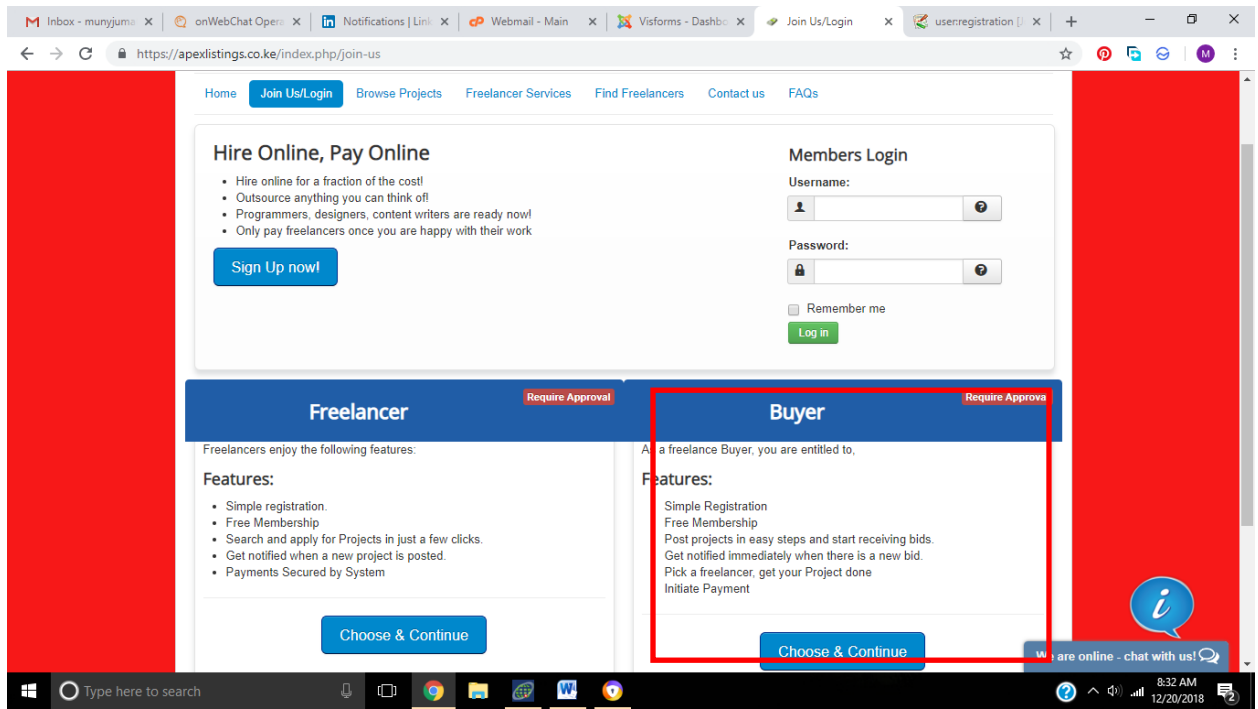


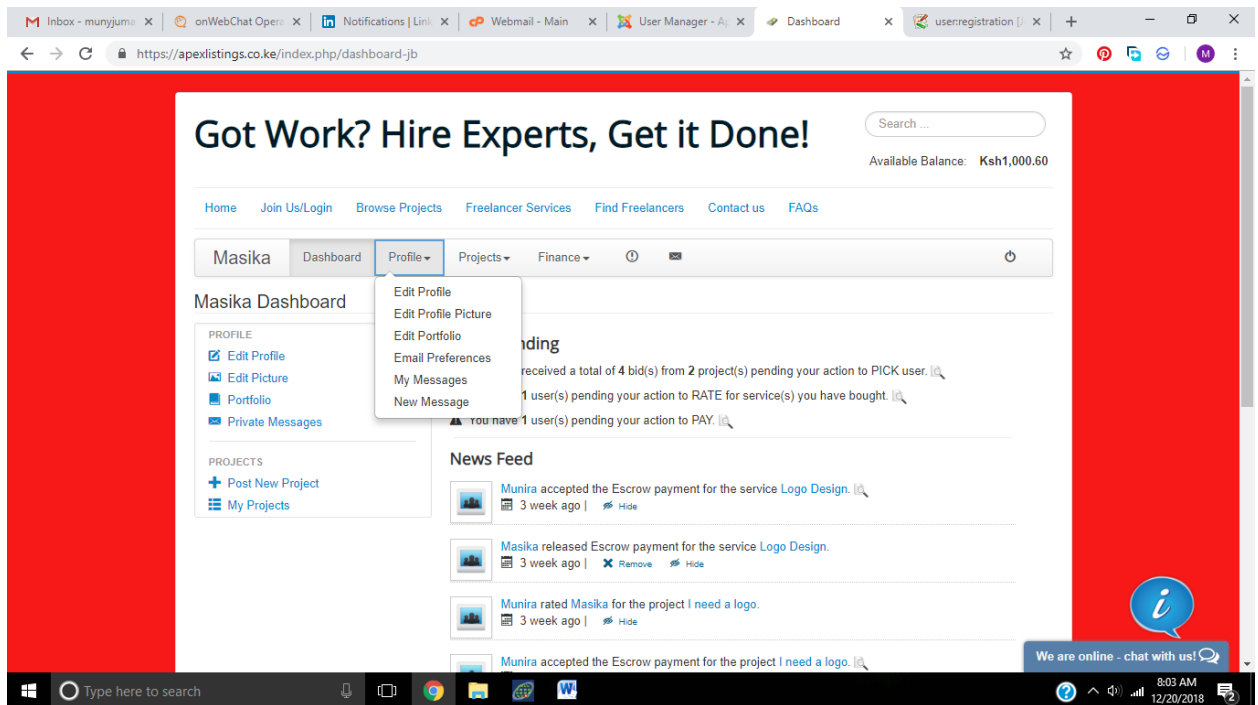
Registered Users (Buyer Guide)

1. How to Register



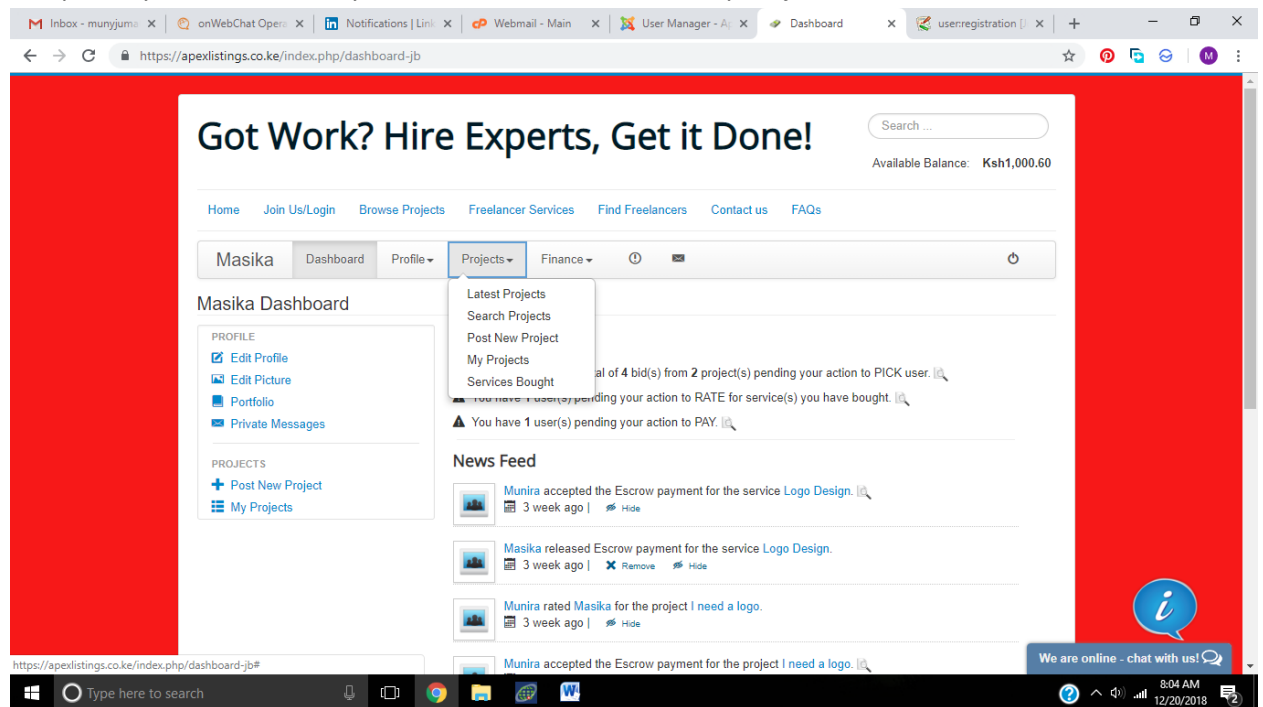
2. How to set up Profile

After registration a Buyer can further set up his/her account by visiting the profile Menu where he/she can Edit Profile, Edit Profile Picture, Set Email Preferences, and View Messages.



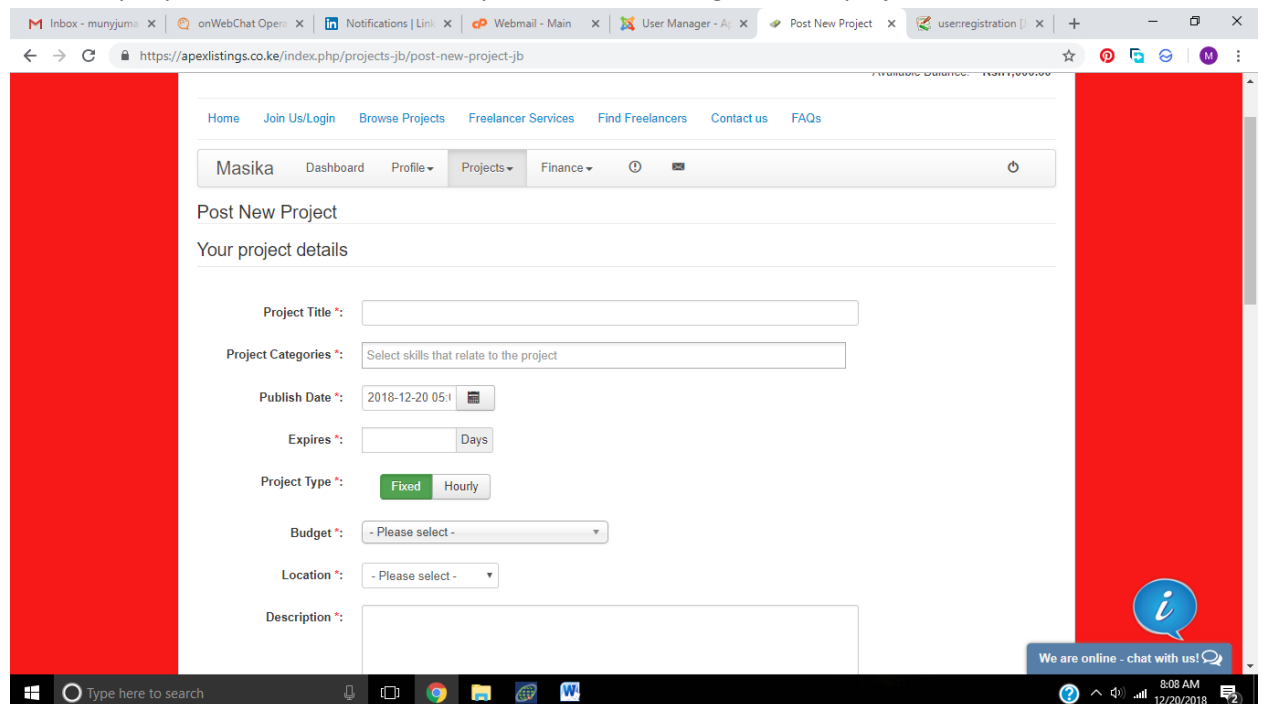
3. How to Post Jobs

The primary function of a Buyer account is to allow users to post jobs.

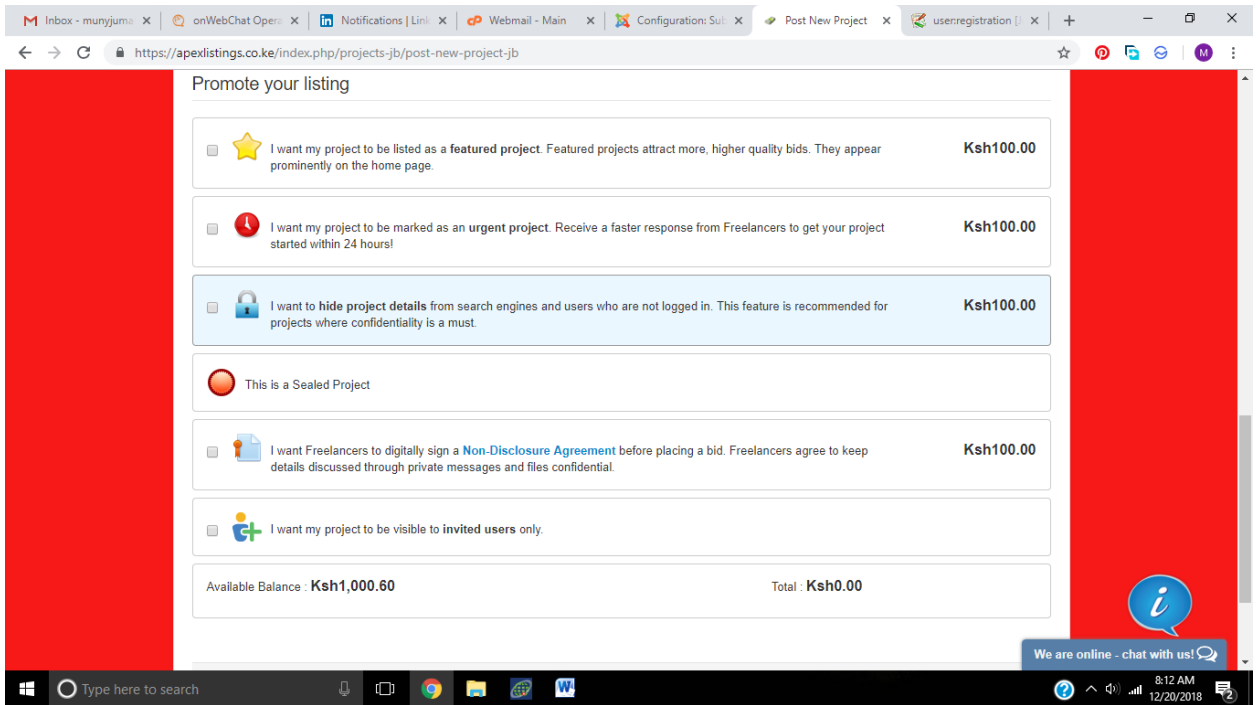


The Projects Menu allows Buyers to Post New Projects, to Check the projects they have already posted and to check services they have bought from Freelancers.

Post New Project- Allows Buyers to describe in detail the kind of job they are offering and what they expect from freelancers. They can also set a budget for the project.

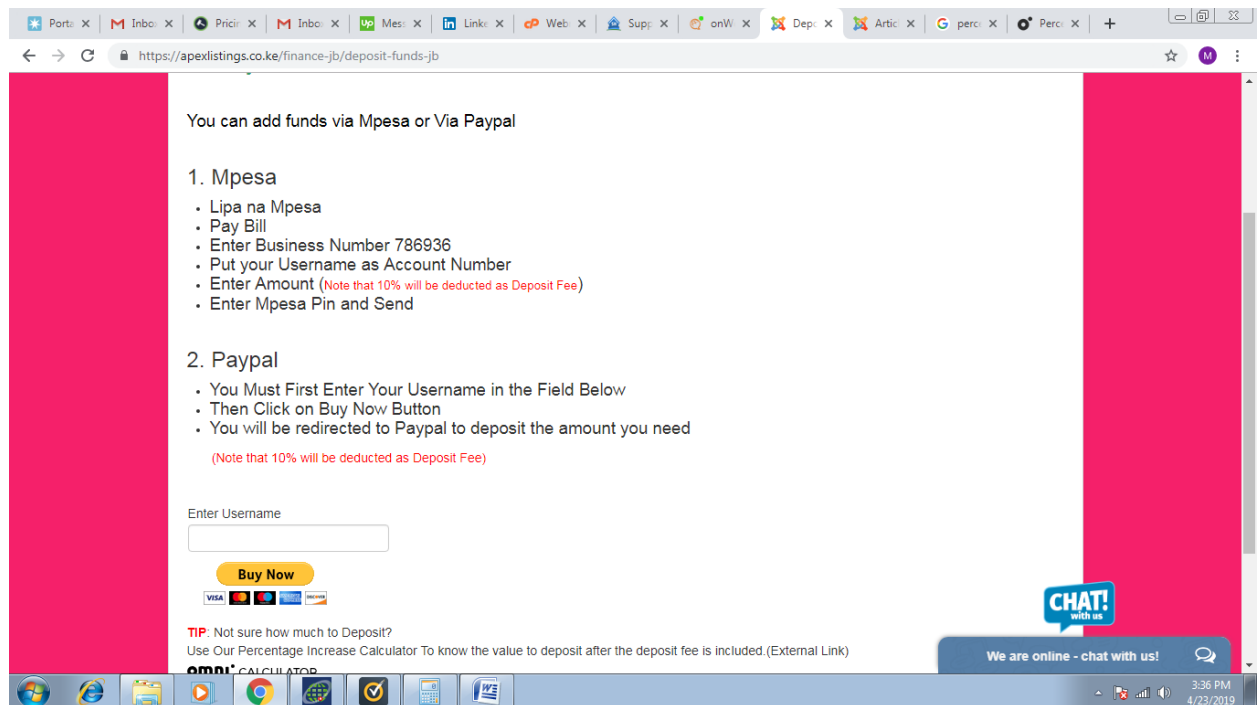


You can choose to **Promote your job** in order to get fast attention by marking it as Urgent or Featured and it costs Ksh 100 each as shown below



4. How to Add Funds

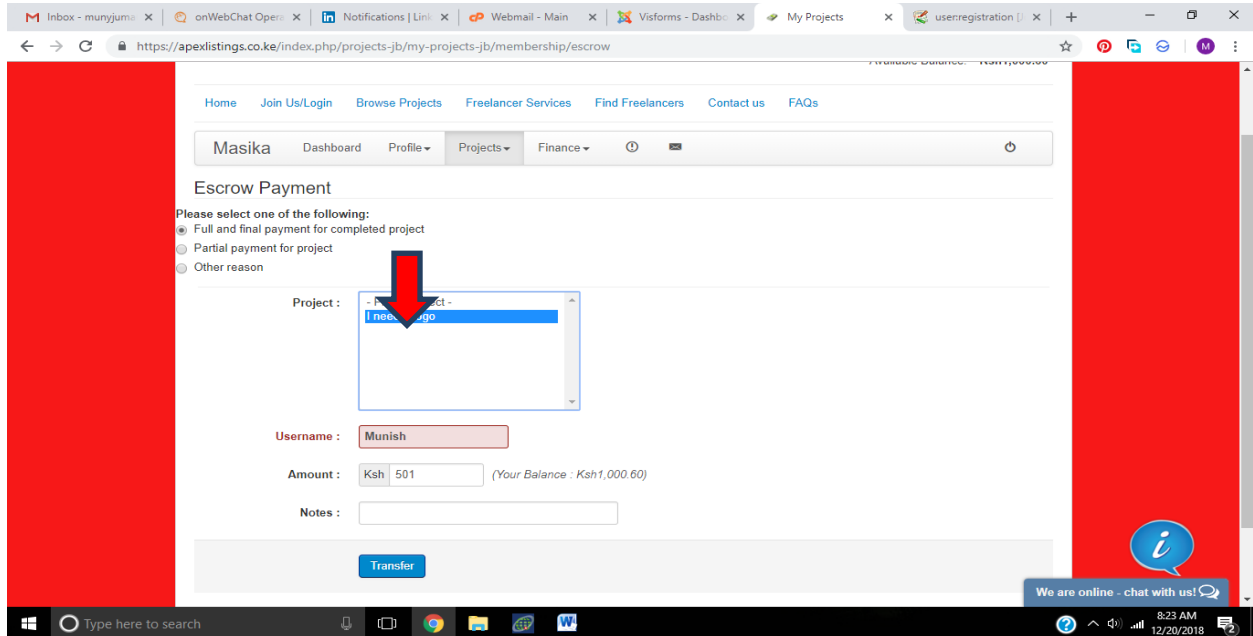
A Buyer needs to Add funds to his account in order to hire. This can be done under the Finance Menu as shown below. Finance → Deposit Funds



5. How to Hire

To Check bids you received you can go to Projects→My Projects→And you can check bids as well as pick a freelancer to hire

If you want to pay freelancer, You will go to Projects→My Project→Pay Now. You will be taken to the Window below



The screenshot shows a web browser window with the URL <https://apexlistings.co.ke/index.php/projects-jb/my-projects-jb/membership/escrow>. The page title is "Escrow Payment". The user is logged in as "Masika". The form has three radio button options: "Full and final payment for completed project" (selected), "Partial payment for project", and "Other reason". Below these is a "Project" dropdown menu with a red arrow pointing to the selected option "I need to go". The "Username" field contains "Munish". The "Amount" field contains "Ksh 501" with a note "(Your Balance : Ksh1,000.00)". There is a "Notes" text area and a "Transfer" button at the bottom.

It's a MUST to select the project which you are paying and the freelancer you are paying(The freelancer you are paying could automatically be filled in because you had already hired one.)

6. How to Order a service

To order a freelancer service Go to Freelancer Services and select the service you want. You MUST have funds in order to Order. ONLY ORDER WHEN YOU ARE SURE BECAUSE THIS CAN'T BE REVERSED. It's a good practice to message freelancers before placing an order.

Inbox - munyjun... onWebChat Oper... Notifications | Link... Webmail - Main... Visforms - Dashb... Freelancer Service... userregistration [... + -

https://apexlistings.co.ke/index.php/services/service/viewservice/6-i-will-transcribe-1-hour-audio-file


Got Work? Hire Experts, Get it Done!

Search ... Available Balance: Ksh1,000.60

Home Join Us/Login Browse Projects **Freelancer Services** Find Freelancers Contact us FAQs

Masika Dashboard Profile Projects Finance

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