

WORK WITH A CONSULTANT

You want a professional to do a piece of work with you.

BEFORE YOU START

HAVE THESE READY (ABOUT 20 MINUTES)

- ✓ What you want done.
- ✓ Roughly when you need it.

STEP BY STEP

8 STEPS

Step 1 of 8 Screen: Hire a consultant

How to get there: Services, then Hire a consultant.

What you see: How it works and how you pay.

Tap: Find a consultant

What happens next: Find a consultant opens.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 2 of 8 Screen: Find a consultant

How to get there: From the service page.

What you see: "What do you need help with?" and a list.

Tap: Show

Type: Choose a service, for example Business Plan Development.

What happens next: Consultants who do that.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 3 of 8 Screen: Ask <name> to help

How to get there: Tap a consultant.

What you see: What they do, and a short form.

Tap: Send the request

Type: What you need, for example "A funding application by June".

What happens next: They are asked. You are told when they say yes.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 4 of 8 Screen: My consultants

How to get there: My home, then My consultants.

What you see: Who said yes, and the agreed fee.

Tap: Pay R<the first half>

What happens next: The payment screen for the first half.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 5 of 8 Screen: Pay for <the work>

How to get there: From Pay half to start.

What you see: The first half of the fee.

Tap: Continue to PayFast

What happens next: PayFast opens. RMK holds the money until you sign off the start.

If something goes wrong: If PayFast says no, nothing is charged. Try again, or pay by EFT and WhatsApp us the reference. If the page says payments cannot be taken right now, nothing is wrong on your side: WhatsApp us.

Step 6 of 8 Screen: The money on this work

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

What you see: "The consultant has started".

Tap: Yes, the work has started

What happens next: The first half is released to the consultant.

If something goes wrong: Not started? Do not tap. WhatsApp us.

Step 7 of 8 Screen: the final report

How to get there: When the work is done.

WORDS EXPLAINED

Sign-off

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

Engagement

One piece of work a consultant does for you.