1. Add Your Payment Information

- o Click on *My Profile > Payment information*:

- o Select *Bank Transfer.*
  We make these payments through Wise which means that you won't have the usual costs associated with bank transfers. We take care of bank fees, and you will receive the "real" exchange rate – also known as the Mid-Market Rate.

  - *You do NOT need a Wise account to receive payments from PureFluent. If you have a Wise account, you can enter the Wise bank account details for the currency you wish to receive.*

  - *There are a few countries where we are not currently able to offer payment via bank transfer. In this case, you will be offered payment via PayPal.*

- o 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 all that is required for SEPA countries. This includes all EU member countries but quite a few others such as Switzerland and the UK.*

  - *For non-SEPA country/currency choices, you will be asked to enter the appropriate details. For instance, if you are in the US, you will be asked for your Routing Number and other details which are specific to US payments.*

  - *If you get stuck, please write to accounts@purefluent.com. We will try to get your payment on the way as quickly as we can.*

2. Generate Your Invoice

o Click on *Projects > Ready to be invoiced*:
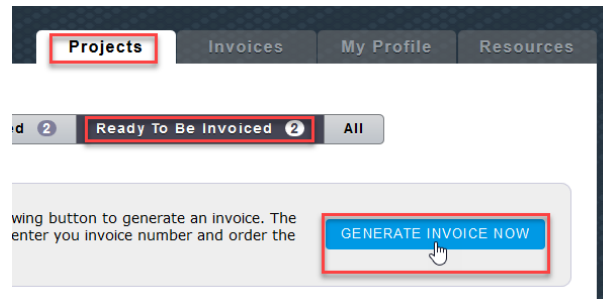
o All projects that have been approved will appear in this section, click on the **[GENERATE INVOICE NOW]** button.

> ⓘ *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.*

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3. Add Your Invoice Number

o The invoice has been generated, please click on *Invoices > Pending Number*:
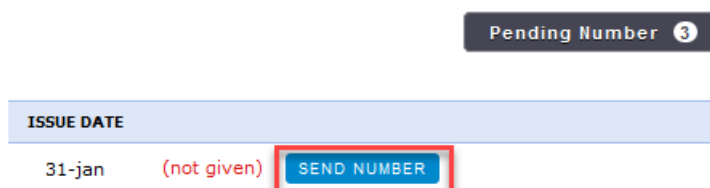
o The invoice will first appear in the Pending number section, click on **[SEND NUMBER]** to send us your reference for this invoice.

> ⓘ *This number/reference can be anything you wish as it is a reference for you.*

4. Get Paid

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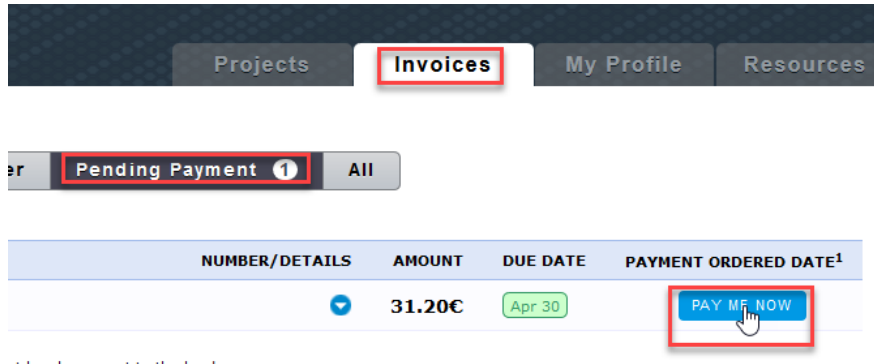
❶ *If you are inside SEPA, the money should arrive within a few hours or even faster. If you are outside SEPA, it could take a few days depending on your bank.*