

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

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

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.