WorkMarket-INSPIRE Events Freelancer Guide

August 2025

WorkMarket Dedicated Worker Support

212-229-WORK (9675)
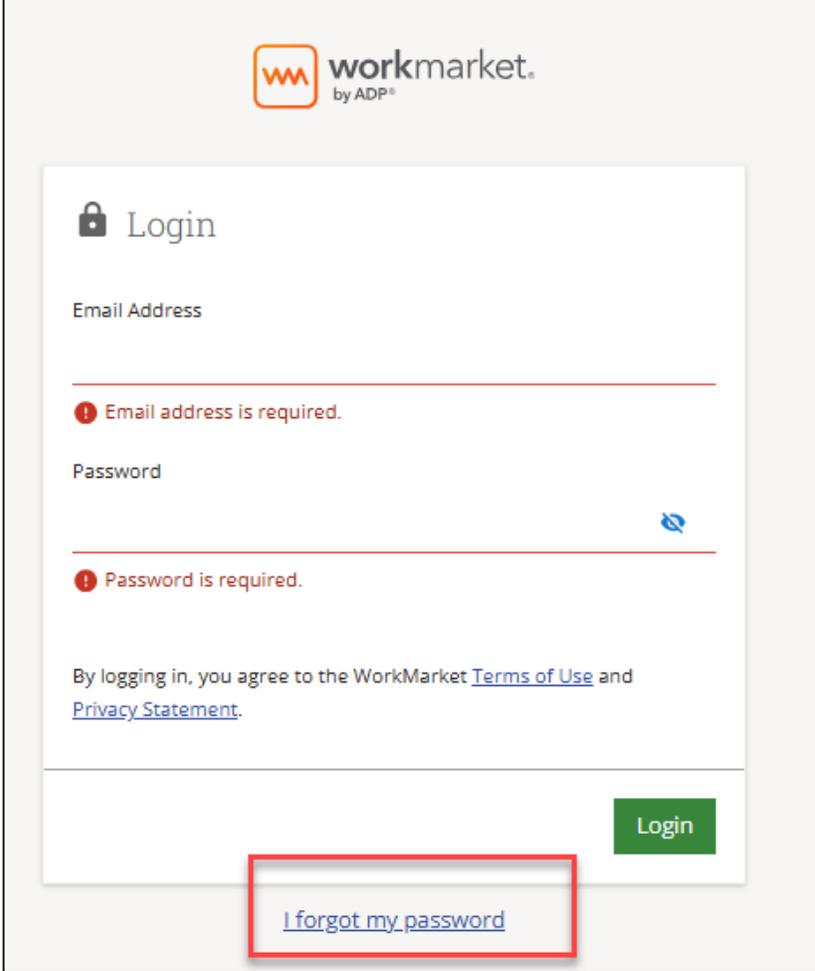
support@workmarket.com

Mon-Fri 8AM-7PM ET

Password Reset

- WorkMarket login screen Login | WorkMarket
- Select "I forgot my password"
- A password reset link will be sent to your email address on file

Assignment Check-in & Check-out on Full Site

- When the assignment is in Assigned or Active status, you must check in and out to log your time onsite.

Assignment Check-in & Check-out App

- When the assignment is in Assigned or Active status, you must check in and out to log your time onsite.

- If using the app. Make sure your location settings are on.
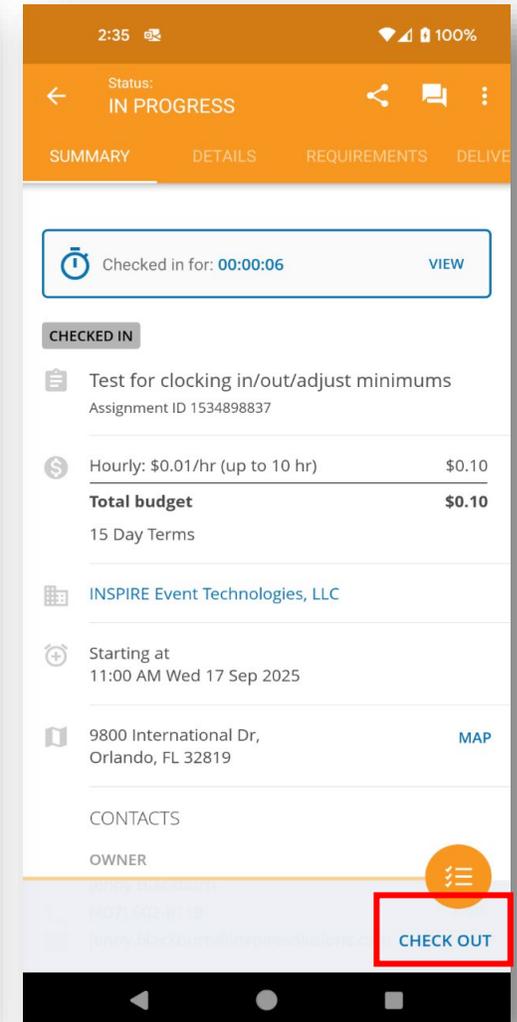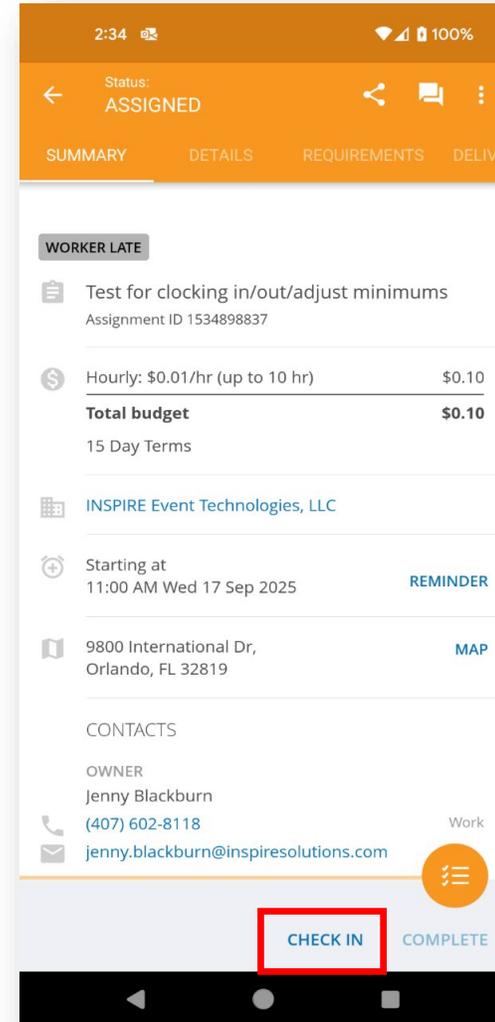
Assignments – Adding Deliverables

- If deliverables are required for submittal, select "Upload Deliverables" in the Deliverables section

- Select the file you'd like to upload

- If needed, these files can be downloaded or deleted

Assignments – Closing an Assignment for Approval

- When you're ready to complete the assignment and submit for approval, select "**complete this assignment.**"

- Make sure to "**Adjust" your Final Assignment Value** to reflect your minimums.

- Please include any relevant details in the assignment completion notes & select "**submit for approval.**"

- The assignment will move to "Pending Approval" status

- You can also use the assignment "Messages" tab to communicate with the assignment owner at any time

Assignments – Closing an Assignment for Approval

- Select "**Complete**"

- **Edit your "Time on Job"** to reflect your minimums.

- Please include any relevant details in the assignment completion notes & select "**submit for approval.**"

- The assignment will move to "Pending Approval" status
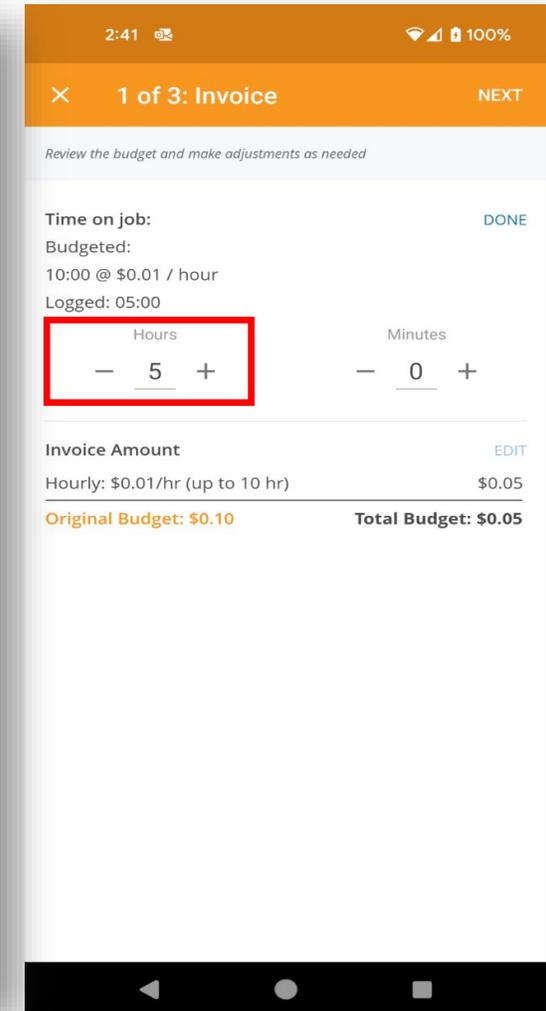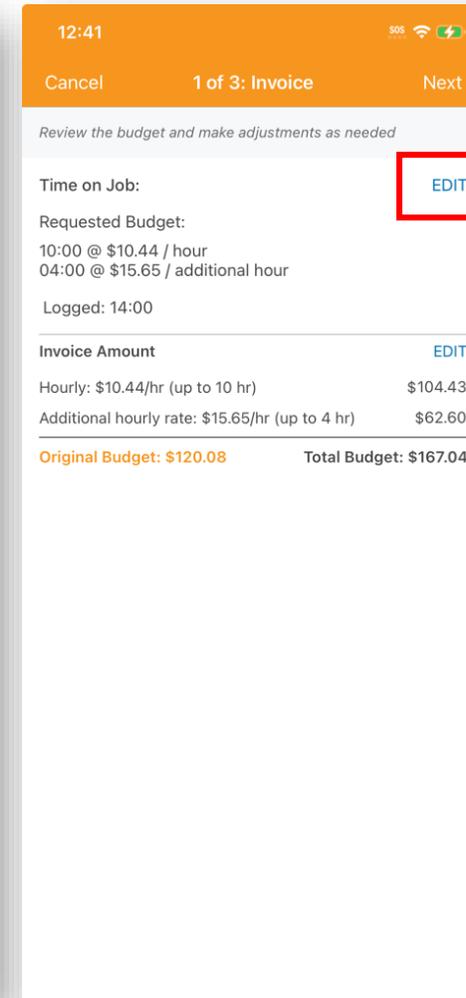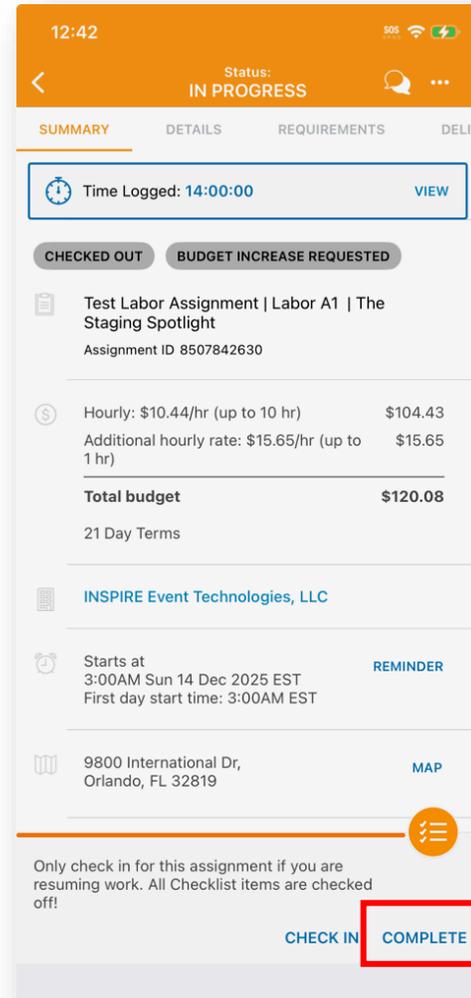
Payment – Receivables

- When an assignment is approved and invoiced, this invoice will show on your "**Current Receivables**" section under "**Payments**" -> "**Overview**"

- The payment due date will be visible on this receivables ledger

https://www.workmarket.com/payments

Payment – Withdrawing to Bank Account

- When invoices are paid, funds will automatically be transferred from your WorkMarket account balance to your bank account on file.

- This can be configured under Manage Payment Accounts | WorkMarket - Payments -> Accounts

- Auto-withdrawal is required (Daily or Weekly) – Select "View Details" to change auto-withdrawal settings

More Information on Auto-Withdrawal

Changing withdrawal settings: <u>How do I change my withdrawal settings? – Help Center</u>

Withdrawal timing: <u>When will I receive my withdrawal? – Help Center</u>

Changing Tax Information

- If there's a change in your tax information or mailing address, navigate to "Settings" -> "Tax Identification" Tax | WorkMarket
- Select "Edit Tax Information" to make any changes
- Submitting my Tax Information – Help Center
- If your tax information was rejected, please review this link: Why was my tax information rejected? – Help Center