zain Ul Rehman Cleaner Reached at the location	25/01/08
Muhammad Zain Ul Rehman Cleaner requested for job extension	25/01/08
Muhammad Zain Ul Rehman Cleaner Reached at the location	25/01/08
Muhammad Zain Ul Rehman Cleaner requested for job extension	25/01/08

We'll keep you in the loop every step of the way. No need to check in or guess what's happening.

### You'll see in-app notifications for:

- Cleaner Arrived
- Booking Reminders
- New Messages
- Review Requests
- Payment Confirmations or Refunds

You'll also get email updates, but your in-app notifications are always the most current.

Click **See All** to view your full notification history.

## Messages

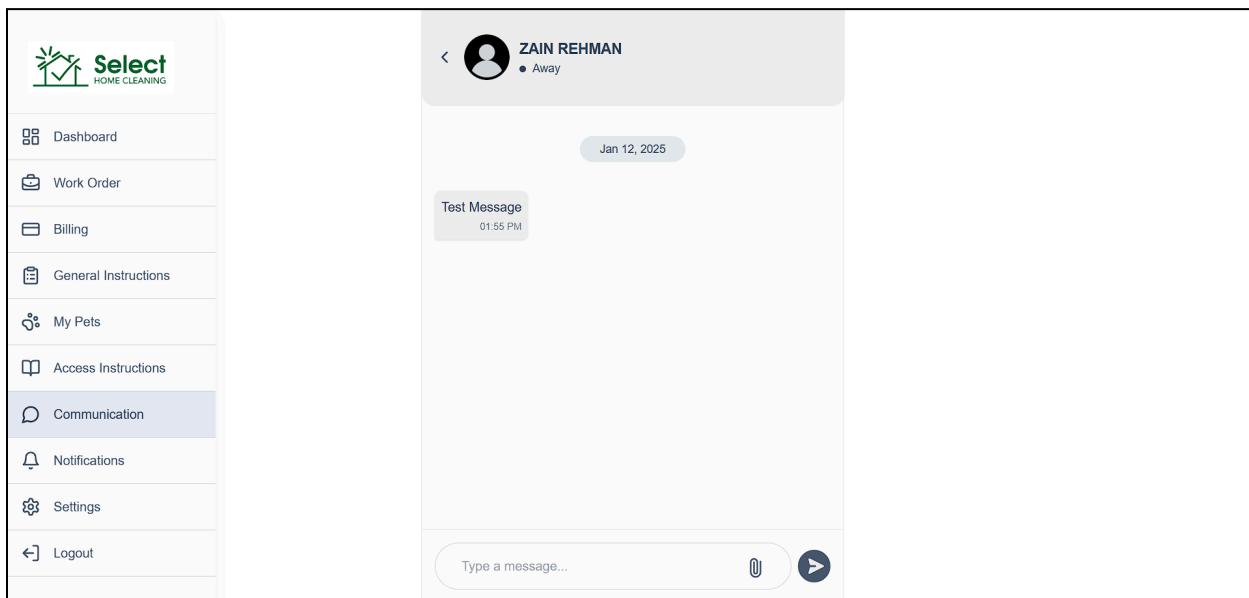
All your communication stays right here.

## How it works:

1. Head to the **Messages** tab to see your **Chat List**. All active and past conversations are in one place.
2. Each chat shows:
  1. Cleaner's photo + name
  2. The last message
  3. Time sent

**Tap any conversation to open the Chat Room to message your cleaner directly.**

## Chat Room



## Inside your chat:

- Real-time updates (*no refresh needed*).
- Green dot = Cleaner is online.
- Share photos or PDFs easily : Just tap the attachment icon.

## Recent Chats

Pick up any ongoing conversations.

- Tap on a chat to jump right into the **chat room**.
- Conversations stay neatly organized, so you never lose track of who said what.

Keep chats focused on your clean. ~~If something's urgent or off track, just type "support," and our team will step in.~~

## Account Settings

Your profile is your control center. Make sure your details are always up-to-date.

### Update Profile

The screenshot shows the 'Account Settings' screen of the Select Home Cleaning app. On the left is a vertical navigation menu with icons and labels: Dashboard, All Cleans, Communication, Notifications, Reports, Settings (selected), General Instructions, Access Instructions, My Pets, Billing, My Profile (selected), Change Password, and Logout. The main area is titled 'Update Profile' and contains fields for: Email (zain\_customer1@yopmail.com), First Name (Zain UI), Last Name (REHMAN), Address (Veilchengasse), Phone Number (+12230334434), City (Victoria), and Province (British Columbia). A placeholder profile picture of a man with glasses is shown above the email field.

Edit your:

- First/last name
- Age
- Address
- Phone number
- City

(Email and province are verified and cannot be changed at this time.)

Tap **Save Changes** when you're done.

## Change Password

The screenshot shows the 'Change Password' screen within the Select Home Cleaning mobile application. On the left is a vertical navigation menu with icons and text for Dashboard, All Cleans, Communication, Notifications, Reports, Settings (with a dropdown for General Instructions and Access Instructions), My Pets, Billing, My Profile, Change Password (which is highlighted with a grey background), and Logout.

The main content area is titled 'Change Password'. It contains three input fields with placeholder text: 'Old Password \*' (Enter your old password), 'New Password \*' (Enter your new password), and 'Confirm Password \*' (Enter your confirm password). Below these fields is a large blue button labeled 'Update Password'.

For extra peace of mind:

- Enter your current password
- Type your new one (*twice*)
- Tap **Update Password**

*Security Tip:* Choose something unique . No repeats or easy guesses.

## Billing

Everything you need for payments, credits, and invoices.

The screenshot shows the 'Billing' screen within the Select Home Cleaning mobile application. The left sidebar is identical to the 'Change Password' screen, showing the 'Billing' option as selected.

The main content area is titled 'Billing'. It features two main sections: 'Available Credits' (displaying the number 62) and 'Payment History'. Below each section is a brief description and a button to manage or view details.

## Payment History

The screenshot shows the 'Payment History' section of the application. On the left is a sidebar with the 'Select HOME CLEANING' logo and links to various sections: Dashboard, All Cleans, Communication, Notifications, Reports, Settings (with General Instructions and Access Instructions), My Pets, Billing (which is selected and highlighted in grey), My Profile, Change Password, and Logout.

The main content area is titled '< Payment History'. It displays a list of transactions:

- \$42.00 debited for a Job (202509300002) - Initial payment for creating new job. Date: 2025/10/01 01:02 AM
- \$42.00 debited for a Job (202509300001) - Initial payment for creating new job. Date: 2025/10/01 12:44 AM
- \$0.00 debited for a Job (202509290001) - Initial payment for creating new job with 100% coupon applied. Date: 2025/09/29 06:21 PM
- \$10.00 refunded for a Job (202509280004) - Amount refunded by the admin. Date: 2025/09/29 02:08 AM
- \$10.00 refunded for a Job (202509280005) - Amount refunded by the admin. Date: 2025/09/29 02:00 AM
- \$42.00 debited for a Job (202509280005) - Initial payment for creating new job. Date: 2025/09/28 11:09 PM
- \$42.00 debited for a Job (202509280004) - Initial payment for creating new job. Date: 2025/09/28 11:09 PM

See a clear breakdown of:

- Date paid
- Amount
- Job ID
- Any discounts applied

## Credit Card Management

The screenshot shows the 'Credit Card' management page. The left sidebar is identical to the one in the previous screenshot, with 'Billing' selected.

The main content area is titled '< Credit Card'. It has two main sections:

- Credit or Debit Card**: A form for adding a new card. It includes fields for 'Card Number' (1234 1234 1234 1234), 'Expiry Date' (MM / YY), 'CVC' (CVC), and a checkbox for 'Set as default payment method'. A large blue 'Add Card' button is at the bottom.
- Saved Cards**: A list of existing cards. One card is shown in detail:
  - Default** Visa card.
  - Card number: 4242 (last four digits).
  - Card Holder: ZAIN UL REHMAN.
  - Expires: 04/27.

- Add or manage cards
- Delete old ones
- Set a default card

**When adding a new card, enter:**

- Name, Expiration Date (MM/YY), and CVC
- Click **Add Card**. We'll confirm once saved securely.

**All payments are processed safely, and we never store sensitive card details.**

### **Available Credits**

If you've received account credits (*from a refund or adjustment*), you'll see your balance here. Your credits will automatically apply to your next booking.