



USER GUIDE

UMBRELLA / ACCOUNTANCY SERVICE PROVIDER (ASP)

IN A NUTSHELL

freelancesupermarket.com is a professional networking website, showcasing the best and worst of freelance services in the UK. Our members are made up of freelance contractors, recruitment agents, recruitment agencies, Umbrella Companies and Accountancy Service Providers (ASP).

The majority of our users are contractors, most of which have been referred to the website by their recruitment agent or agency having secured their first contract and in urgent need of an Umbrella / ASP to process their payroll.

BENEFITS TO YOU

Our site is completely free to use and allows you to...

- Allow new contractors to locate you and sign up securely online.
- Create FREE promotional campaigns to target new contractors.
- Contractors can request a call back or contact you through our website.
- Attract new business from freelance agents and agencies.
- Profile and showcase your company on our national league tables.
- FREE access to the largest contractor database in the UK.

YOUR ACCOUNT

An online profile for your Umbrella / ASP has already been created by the freelancesupermarket.com team. Please refer to your Account Manager for the email and password required to log into your profile. Once you have logged in, the four red buttons at the top of the screen will change to a thin blue Account Toolbar.

YOUR ACCOUNT TOOLBAR

From here you are able to edit your profile, create / manage contractor promotions, send / receive messages and request contractor feedback. Please see below for a brief description of your account toolbar functions.

The screenshot shows a dark blue account toolbar with the following links: [profile](#) | [edit profile](#) | [promotions](#) | [inbox](#) | [feedback](#) | [contact prefs](#) | [account](#). Below the toolbar, the user is logged in as **PayeRise**. A dropdown menu is open under the **inbox** link, showing **message inbox**, **sent messages**, and **compose message**. A hand cursor is over the **message inbox** option. To the right of the toolbar, there is a **logout** link. Below the toolbar, there are additional navigation links: [es](#) | [jobs](#) | [hot contractors](#) | [forum](#) | [re](#). To the right of these links, there are [financials](#) and [showcasing you](#).

PROFILE

The profile screen is your online shop window. Use your profile to showcase the services you provide and tell potential contractors just how great you are. To view your current profile, click on the 'profile' link located to the far left hand side of your account toolbar.

Please note that when updating your profile not all of your details will be visible to other users. Fields in dark blue will be visible on your profile; fields in light blue will NOT be visible.



EDIT PROFILE

You can manage the information contained in your online profile by clicking on the 'edit profile' link located near the left hand side of your account toolbar. A drop down menu should appear for each function.

Personal – company contact, website and postcode details

Professional – description of the services you provide including weekly fee

Benefits Package – contractor benefits of using your service (yes / no)

Picture – for best results, use a 192 x 203 pixel image (JPEG, GIF or PNG only).

After updating each section, please click the green update button to save your details before moving on the next page.

PROMOTIONS

You can create and manage contractor promotions to entice new business through our website. Once created, your promotions are viewable to potential contractors at the bottom of your online profile.

Click on the 'promotions' link located in the middle of your account toolbar to add a new promotion. You can create a promotion, write a description, add a start date and promotional code. Please click the green update button before adding a new promotion.

You can view, edit and delete your current promotions by clicking on 'view all promotions'.

INBOX

Click on the 'inbox' link located in the middle of your account toolbar to display your message options. The message centre operates in the same way as your usual email account, allowing you to send / receive messages and view sent messages.

Our internal messaging system allows you to contact other members in a structured and controlled way. Please note you can only send a message to those members who wish to be contacted by Umbrellas or ASPs. On each user profile page there is a contact preferences section, this will display whether the user wishes to be contacted by each user group.

FEEDBACK

Improve your position in our national league tables and increase your exposure by requesting contractor feedback. Click on the 'feedback' link located in the middle of your account toolbar. The following menu will appear:

Request feedback – from your existing or previous contractors

Create a profile – ask us to create a user profile for an individual or company.

CONTACT PREFERENCES

You can control which user groups are able to contact you through our internal messaging system. Click the contact preferences (contact prefs) link located near the right of your account toolbar and update the radio buttons as required. Your contact preferences are visible to other users on your profile page.

ACCOUNT

You can change your account details and password by clicking on the 'account' link located to the far right hand side of your account toolbar.