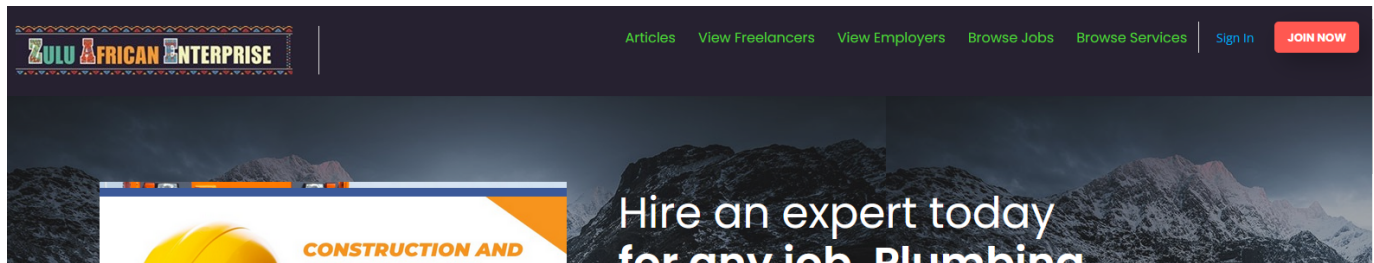


1. Employer registration and profile

•**Step 1:** From the home screen click on **Join Now**.



•**Step 2:** Fill in your name and email address, then click Start Now.

Join For a Good Start
Join for good reasons and benefit yourself!

01 — 02 — 03 — 04

First Name Last Name

Email

START NOW

[Already Have an Account? Login Now](#)

•**Step 3:** Ensure that Employer is selected (not freelancer), fill in your location, choose a new password, select a department, ensure that agree to terms and conditions is checked, click continue.

Professional Info

✓ — 02 — 03 — 04

SELECT LOCATIONS

Password Retry Password

Start As

Employer (Signup As Company/service Seeker & Post Jobs.)

<input type="radio"/> No. Of Employees You Have	<input type="radio"/> Your Department?
<input type="radio"/> Its Just Me	<input type="radio"/> Construction
<input type="radio"/> 2 - 9 Employees	<input type="radio"/> Medical And Health
<input type="radio"/> 10 - 99 Employees	<input type="radio"/> Electrical
<input type="radio"/> 100 - 499 Employees	<input type="radio"/> Mechanical
<input type="radio"/> 500 - 1000 Employees	<input type="radio"/> Agriculture
<input checked="" type="radio"/> More Than 1000 Employees	<input checked="" type="radio"/> Tourism

Freelancer (Signup As Freelancer & Get Hired)

Agree Our Terms And Conditions.

PREVIOUS **CONTINUE**

•**Step 4:** You will automatically be re-directed to your employer profile, your account will have to be approved (admin) before you can post a job.

The screenshot shows the user interface for Cheven Ramrathan, an employer. At the top, there is a search bar with the text "I am Looking for" and a dropdown menu set to "In:Freelancers". A notification banner at the top right states "Your email is not verified. Please verify your email from account setting". Below the search bar are navigation links: "Articles", "View Freelancers", "View Employers", "Browse Jobs", and "Browse Services". The user's profile is shown on the left with a "POST A JOB" button. The main dashboard area contains several cards with statistics and links to view them:

Category	Count	Action
New Messages	0	Click to view
Latest Proposals	0	Click to view
View Saved Items	0	Click to view
Total Cancelled Jobs	0	
Total Ongoing Jobs	0	Click to view
Total Completed Jobs	0	Click to view
Total Posted Jobs	0	Click to view
Total Ongoing Services	0	Click to view
Total Completed Services	0	Click to view
Total Cancelled Services	0	Click to view

- New Messages:** Any messages you receive from freelancers will be shown here.
- Latest Proposals:** Any proposals by freelancers for jobs you posted will be shown here.
- View Saved Items:** Shows any freelancer services you save to view at a later stage.
- Total Canceled Jobs:** Jobs that you have deleted will be shown here.
- Total Ongoing Jobs:** Your active jobs up for bidding will be shown here
- Total Completed Jobs:** Jobs that have been completed and paid for will be shown here.

2. Posting Jobs

•**Step1:** From your profile page click on **Post a Job**. Fill in your job details. This job will be available for freelancers to view and give proposals

Post A Job

Job Description

Job Title

SELECT PROJECT LEVEL

SELECT JOB DURATION

SELECT FREELANCER LEVEL

SELECT ENGLISH LEVEL

Project cost

Project Expiry Date

Job Categories

SELECT JOB CATEGORIES

•**Project expiry date** will be the date on which you want your job to be disabled for freelancers to send proposals on.

•The **Featured** option will make the job stick to the top of your employers profile.

•Should your job require additional info in the form of attachments, you can make these attachment visible to a freelancer, only once you accept their proposal, by enabling the **Show Attachments after hiring** option.

•**Step 2:** Click **Post Job**. Your job will now be visible under the **Browse Jobs** tab, for freelancers to send proposals for the job.

Search By Geo Location

Geo Location

Start Your Search

Search Jobs

Cheven Ramrothan

Plumbing For 2 X Houses

Plumbing Required for 2 x houses

Expensive

Durban

Type Fixed

03 to 06 months

Job ID: 3492C2K6

Click to Save

VIEW JOB