WORK FOR A CLIENT AND GET PAID

A client asked you to help.

BEFORE YOU START

HAVE THESE READY (ABOUT 10 MINUTES)

- Your approved consultant account.

STEP BY STEP

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8 STEPS

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1 Step 1 of 8 Screen: Notices

How to get there: Sign in. You land on your home screen ("Dumela" and your name). The bell.

What you see: "<client> asked you to help".

Tap: the notice

What happens next: The request.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

2 Step 2 of 8 Screen: Your clients

How to get there: From the notice.

What you see: What they need.

Tap: Yes, I will work with <client>

Type: Your fee for the work.

What happens next: The client is asked to pay half to start.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

3 Step 3 of 8 Screen: The money on this work

How to get there: My clients, then the work.

What you see: "First half paid".

Tap: I have started the work

What happens next: The client is asked to confirm the start.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

4 Step 4 of 8 Screen: the client's project

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How to get there: From the work.

What you see: The project for the tool.

Tap: Save

Type: Each activity as you finish it.

What happens next: The status strip moves.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

5 Step 5 of 8 **Screen: the status report**

How to get there: From the project.

What you see: Where the work is.

Tap: Send the PDF

What happens next: The client gets the status report.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

6 Step 6 of 8 **Screen: the final report**

How to get there: When done.

What you see: The final report.

Tap: Send for sign-off

Type: Your name.

What happens next: The client accepts, and RMK approves.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

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7 Step 7 of 8 — Screen: What you have earned

How to get there: My home.

What you see: Each half: held, earned, paid.

Tap: the line

What happens next: When it is paid to you.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

8 Step 8 of 8 — Screen: The money on this work

How to get there: If the work ended early.

What you see: RMK's ruling.

Tap: Appeal this ruling

Type: Why you disagree.

What happens next: RMK looks again.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

WORDS EXPLAINED

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Sign-off

Typing your name to accept the final report. RMK also signs when a consultant did the work.

Held

Money RMK keeps safe until the client signs off.

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