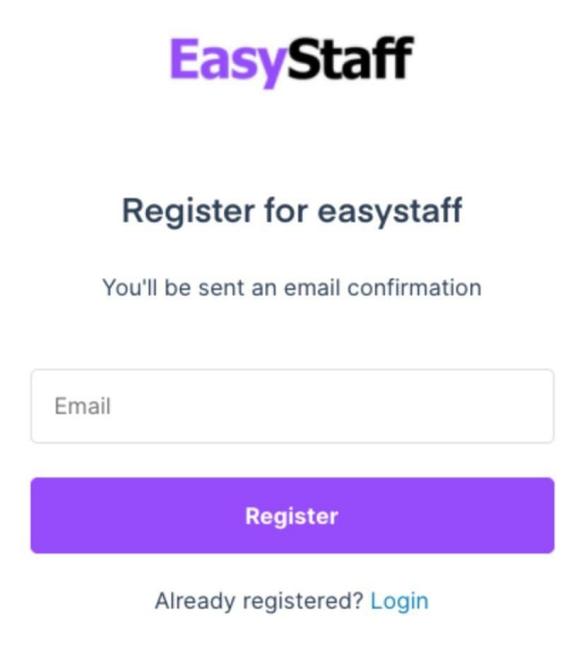


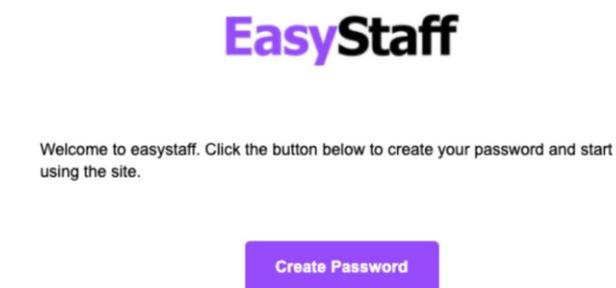
# Step-by-step instructions for a Customer on how to use EasyStaff service

## 1. Registering for EasyStaff (<https://service.easystaff.io/register>)



The screenshot shows the registration page for EasyStaff. At the top is the EasyStaff logo. Below it is the heading "Register for easystaff" and a sub-heading "You'll be sent an email confirmation". There is a text input field labeled "Email". Below the input field is a purple "Register" button. At the bottom, there is a link "Already registered? Login".

You will get an email confirmation as soon as you've entered your email address.



The screenshot shows the password creation page for EasyStaff. At the top is the EasyStaff logo. Below it is the text "Welcome to easystaff. Click the button below to create your password and start using the site." Below this text is a purple "Create Password" button.

## 2. Logging in; a Customer type assignment

user email	Type
vital-mih@yandex.com	-

1 of 1

< Back Next >

Initially the service doesn't contain the information on a user type (a customer or a freelancer). Please select your user type in the field **(Type) - customer**:

vital-mih@yandex.com ✕ Cancel ✓ Save

user email	User Name	User Surname
vital-mih@yandex.com	<input type="text"/>	<input type="text"/>
Type		
customer <span>✕</span> <span>▼</span>		

### 3. Adding the Company

## Companies

+ Add New



No records found

### Companies: add new

Company name\*

IT Travel LP

Company ID (Registration or Tax ID)\*

SL024264

Country of incorporation\*

Lithuania



Company address\*

Balcikonio 9, Vilnius

✓ Save

## 4. Signing the Contract

After you've added the Company, you'll get a link to your email address. Click the link and sign the Contract via Eversign service.



Пользователь Evgenii Fedorov попросил вас подписать этот документ.

Контракт

Запрашивающая сторона: Evgenii Fedorov ([sign@easystaff.io](mailto:sign@easystaff.io)) от имени IT Travel LP

Просмотреть и подписать

As soon as you've signed the Contract you'll see a tick in the field "Contract signed" as well as the pdf version of the Contract:

## Financial data

Balance in EUR

€0

Balance in USD

\$0

Balance in RUB

₽0

Plan

10%

Contract signed



Contract



You may create several Companies from different jurisdictions and manage them in one and the same account:

Companies						Search	+ Add New
Company name	Contract signed	Plan	Balance RUB	Balance EUR	Balance USD		
IT Travel LP	✓	10%	₽0	€0	\$0		
EasyStaff LLC	<input type="checkbox"/>	10%	₽0	€0	\$0		

1 of 1 < Back Next >

## 5. Adding a Freelancer

Go to User tab and add a new user with a Freelancer type assigned:

**User** Q Search + Add New

Type My company profile

user email	Type	My company profile
vital-mih@yandex.com	customer	IT Travel LP LLC EasyStaff

1 of 1 < Back Next >

### Users: add new

My company\*

IT Travel LP x v

user email\*

vital-mih@ya.ru

Type\*

freelancer x v

User Name

Freelancer

User Surname

Testovyi

✓ Save

Within 5 minutes you will see 3 freelancer's profiles for the major currencies on **My freelancers** tab:

Users Companies My freelancers Tasks Operations

**My freelancers** Q Search

Email	Country	Currency	Phone	Picture
vital-mih@ya.ru	-	RUB	-	-
vital-mih@ya.ru	-	EUR	-	-
vital-mih@ya.ru	-	USD	-	-

## 6. Freelancer logging

After having been added, a Freelancer should register in the system with the email he/she got an invitation to. A freelancer should click the following link to register <https://service.easystaff.io/register>

## 7. Tasks' managing

Go to **Tasks** tab to create a new task:

Users Companies My freelancers **Tasks** Operations

### Tasks

+ Add New

Task category Freelancer

No records found

### Tasks

Search + Add New

Task category Freelancer

Task ID	Task's name	Task category	Task price	Gross price	Task currency	Freelancer	Deadline	Company name	Status
70	Разработать ...	SEO services	500	550.00	EUR	Freelancer ...	30.11.2020	IT Travel LP	Created

Click **Send to freelancer** if you want to send the task to a freelancer. The status of the task will change to **Sent to FL**. If a freelancer is ready to accept the job, he/she should click **Accept the job**. The status of the task will change to **Accepted FL**.

### Разработать стратегию SEO

Edit

Details Activity

Send to freelancer

Task ID	Task's name	Task category	Task price	Gross price	Task currency	Freelancer	Deadline	Company name	Status
70	Разработать ...	SEO services	500	550.00	EUR	Freelancer ...	30.11.2020	IT Travel LP	Sent to FL

Task ID	Task's name	Task category	Task price	Gross price	Task currency	Freelancer	Deadline	Company name	Status
70	Разработать ...	SEO services	500	550.00	EUR	Freelancer ...	30.11.2020	IT Travel LP	Accepted FL

Keep in touch with freelancers in **Activity** window. When a freelancer completes the job, the status will change to **Sent to cust**:

Task ID	Task's name	Task category	Task price	Gross price	Task currency	Freelancer	Deadline	Company name	Status
70	Разработать ...	SEO services	500	550.00	EUR	Freelancer ...	30.11.2020	IT Travel LP	Sent to cust

You may accept or decline the job:

## Разработать стратегию SEO

Details Activity

Accept the job Cancel the job

Contract: **ok** Balance: **not enough**

If you accept the job, the service will

- charge you gross price
- send net price to a freelancer
- generate invoices for both parties

If you decline the job, no money transactions will be made.

**Note** that you can only accept the job if:

- 1) The Contract is signed and
- 2) There is enough money on your account to pay for a completed task

## 8. Topping up balance

Click **Add New** in **Operations** field:

Users Companies My freelancers Tasks Operations

### Operations

Search Add New

Company\*

IT Travel LP x

Funding amount\*

50

Funding currency\*

RUB

Save

### Operations

Search Add New

Company Operation currency Success

Name	Company	Type	Operation	Operation currency	Created date	Success	Invoice
147	IT Travel LP	Funding	50	RUB	22.10.2020 19:33	✓	-

You may manually top up your balance. All withdrawals together with invoices are generated automatically.

### Operations

Search + Add New

Company Operation currency Success

Name	Company	Type	Operation	Operation currency	Created date	Success	Invoice
 150	IT Travel LP	Charge	-550	EUR	23.10.2020 7:49	✓	

You can view your balance in your Company profile.

### Companies

Search + Add New

Company name	Contract signed	Plan	Balance RUB	Balance EUR	Balance USD
 IT Travel LP	✓	10%	₽50.00	€0	\$0

Please contact us if you have any questions [account@easystaff.io](mailto:account@easystaff.io) (specify your company name and your email address)