





## for onboarding & payment with BookNook

## BookNook has partnered with ADP WorkMarket to facilitate all Tutor payments which means you'll have self-service abilities to make changes to your payment information including tax ID, payment options (ACH to bank account, PayPal or Wisely pay card) as needed, as well as easy access to payment statement and year-end tax statements. Our investment in this industry-recognized

platform highlights our commitment to protecting your sensitive personal information and ensuring timely, accurate payments with flexible options for you. Let's Get Started! You will need to create a WorkMarket account through a BookNook provided link, in order for your account to connect to the BookNook onboarding process.

## If you applied prior to 12/16, please find the link in your 'Congratulations!' email.

If you applied after 12/16, please use the link on your Tutor Portal dashboard.

Please do not create an account directly through the generic WorkMarket site.

The link will take you to the BookNook Onboarding page. Click Sign Up, and under 'Step 1'

Enter your first name and last name Enter your email address (you must use the same email you applied with at BookNook) and phone number Enter your date of birth 0

Enter your address 0 Click to agree to WorkMarket's "Terms of Use Agreement" and consent to the "Privacy Statement"

Click to state that you are not a robot

Click "Submit" 0 If you already have a WorkMarket account you will receive an error

one number

Under 'Step 2'

message that an account with your email already exists. Please click the blue link 'Already Have a WorkMarket Account? Click here.' to log in and get connected with our onboarding steps.

Enter your new password – it must be 8-characters and contain

Welcome to BookNook

BookNook

Address 1\*

Address 2

City\*

Statement.

I'm not a robot

This link will expire on September 02, 2022

Click **Login**.

If you believe you received this message in error, click not my account.

For general inquiries or to request support with your account, please visit our Help Center.

Enter your email address and the password you created.

Previous

Click below to get started with your onboarding paperwork!

STEP 1

STEP 2

Submit

How it Works Creating your \

STEP 1

First Name \* Last Name \* John Email \* Phone Number \* **■** +1 555-555-5555 example@email.com Date of Birth \* Password \* mm/dd/yyyy Password must be at least 8 characters Next

STEP 2

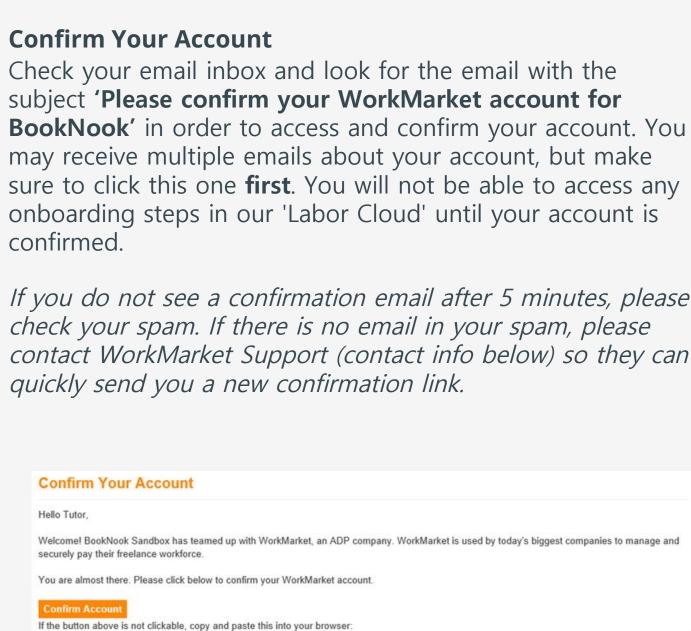
State

Country \*

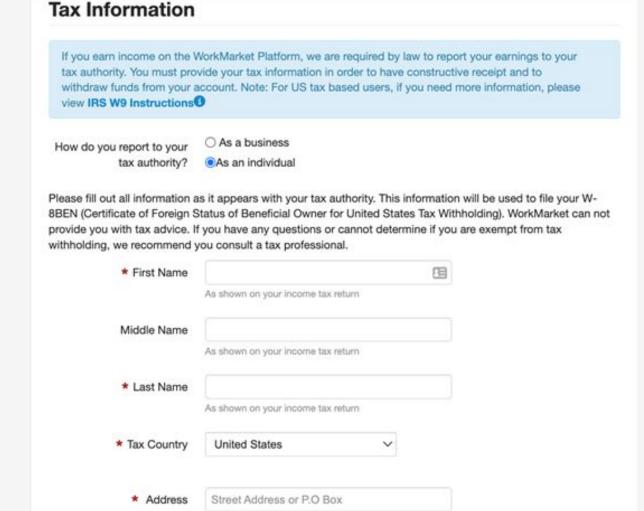
**ZIP Code \*** 

I have read and hereby agree to the WorkMarket Terms of Use Agreement and consent to the Privacy

Already Have A WorkMarket Account? Click Here.



Q 🖟 🛕 🕹 Welcome, Book! Below are the steps that BookNook requires you to take to get started. 🡥 Join the "BookNook Tutor Onboarding" Labor Cloud Welcome to the BookNook Tutor Labor Cloud in WorkMarket! Please complete your onboarding steps in the following order: 1) BookNook Tutor Contract Tax Information
Payment Information



MELLON TRUST OF NEW Not Verified Bank Account (ACH) Verify / Remove ENGLAND, N.A. (1111) Requested on 10/14/2021 Showing 1 to 1 of 1 entries First Previous 1 Next Last Once you receive the deposits in your bank account (within 24-72 hrs) log back in to WorkMarket, click on Manage Payment Accounts and click on Verify/Remove.

Enter the two deposit amounts that appear in your bank

Enter the amounts deposited into your bank account. The deposits usually appear within 2-3 business

days after linking your bank account with your Work Market account.

0.00

0.00

You have signed your contract and are now registered with

WorkMarket to receive payment from BookNook!

www workmarket Login **Email Address** booknookonboarding1@gmail.com 13 By logging in, you agree to the WorkMarket Terms of Use and Privacy Statement. Remember Me **Complete Onboarding Steps** Complete the steps in the following order: 1) Tutor Contract, 2) Tax Information, 3) Payment Information **IMPORTANT** - please disregard the background check and drug test sections in the WorkMarket platform. BookNook does not require a drug test, and the state-specific background check process is outlined in our Knowledge Base. You will not be reimbursed for the background check offered through WorkMarket as it is NOT connected to our state requirements. **■ work**market (After you complete these steps, tax and payment information verification may take up to 48 hours. Once you receive the test transactions to your bank account, you will log back in Take Test: Passed Test: BookNook Tutor Contract 1) Complete BookNook Tutor Contract o Please review the attached PDF and complete the guestion in the assessment to 'accept' the terms of the contract **Tutor Contract** Stats **BookNook Contract Acknowledgement** Please acknowledge the contract included in this question. Tutors who do 1 not acknowledge this contract will not be eligible to work. QUESTIONS O ACCEPT: I agree to the terms in this contract O DECLINE: I do not agree to the terms in this contract ATTACHMENTS: BookNook Contract.docx Question 1 of 1 « PREVIOUS NEXT QUESTION » 2) Complete Tax Information Click Add Tax Information Select As a business if you are registering with an FEIN or As an individual if you are registering with a SSN Enter name, tax country, address, tax ID Select Individual/Sole Proprietor or single member LLC if registering with a SSN or select entity type if registering with an FEIN Select **Yes** if you operate under a different business name. 0 Select how you'd like to receive year-end tax documents Click Submit You will see a complete Form W9 - sign and date the bottom Click Submit

- Type your address in the text field to select one of the suggestions City State Zip/Postal \* Social Security Number 999-99-9999 ✓Individual / Sole Proprietor or single-member LLC \* Federal Tax Classification Do you have a business name or disregarded entity name that is different than the name that you provided above, such as a "doing business as (DBA)" name? O Yes No \* Please select how you'd O Receive documents electronically like to receive your tax Receive paper versions to the address I have provided in WorkMarket documents. Settings. SUBMIT You will receive the email below that the tax information tied to your WorkMarket account changed. This lets you know your tax information is in progress to be verified. Profile Change Detected Hello tax. We've detected a change to the Tax information information tied to your WorkMarket account. If you made this change, you can ignore this email. If you did not make this change, please log in, view your account details and contact support immediately. Once verified, you will receive the email below which lets you know that your tax information has been verified. **Tax Information Validation Results** Hello Adam,
  - Click **Add PayPal Account** If Bank Account Enter name on account, type of account, routing number, account number and bank Under Automatic Funds Withdrawal – When, select **Daily** Click Initiate Verification Deposit Once that information is submitted, you will see the message below about receiving two small verification deposits in your account (titled Resource Payments) within 24-72 hours. You must log back in to verify these-deposits to complete your payment account is set-up. NEW ACCOUNT Manage Payment Accounts Learn More 0 Your bank account has been added. What's next: WorkMarket will make 2 small deposits (less \$1.00) into your bank account. We'll notify you when this is complete and ask that you verify the deposit amounts to finalize your bank account.

The result of the I.R.S. validation of the Tax Identification Number you provided on Tue, 6 Jan 2015 was successfully matched with the I.R.S Tax Information Number database.

You have the option of receiving payments via ACH to your US bank account, to your PayPal

Best Regards, Work Market

account, or to a free Wisely VISA card.

account.

Click **Verify Account**.

Deposit 1

Deposit 2

Verify Account

Click Add Payment Information Click Add a Financial Account

3) Complete Payment Information

From "Method" drop down, select **Bank Account** or **PayPal** 

If PayPal, WorkMarket email must match your PayPal email address

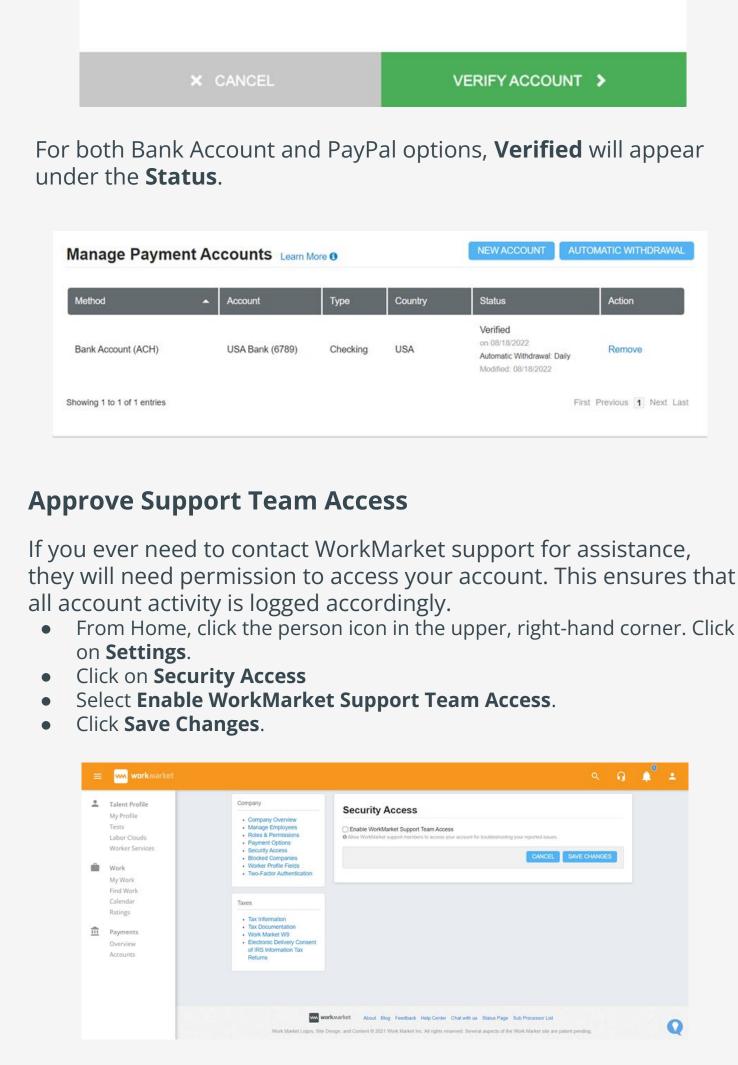
Under Automatic Funds Withdrawal – When, select **Daily** 

**Congratulations!** 

you will log back into your WorkMarket account. Invoices for your completed work, payment information, and year-end tax statements will be accessible to you here.

If you need to make changes to your tax IDs or payment accounts,

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



Help Center

Any other inquiries should be directed to the **BookNook** team: BNTutoring@booknooklearning.com www.booknooklearning.com

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