



BookNook

WorkMarket Registration Guide for Onboarding & Electronic Payment with BookNook

Step 1 ➔ Follow the link on your Tutor Portal dashboard to create your WorkMarket account. NOTE - For tutors that applied before 12/16 the link is in your 'Congratulations' email.

Step 2 ➔ Confirm your account & login

After you create your account in WorkMarket, check your email inbox. **You will need to look for the email with the subject 'Please confirm your WorkMarket account for BookNook' in order to access and confirm your account.** Once you've confirmed your account you will be able to move on to next steps.

- If you do not see a confirmation email, please check your spam. If there is no email in your spam, please contact WorkMarket Support (contact info below) so they can quickly send you a new confirmation link.

Step 3 ➔ Complete Onboarding Requirements

After completing the previous step, you will see a checklist of the requirements that you will need to complete for **BookNook**. **Complete them in the following order regardless of how they appear on the screen:**

- 1) **BookNook Tutor Contract (see step 4)**
- 2) **Tax Information (see step 5)**
- 3) **Bank Information (see Step 6)**

Step 4 ➔ BookNook Tutor Contract

Review the attached PDF containing the BookNook Tutor Contract and select 'I AGREE' to provide your acknowledgment and agreement with the terms.

Step 5 ➔ Input tax information

Next, you will need to [submit your tax information](#) for verification. This is required to process end of year tax documents.

- Both SSNs & EINs are accepted
- Once entered, **verification will take about 48 hours to complete.** An email will be sent to notify you once this is done.
- If you are located outside of the US, you will need to enter your tax information, but it will not be subject to verification. You will be able to proceed to adding a payment account immediately.

Step 6 ➔ Select a payment account

You can proceed with [adding your payment account information](#). You may view your payment account options [here](#).

For those linking a US bank account, once information is submitted, you will receive 2 small verification deposits in your account (titled "resource payments") within about 48 hours. Once received you will need to complete the following steps:

- **Login to the platform**
- **Go back to the "Accounts" page (linked above)**
- **Click "Verify" next to the bank listing**
- **Enter the 2 amounts**

The status will update to "Verified" and you are all set.

Step 7 ➔ Approve support team access

Should you ever need to contact WorkMarket support for assistance, you will need to give them permission to access your account. This ensures that all account activity is logged accordingly. To give this permission, [click here](#) -

- Check "Enable WorkMarket Support Team Access"
 - Click "Save"
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The **WorkMarket Support** team is available should you need assistance with any of these steps:

212-229-WORK (9675)
support@workmarket.com

Mon-Fri: 8am-7pm ET