Powered by: client CONNECTIONS

Quick Reference Guide - Payments

Contractors

Last Updated: March 2022

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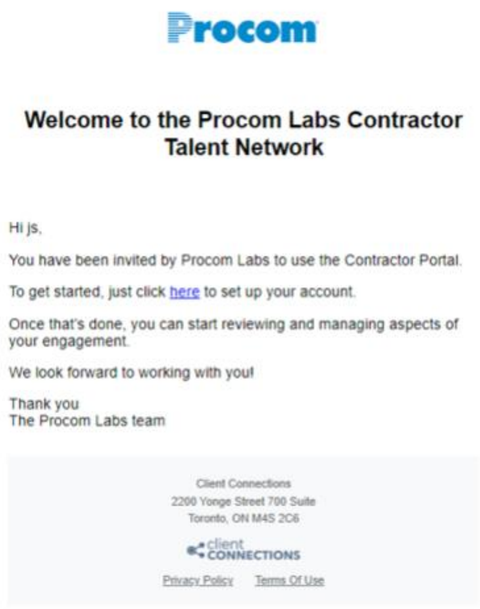
1 GETTING STARTED

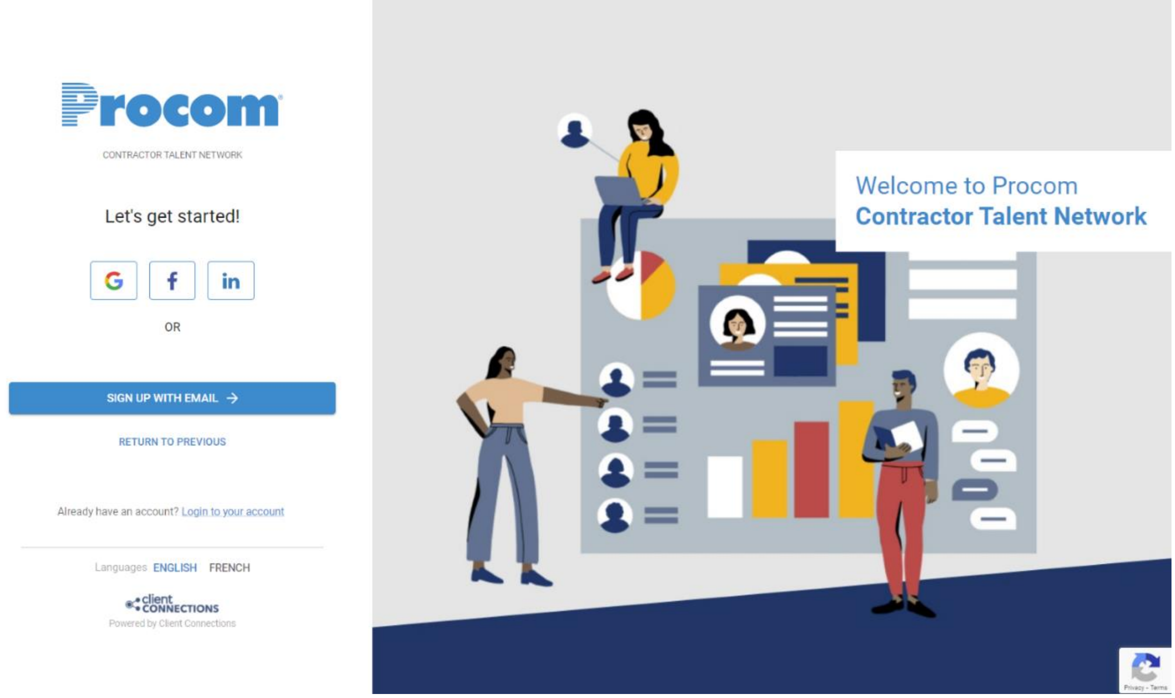
1.1 Setting up your account

If you are new to Procom's Contractor Portal, you will receive an invitation via email to start using the portal.

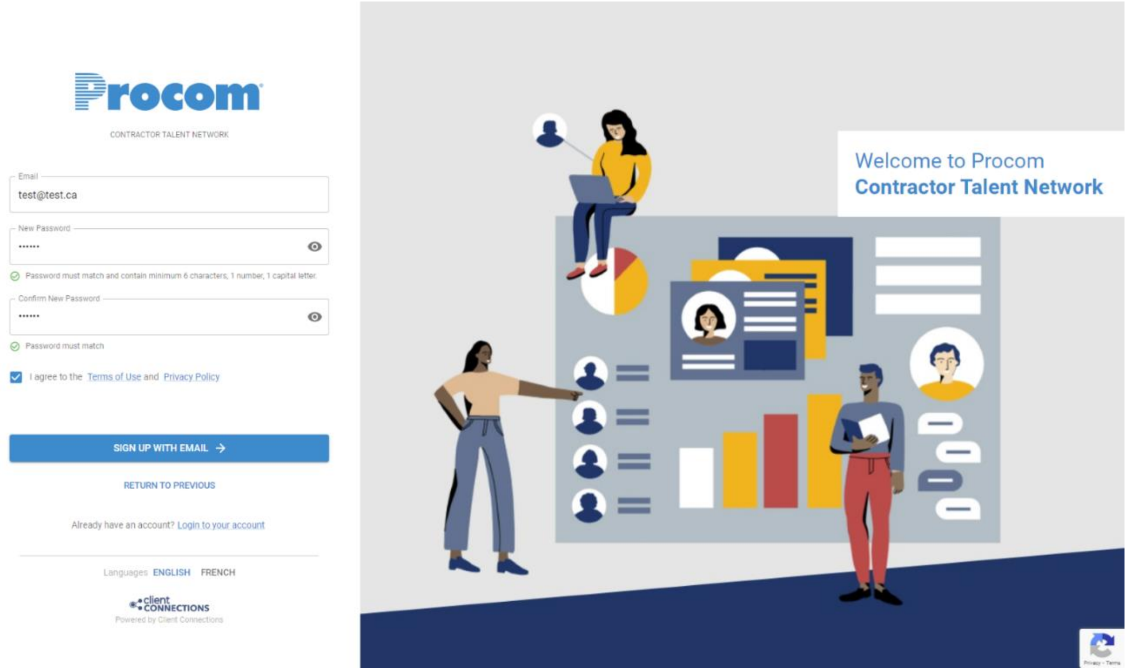
1. You will receive the following email with a link to set up your password for the first time.
2. Click on the link to be directed to the password setup page.



3. You will be required to:
    a. Sign-up using a social account or an email and enter a valid password with the required criteria.
    b. Check off the Terms of Use and Privacy Policy



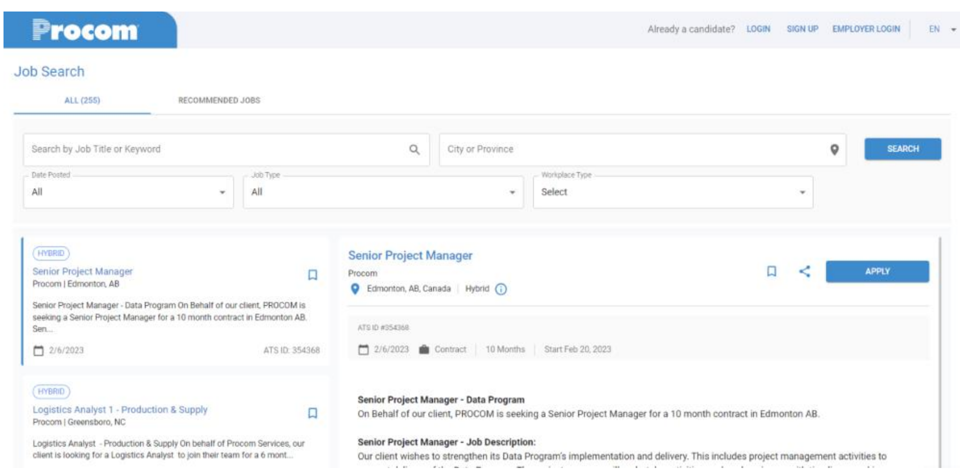
4. Once you have completed the required fields, you can click on the ‘Sign up with email’ button to complete your account setup. You will then be authenticated and directed to the Contractor Portal dashboard.



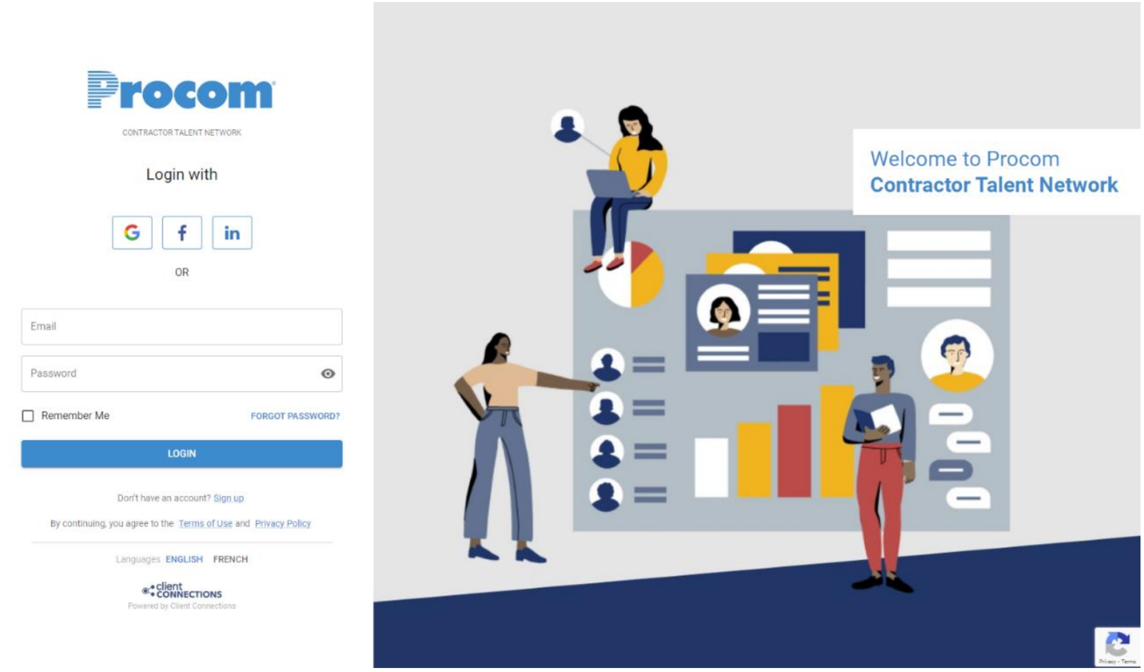
1.2 Logging in

You can log in by following these steps:

1) Go to https://portal.procomservices.com/jobs
2) Click “Login” from the top right-hand corner of the screen



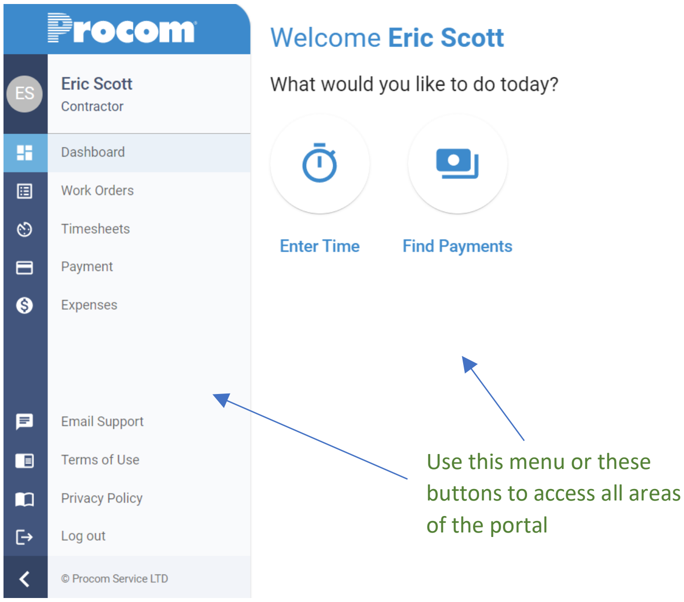
3) Select a social network to login with or enter your email and password and click Log in.
4) Click "Remember Me" if you would like your login credentials to be prepopulated each time to visit this page.
5) If you do not remember your password, click on "Forgot password?" and follow prompts to create a new one.



1.3 Getting around in the Contractor Portal

The menu bar enables easy navigation between the modules that are available to you. The image below provides an overview of the application features.

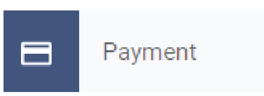
- The default landing page is the **Dashboard**.
- Click here to update your profile, add a picture, change language settings, and/or password.



2 PAYMENTS

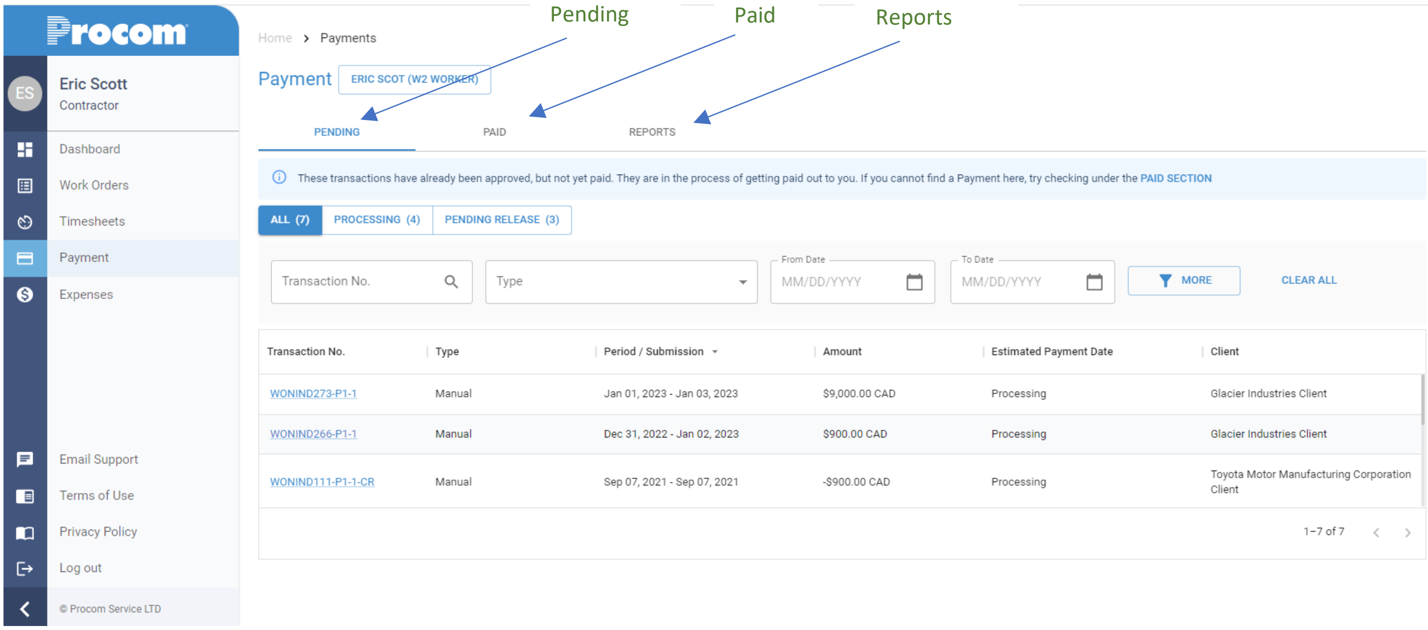
2.1 Finding your payment history

View your payment history from the Payment page. You can access the Payment page from the main menu:



Note: Payment Transactions list will only show payments issued from the **FlexBackOffice** system (which is the backend system for the Contactor Portal). For previously issued payments, please refer to the existing **Flextrack InvoiceTrack** site.

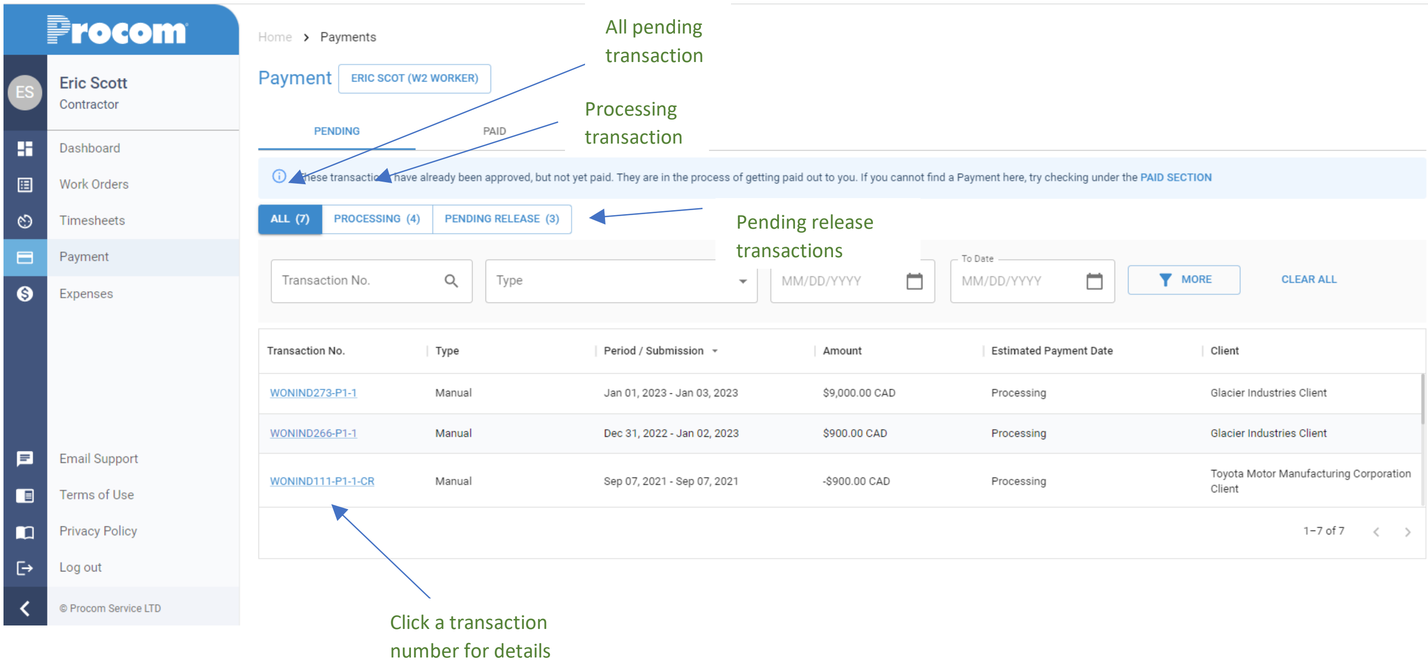
The Payment page is divided to three sections: Pending transactions, Paid payments and Reports.



2.2 Pending transactions

The pending transactions screen shows the list of transactions, divided in the following statuses: Processing, Pending Release and All:

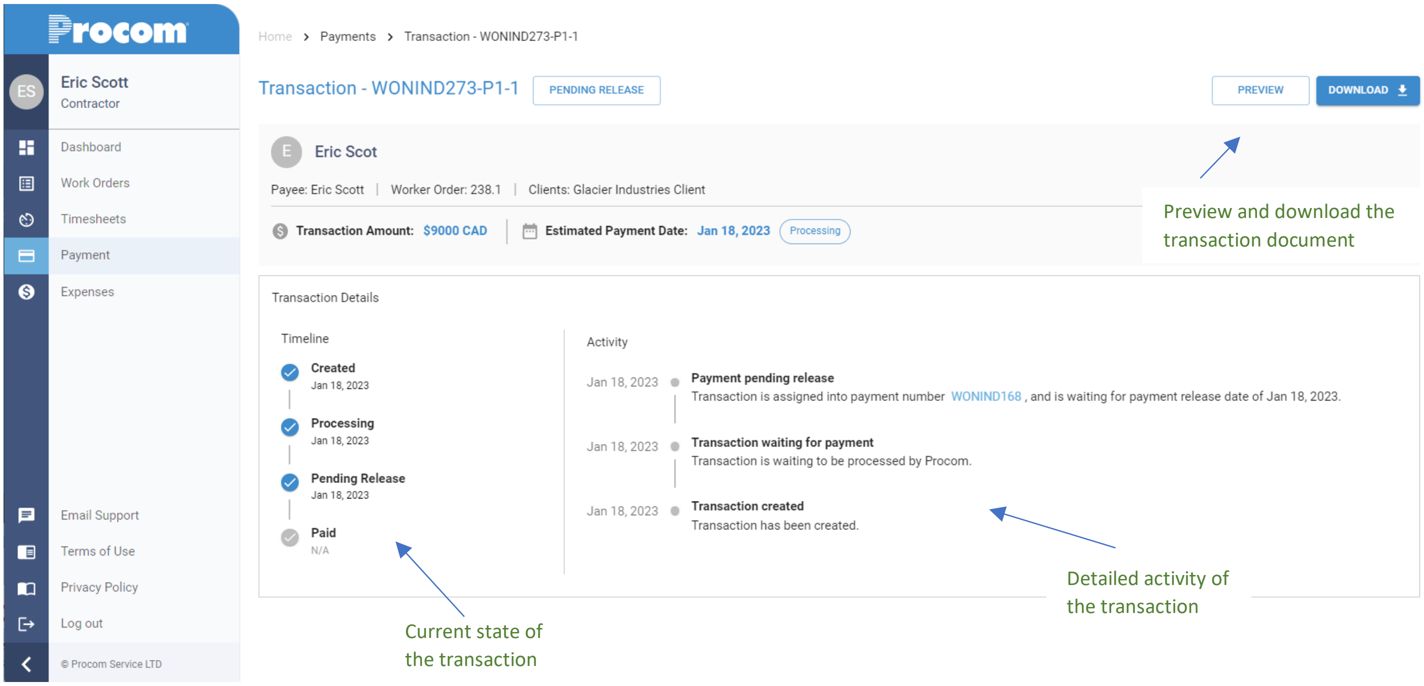
- **Processing** – Payment is scheduled for future release, as per "Estimated Payment Date" column.
  - In cases that Procom is waiting client payment, it will show "Pending client payment"
  - In cases that the transaction is paid immediately, it will show "Processing"
- **Pending Release** – Payment is pending release or on hold.
- **All** – both processing and pending release transactions



2.2.1 Transaction details

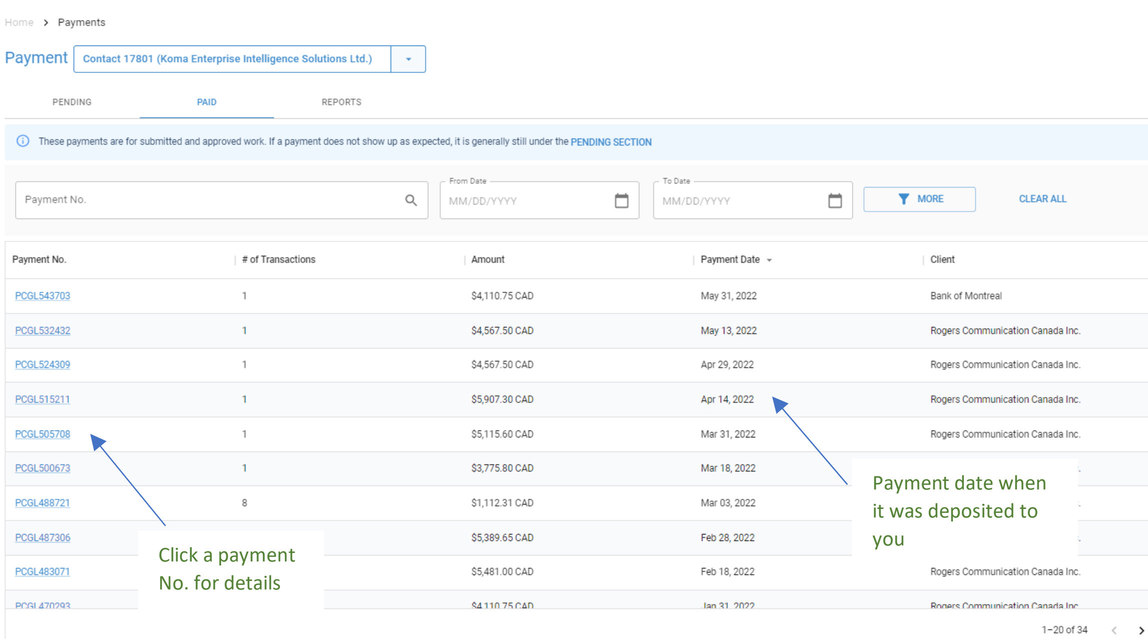
When you open the transaction details, you will see more information about the transaction:

- Work Order and Client
- Amount
- Estimated Payment Date if available
- Preview and download the transaction document (Paystub for Temp workers, and Invoice for Incs) • History and activity of the transaction



2.3 Paid payments

The Paid payments screen shows the list of payments made to you.



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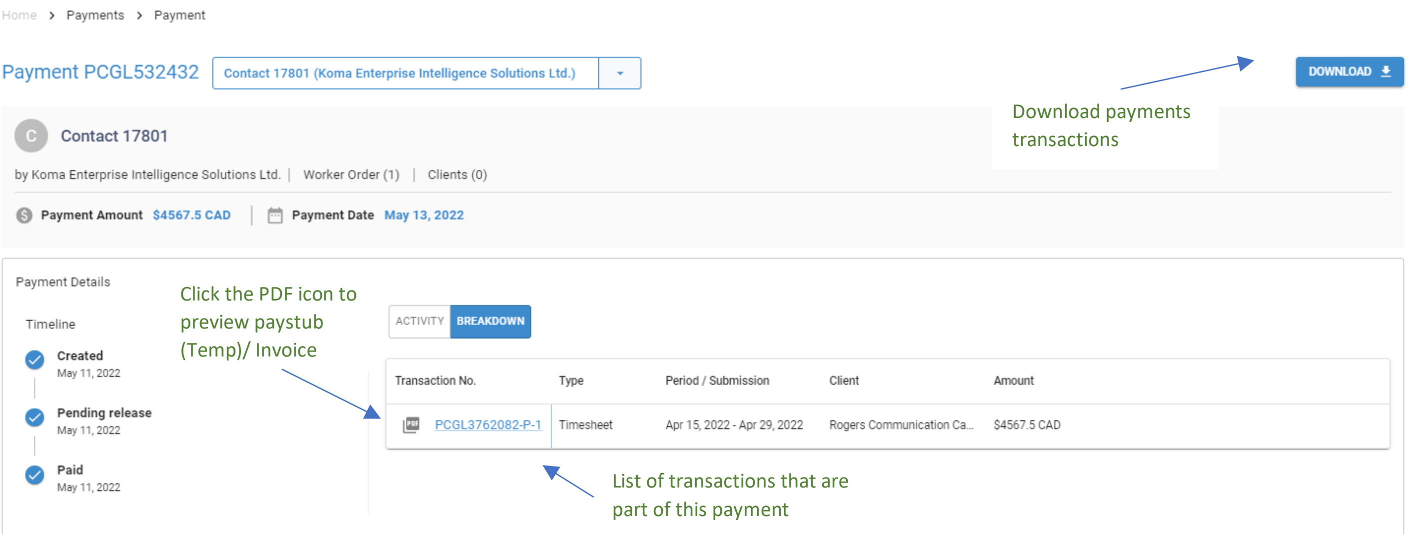
2.3.1 Payment details



2.4 Payment Reports

The current available report allows you to generate a report of all payments received for a given period of time.

The default start and end date is for the current year, starting at January and ending at the current month. To change the period, select the start and end date and click Update Report.