GUIDE 6 — FOR CONSULTANTS AND PROFESSIONALS

Who this is for. You do this work for a living and you want to do it here, for your own clients.

You join a panel, you are appointed to a business by that business, and what you can see is exactly what they have appointed you to.

JOINING THE PANEL

1 **Read what the platform offers a professional.**

What you will see: What you get and what it costs.

Step 1 of 3

2 **Apply: who you are, the work you do, the industries you know, your registration, your rate and two references.**

What you will see: Your application goes to RMK, and the same page tells you where it stands.

If it goes wrong: If RMK asks for more, the page says what. Change your application and send it again.

Step 2 of 3

3 **Wait for RMK to decide. RMK checks your registration with the body you name and phones a reference.**

What you will see: Approved: businesses looking for your kind of work can find you. Declined: the page says why.

Step 3 of 3

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BEING APPOINTED BY A BUSINESS

A business asks you. RMK does not appoint you to a business.

1. **A business finds you and asks you to do a piece of work: what, by when, and the price.**

   What you will see: The request waits for you on your clients page.

   If it goes wrong: If a business says they have asked you and nothing is waiting, they may have asked somebody else by mistake -- ask them to check their consultants page.

   Step 1 of 4

2. **Say yes or no. Saying no needs one line saying why.**

   What you will see: Yes opens the project for that piece of work, with you on its team. The business then pays RMK.

   Step 2 of 4

3. **Work as that client, with their permission.**

   What you will see: A band across every screen saying whose data you are looking at. It does not go away.

   Step 3 of 4

4. **Leave client mode when you are done.**

   What you will see: Back to your own screens.

   Step 4 of 4

HOW YOU ARE PAID

The business pays RMK through PayFast. RMK keeps its share and pays you the rest by EFT.

1. **See what each piece of work earned you, and whether RMK has paid it.**

   What you will see: Every piece of work, what the business paid, your share and RMK's, and the date RMK paid you.

   If it goes wrong: If a payment is missing, send us your invoice and the business's name on WhatsApp.

   Step 1 of 2

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2 **When the work is finished, the business accepts the final report and RMK approves it.**

What you will see: The business closes the work and rates it, and your access to their business ends.

Step 2 of 2

WHEN IT ENDS

1 **A business can withdraw your appointment at any time.**

What you will see: You lose access to their data from that moment. You keep nothing.

If it goes wrong: If you need a record of work you did, take it before the appointment ends.

Step 1 of 1

WHAT THIS DOES NOT DO YET

A withdrawal ends the appointment and there is no notice period and no appeal on the platform.

STUCK?

A person at RMK can help with any step on this page. There is a WhatsApp button on every screen and it carries with it which screen you were on, so you do not have to explain where you got to.

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