

# WorkMarket-INSPIRE Events Freelancer Guide



August 2025

# WorkMarket Dedicated Worker Support



212-229-WORK (9675)



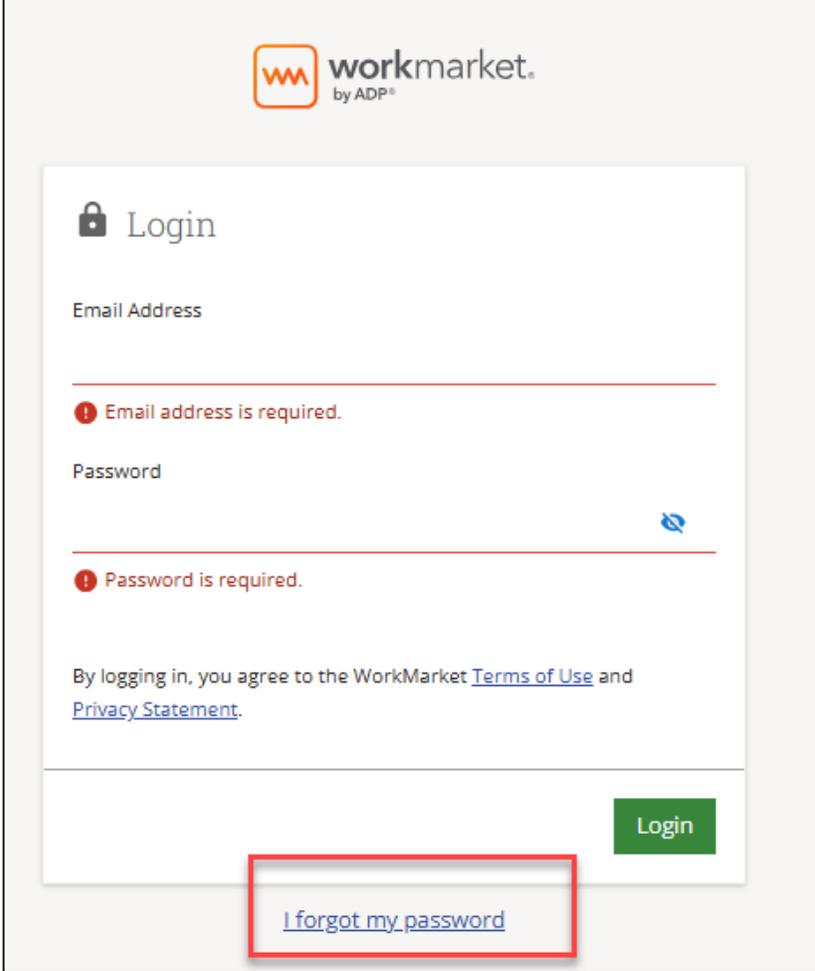
[support@workmarket.com](mailto:support@workmarket.com)



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



The screenshot displays the WorkMarket login interface. At the top right, the logo for 'workmarket. by ADP' is visible. The main content area is titled 'Login' with a lock icon. Below this, there are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a red error message: 'Email address is required.' The 'Password' field has a red error message: 'Password is required.' and a blue eye icon for toggling visibility. At the bottom right of the form is a green 'Login' button. Below the form, a red box highlights the link '[I forgot my password](#)'.

# 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.

**INSPIRE Test** (ID: 8364374128)  
Add Label

Assignment Messages Activity Talent WorkMap™

Edit  
**Overview** +

Documents +

Print Generate the assignment printout

Check In and Check Out **REQUIRED**  
Check in and check out for your worker.  
**CHECK IN AND CHECK OUT**

Deliverables  
No deliverables instructions provided.  
UPLOAD FILES

COMPLETE FOR WORKER

**ASSIGNED**

i0.6 mi)   
#48250126  
Leave Rating

Wed, 08/20/2025  
1:30 PM EDT

530 7th Avenue  
New York, NY 10018

Location Type: Commerical  
[View worker travel info](#)

**Pricing Details**

Flat Fee	\$100.00
Worker Max Earnings	\$100.00
Budget	<b>\$110.00</b>

Paid 7 days after approval

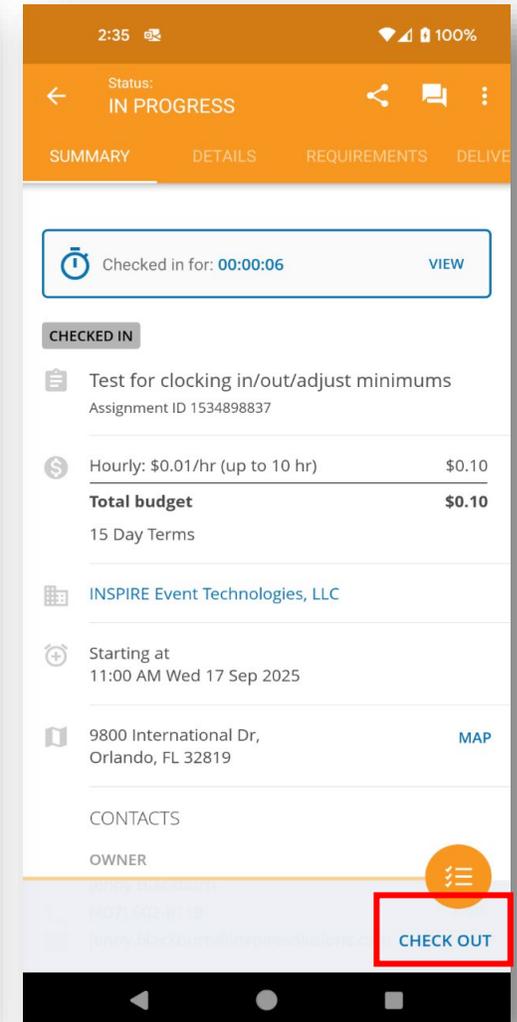
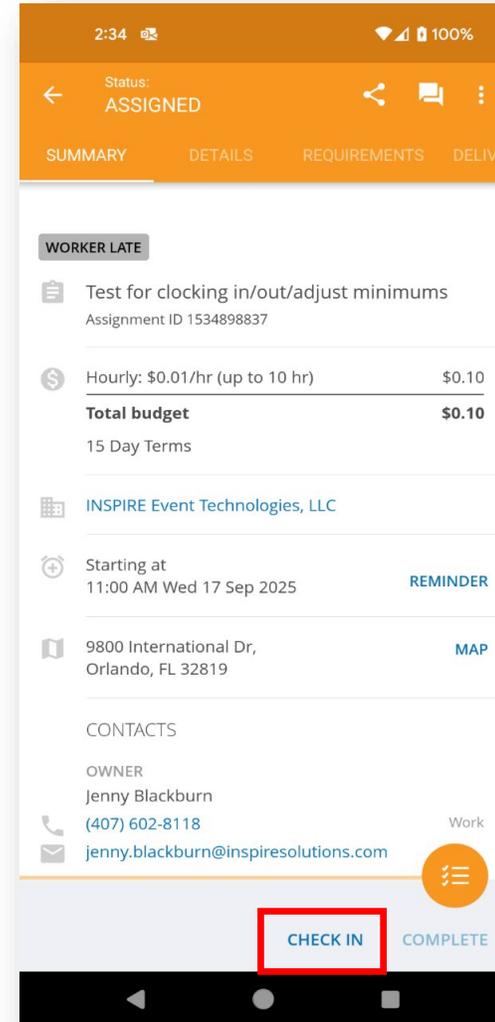
**Assignment Checklist**

Assigned	<input checked="" type="checkbox"/>
Check-In/Out	<input type="checkbox"/>

# 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

**Deliverables**

No deliverables instructions provided.

INV\_688362598.pdf  
Add Description

DOWNLOAD DELETE

UPLOAD FILES

COMPLETE THIS ASSIGNMENT >>

**Print** download and print your assignment before starting work

**Check In and Check Out** completed ✓

Please check out again in order to complete the assignment for approval.

Checked In	Checked Out	Delete
08/20/2025 at 04:34pm EDT (edit)	08/20/2025 at 04:34pm EDT (edit)	
08/20/2025 at 04:35pm EDT (edit)	08/20/2025 at 04:36pm EDT (edit)	DELETE
08/20/2025 at 04:37pm EDT (edit)	08/20/2025 at 04:47pm EDT (edit)	DELETE

Estimated Time Spent: 0d 0h 11m

CHECK IN AGAIN

**Deliverables**

No deliverables instructions provided.

UPLOAD FILES

COMPLETE THIS ASSIGNMENT >

# Assignments – Closing an Assignment for Approval



**Deliverables**

No deliverables instructions provided.

INV\_688362598.pdf  
Add Description

PDF

UPLOAD FILES

COMPLETE THIS ASSIGNMENT >

**Assignment Completion**

**REQUIRED** Provide a summary of work performed or other relevant information.

Sample description of assignment completion information

**Pricing Details**

Flat Fee	\$100.00
Final Assignment Value (adjust)	\$100.00

**Computation of Tax**  
You are responsible for your tax obligations for services and materials. If you want to report an amount other than 0%, please [click here](#).

You will be able to rate and review this client once you are paid.

SUBMIT FOR APPROVAL

**PENDING APPROVAL**

Wed, 08/20/2025  
1:30 PM EDT

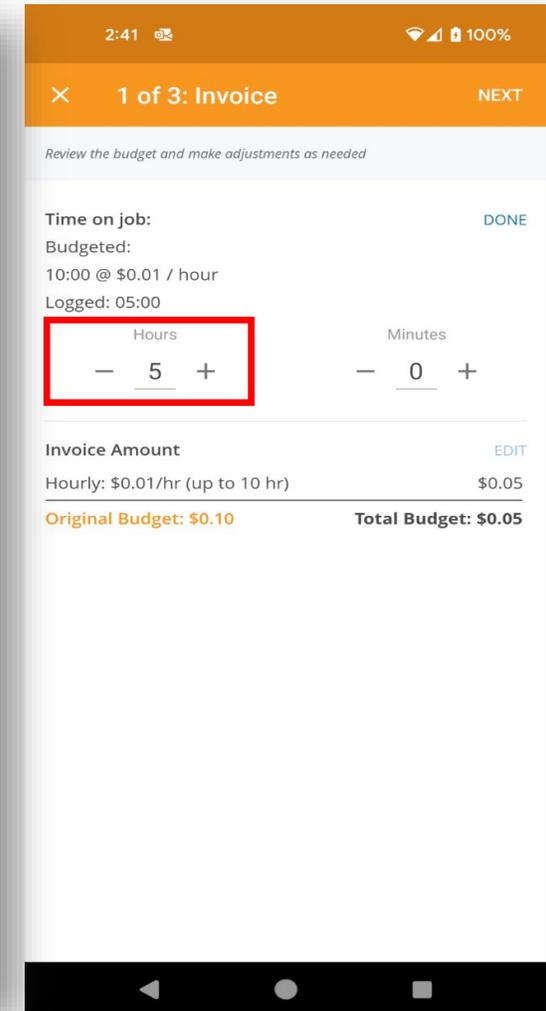
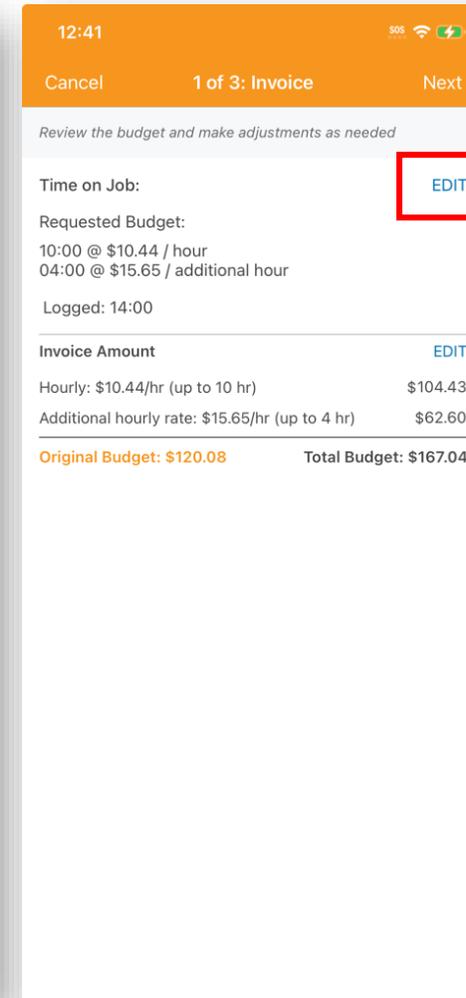
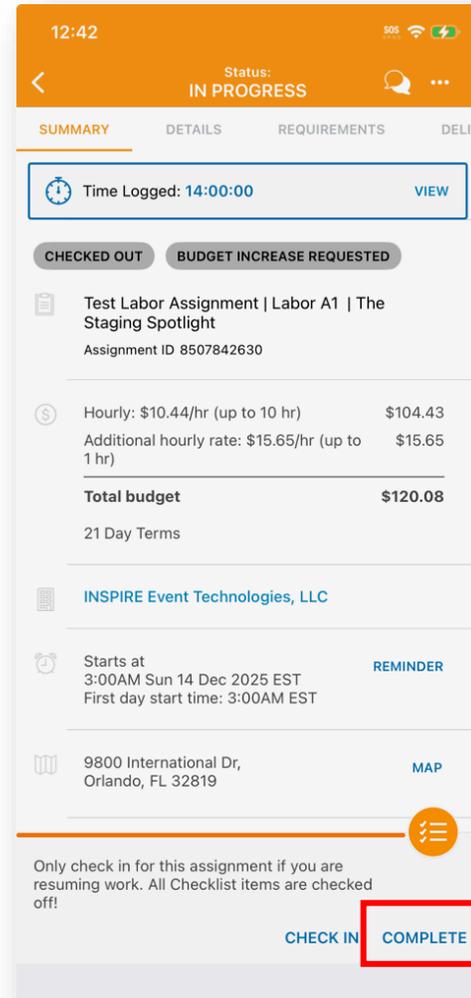
530 7th Avenue  
New York, NY 10018

- 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

The screenshot displays the 'Payments' section of the Workmarket interface. The sidebar on the left shows the navigation menu with 'Payments' selected and 'Overview' highlighted. The main content area features four summary cards: 'Past Due Receivables' (\$0.00), 'Current Receivables' (\$100.00), 'Contractor Earnings' (\$0.00), and 'Available to Withdraw' (\$0.00). Below these cards is a detailed view of the 'Receivables' section, which includes a filter section, a message about payment inquiries, and a table with one entry: 'INSPIRE Test' with a due date of 8/27/2025 and an amount of \$100.00.

<https://www.workmarket.com/payments>

# Payment – Withdrawing to Bank Account



Manage Payment Accounts [+ ADD ACCOUNT](#)

Method	Account	Type	Country	Status	Action
Direct Deposit / ACH Bank Account	Chase Bank	Checking	USA	<span>✓</span> Verified Automatic withdrawal active	<a href="#">VIEW DETAILS</a>

Home  
Talent Profile  
Work  
Payments  
Overview  
Accounts

- 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

### Account Details

**Bank** Verification Status  
XXXXX\*\*\*\* [SHOW](#) ✓ Verified  
Checking (Direct Deposit / ACH Account) on 11/7/2023  
United States

**Automatic Funds Withdrawal Schedule** [MODIFY](#)  
Daily

Name on Account  
Routing Number

[REMOVE ACCOUNT](#) [CLOSE](#)

# More Information on Auto-Withdrawal

Changing withdrawal settings: [How do I change my withdrawal settings? – Help Center](#)

Withdrawal timing: [When will I receive my withdrawal? – Help Center](#)

# 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](#)

