

Onboarding Guide for US Contractors

Step 1: Follow the link provided in the email to register for WorkMarket

Step 2: Confirm your account and login

Upon registering, you will receive a confirmation link in your email inbox. Please follow the link to confirm your address and proceed with your first login.

*****If you do not see a confirmation email, please check your spam.

Step 3: Submit tax information

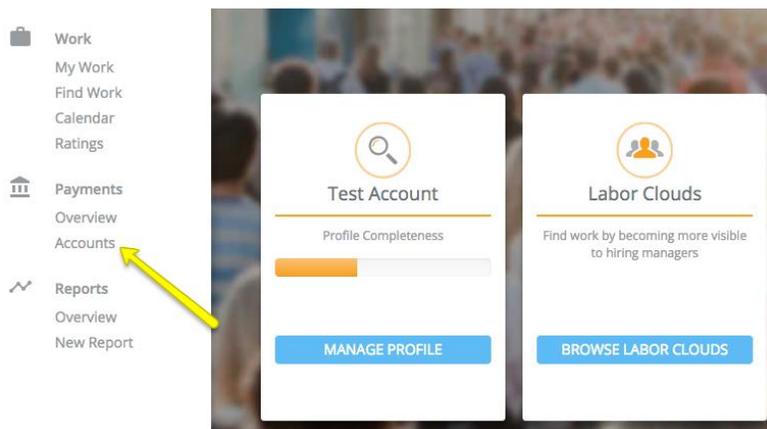
Next, you will need to [submit your tax information](#) for verification. This is required to- process end of year tax documents. Both SSNs & EINs are accepted
Once entered, verification will take about 48 hours to complete. An email will be sent to notify you once this is done.

Step 4: Input your payment information

At WorkMarket, we believe you should have the freedom to pick a payment method that works for you. We know not everyone banks the same and not all clients pay the same, which is why we offer four flexible payment options to choose from to receive your earnings.

To set up a financial account -

- Click [Accounts](#) in the "Payments" section of the white side menu
- Select [New Account](#)



You may choose to setup a bank account, PayPal, or sign up for the Wisely Card (US Citizens Only).

If you choose to use a bank account that is governed by GIACT, you could have immediate verification. PayPal will also link up immediately if your email in WorkMarket matches your PayPal account. A Wisely card sign up page is also a choice and will take 10 to 15 days to be mailed to you.

Step 5: Set up Auto Withdrawal

As part of the payment account setup, you will be required to select a frequency for auto-withdraw to run - daily is best. This feature allows the system to withdraw your funds to your specified account and you will not have to go into the system to withdraw.

Step 6: Enable WorkMarket Support

Should you ever need to contact WorkMarket support for assistance, you will need to give them permission to access your account. This ensures that all account activity is logged accordingly. To give this permission, [click here](#) -

- Check "Enable WorkMarket Support Team Access"
- Click "Save"

The **WorkMarket Support** team is available should you need assistance with any of these steps:

212-229-WORK (9675)
support@workmarket.com
Mon-Fri: 8am-7pm ET