

# Registering on WorkMarket For Electronic Payment from Edutech Lab

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## Step 1 ➔ Follow [this link](#) to register to join Edutech Lab's network

This step is important as registering here will give Edutech Lab visibility into the readiness of your account to accept payments.

## Step 2 ➔ Confirm your account & login

Upon registering, you will receive a confirmation link in your email inbox. Please follow the link to confirm your address and proceed with your first login.

- If you do not see a confirmation email, please check your spam. If there is no email in your spam, please contact WorkMarket Support. They can quickly send you a new confirmation link.

## Step 3 ➔ Complete one time onboarding wizard

Once you login, you will be prompted to complete 4 onboarding steps which will begin to populate your profile. Once you complete these prompts, they will disappear and will not appear again.

## Step 4 ➔ Input tax information

Next, you will need to [submit your tax information](#) for verification. This is required to add a bank account and 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 5 ➔ 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"

## Step 6 ➔ Select a payment account

Once the tax information is verified (US users only), 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 -

- 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 ➔ Enable auto-withdraw

By default, you will need to manually transfer your payments to your bank account. You may choose to opt-in to the auto-withdraw feature which will eliminate the need for the extra step. To [enable auto-withdraw](#)

- Click the banner on the "Accounts" page (linked in step 5)
- Select your account
- Enter the minimum amount to withdraw
  - Enter **\$30** as this is the minimum account required for the feature to run

Once submitted, "auto-withdraw enabled" will display under the bank listing on the "Accounts" page.

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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](mailto:support@workmarket.com)

Mon-Fri: 8am-9pm ET