

1. Add Your Payment Information

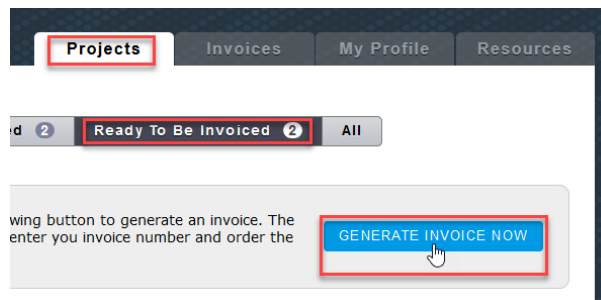
- Click on *My Profile > Payment information*:

- Select *Bank Transfer*.
 - ❗ Please **DO NOT** select *PayPal* without talking to your Project Manager first. We only offer payment via *PayPal* as a last resort as this can be an extremely expensive option for you.
- Enter/edit and check to ensure all your payment details are correct. Click [**APPLY CHANGES**] to save the information.
 - ❗ The *IBAN* and *Account name* is mandatory for all [SEPA](#) countries. This includes all EU member countries but quite a few others such as Switzerland and Norway.
 - ❗ For some countries/currencies, you will see this message: “We will use your email address xxx@yyy.com to process your payment.” This means that when you request a payment, you will receive an email from *TransferWise* asking for your bank details. If this applies to you, remember to look out for the email from *TransferWise* and enter your bank details in *TransferWise* in order to complete your payment. Once you enter your details, the payment will be completed automatically.
 - ❗ We can send *US Dollars* to most countries outside the United States. This is a good option if payment is not yet available in your local currency (e.g. China). After you select the country and *USD* currency, enter your *SWIFT* code, *Account Name* and *Account Number*.
 - ❗ We can send *US Dollars* direct to bank accounts in the United States. In this scenario, you will receive an email from *TransferWise* asking for your bank

details. If this applies to you, remember to look out for the email from TransferWise and enter your bank details in TransferWise in order to complete your payment. Once you enter your details, the payment will be completed automatically.

2. Generate Your Invoice

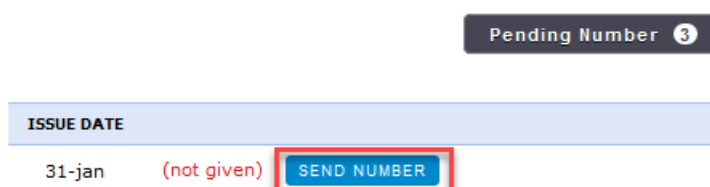
- Click on *Projects > Ready to be invoiced*:



- All projects that have been approved will appear in this section, click on the **[GENERATE INVOICE NOW]** button.
 - ❗ *After you have delivered a project, you will need to wait for the proofreading to be completed and/or the Project Manager to approve your work. When this is done you can generate the invoice.*
 - ❗ *You can generate an invoice after each project and get paid right away. If you do not create individual invoices for each project, we will automatically generate an invoice for you at the end of each month covering all your projects for that month.*

3. Add Your Invoice Number

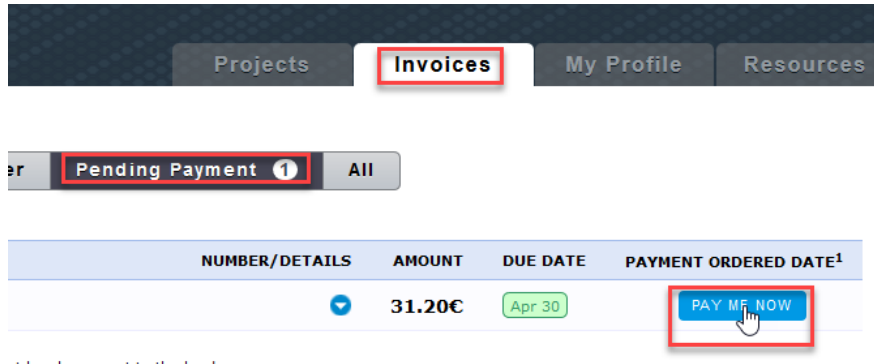
- The invoice has been generated, please click on *Invoices > Pending Number*:



- The invoice will first appear in the Pending number section, click on **[SEND NUMBER]** to send us your reference for this invoice.
 - ❗ *This number/reference can be anything you wish as it is a reference for you.*

4. Get Paid

- After you have sent us the invoice number, the invoice will be moved to *Pending Payment*, click on the **[PAY ME NOW]** button to request payment.



- ⓘ *If you are inside SEPA, the money should arrive within a few hours or even faster. If you are outside SEPA, it could take a few days depending on your bank.*