



Powered by:  **client
CONNECTIONS**

Quick Reference Guide - **Payments**

Contractors

Last Updated: March 2022



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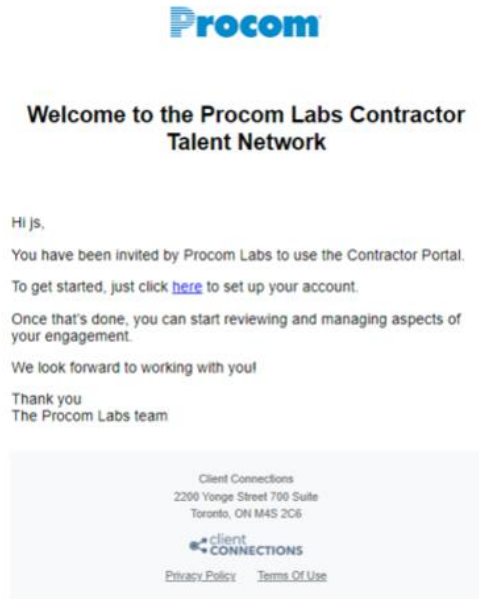
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1 GETTING STARTED

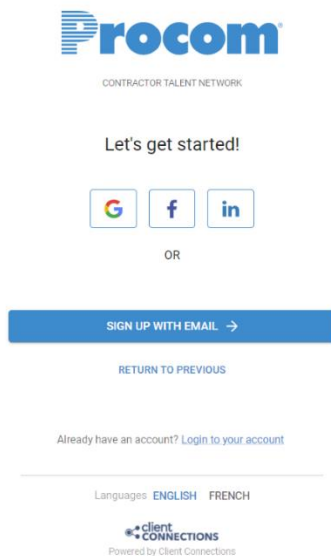
1.1 Setting up your account

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

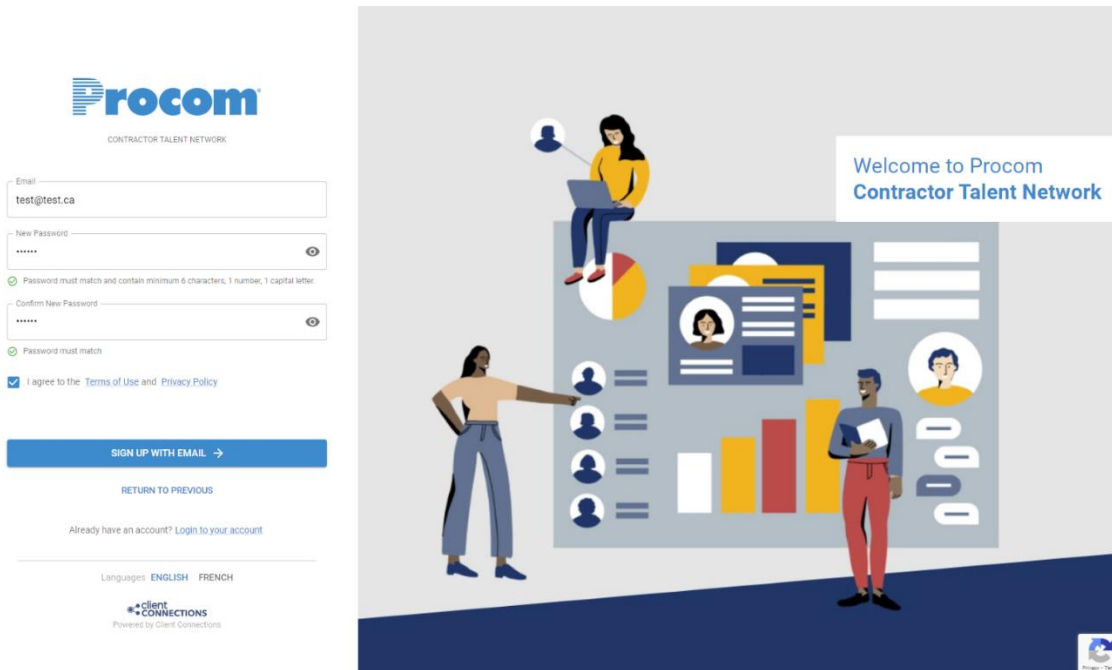
1. You will receive the following email with a link to set up your password for the first time.
2. Click on the link to be directed to the password setup page.



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



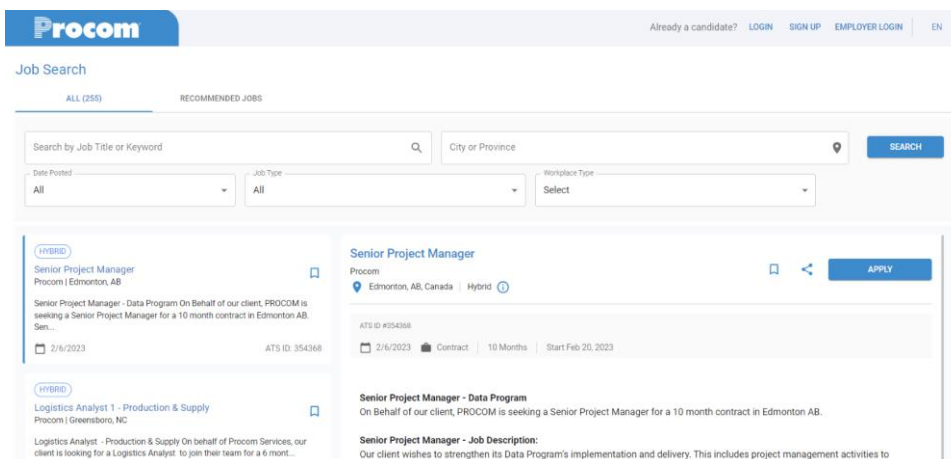
- Once you have completed the required fields, you can click on the 'Sign up with email' button to complete your account setup. You will then be authenticated and directed to the Contractor Portal dashboard.



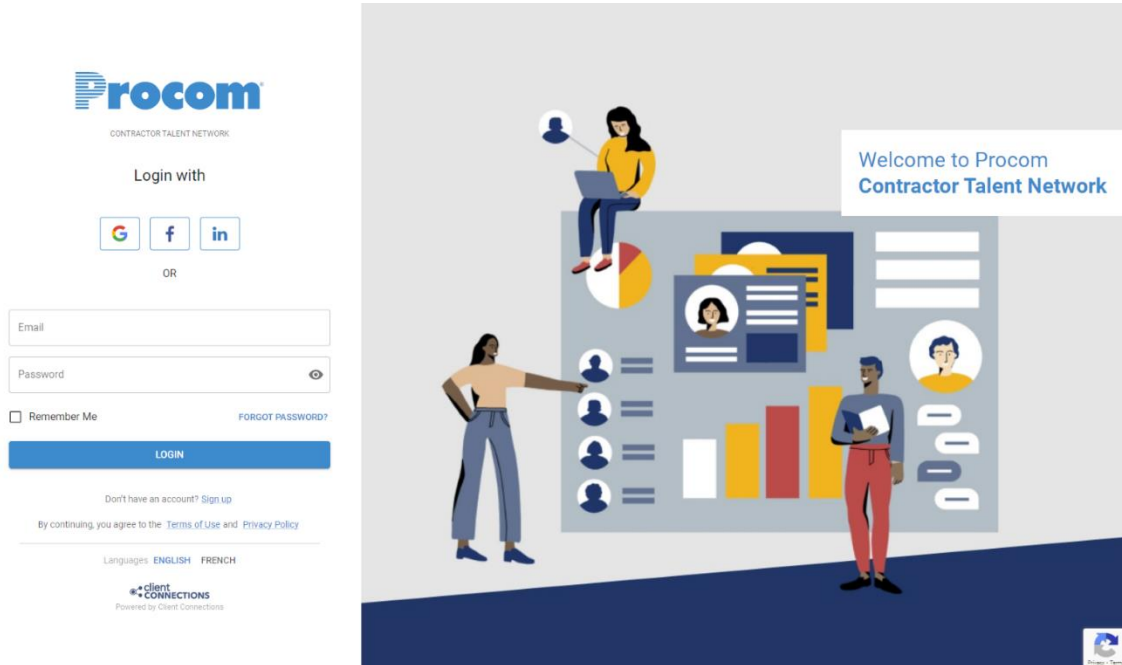
1.2 Logging in

You can log in by following these steps:

- Go to <https://portal.procomservices.com/jobs>
- Click "Login" from the top right-hand corner of the screen



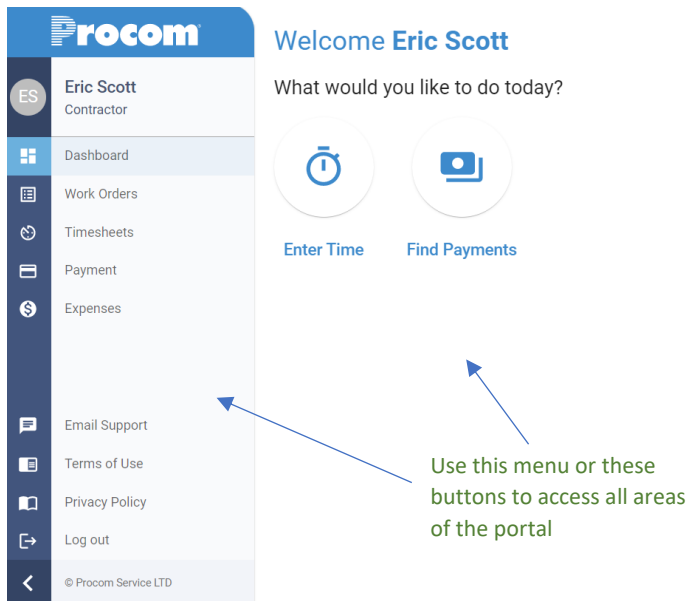
- 3) Select a social network to login with or enter your email and password and click Log in.
- 4) Click “Remember Me” if you would like your login credentials to be prepopulated each time to visit this page.
- 5) If you do not remember your password, click on “Forgot password?” and follow prompts to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

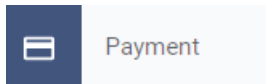
- The default landing page is the **Dashboard**.
- Click here to update your profile, add a picture, change language settings, and/or password.



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.

Home > Payments

Payment [ERIC SCOT \(W2 WORKER\)](#)

PENDING PAID REPORTS

These transactions have already been approved, but not yet paid. They are in the process of getting paid out to you. If you cannot find a Payment here, try checking under the [PAID SECTION](#)

ALL (7) PROCESSING (4) PENDING RELEASE (3)

Transaction No. Type From Date To Date MORE CLEAR ALL

Transaction No.	Type	Period / Submission	Amount	Estimated Payment Date	Client
WONIND273-P1-1	Manual	Jan 01, 2023 - Jan 03, 2023	\$9,000.00 CAD	Processing	Glacier Industries Client
WONIND266-P1-1	Manual	Dec 31, 2022 - Jan 02, 2023	\$900.00 CAD	Processing	Glacier Industries Client
WONIND111-P1-1-CR	Manual	Sep 07, 2021 - Sep 07, 2021	-\$900.00 CAD	Processing	Toyota Motor Manufacturing Corporation Client

1-7 of 7

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

The screenshot shows the Procom Contractor Payments interface. The left sidebar contains the Procom logo, user information (Eric Scott, Contractor), and navigation links: Dashboard, Work Orders, Timesheets, Payment (selected), Expenses, Email Support, Terms of Use, Privacy Policy, Log out, and Procom Service LTD. The main content area is titled 'Home > Payments' and shows a 'Payment' section for 'ERIC SCOT (W2 WORKER)'. It features tabs for 'PENDING' and 'PAID'. A blue arrow points to the 'PENDING' tab with the annotation 'All pending transaction'. Below the tabs, a message states: 'These transactions have already been approved, but not yet paid. They are in the process of getting paid out to you. If you cannot find a Payment here, try checking under the PAID SECTION'. There are three filter tabs: 'ALL (7)', 'PROCESSING (4)', and 'PENDING RELEASE (3)'. A blue arrow points to the 'PENDING RELEASE (3)' tab with the annotation 'Processing transaction'. Below the filters, there are search fields for 'Transaction No.', 'Type', and date ranges. A table lists transactions with columns: Transaction No., Type, Period / Submission, Amount, Estimated Payment Date, and Client. The table contains three rows of data. A blue arrow points to the first transaction number 'WONIND273-P1-1' with the annotation 'Click a transaction number for details'. A green text label 'Pending release transactions' is placed above the table. The bottom right of the table shows '1-7 of 7' with navigation arrows.

Home > Payments

Payment ERIC SCOT (W2 WORKER)

PENDING PAID

These transactions have already been approved, but not yet paid. They are in the process of getting paid out to you. If you cannot find a Payment here, try checking under the PAID SECTION

ALL (7) PROCESSING (4) PENDING RELEASE (3)

Transaction No. Type MM/DD/YYYY To Date MM/DD/YYYY MORE CLEAR ALL

Transaction No.	Type	Period / Submission	Amount	Estimated Payment Date	Client
WONIND273-P1-1	Manual	Jan 01, 2023 - Jan 03, 2023	\$9,000.00 CAD	Processing	Glacier Industries Client
WONIND266-P1-1	Manual	Dec 31, 2022 - Jan 02, 2023	\$900.00 CAD	Processing	Glacier Industries Client
WONIND111-P1-1-CR	Manual	Sep 07, 2021 - Sep 07, 2021	-\$900.00 CAD	Processing	Toyota Motor Manufacturing Corporation Client

1-7 of 7

Click a transaction number for details

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

Procom

Home > Payments > Transaction - WONIND273-P1-1

Transaction - WONIND273-P1-1 PENDING RELEASE PREVIEW DOWNLOAD

Eric Scot
Contractor

Payee: Eric Scott | Worker Order: 238.1 | Clients: Glacier Industries Client

Transaction Amount: \$9000 CAD | Estimated Payment Date: Jan 18, 2023 Processing

Transaction Details

Timeline

- Created Jan 18, 2023
- Processing Jan 18, 2023
- Pending Release Jan 18, 2023
- Paid N/A

Activity

- Jan 18, 2023 **Payment pending release**
Transaction is assigned into payment number **WONIND168**, and is waiting for payment release date of Jan 18, 2023.
- Jan 18, 2023 **Transaction waiting for payment**
Transaction is waiting to be processed by Procom.
- Jan 18, 2023 **Transaction created**
Transaction has been created.

Preview and download the transaction document

Current state of the transaction

Detailed activity of the transaction

2.3 Paid payments

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

Home > Payments

Payment Contact 17801 (Koma Enterprise Intelligence Solutions Ltd.)

PENDING PAID REPORTS

These payments are for submitted and approved work. If a payment does not show up as expected, it is generally still under the **PENDING** SECTION

Payment No. From Date To Date MORE CLEAR ALL

Payment No.	# of Transactions	Amount	Payment Date	Client
PCGL543703	1	\$4,110.75 CAD	May 31, 2022	Bank of Montreal
PCGL532432	1	\$4,567.50 CAD	May 13, 2022	Rogers Communication Canada Inc.
PCGL524309	1	\$4,567.50 CAD	Apr 29, 2022	Rogers Communication Canada Inc.
PCGL515211	1	\$5,907.30 CAD	Apr 14, 2022	Rogers Communication Canada Inc.
PCGL505708	1	\$5,115.60 CAD	Mar 31, 2022	Rogers Communication Canada Inc.
PCGL500673	1	\$3,775.80 CAD	Mar 18, 2022	
PCGL488721	8	\$1,112.31 CAD	Mar 03, 2022	
PCGL487306		\$5,389.65 CAD	Feb 28, 2022	
PCGL483071		\$5,481.00 CAD	Feb 18, 2022	Rogers Communication Canada Inc.
PCGL470793		\$4,110.75 CAD	Jan 31, 2022	Rogers Communication Canada Inc.

Click a payment No. for details

Payment date when it was deposited to you

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2.3.1 Payment details

Home > Payments > Payment

Payment PCGL532432 Contact 17801 (Koma Enterprise Intelligence Solutions Ltd.) DOWNLOAD

Contact 17801
by Koma Enterprise Intelligence Solutions Ltd. | Worker Order (1) | Clients (0)

Payment Amount \$4567.5 CAD | **Payment Date** May 13, 2022

Payment Details

Timeline

- Created May 11, 2022
- Pending release May 11, 2022
- Paid May 11, 2022

Click the PDF icon to preview paystub (Temp)/ Invoice

Download payments transactions

ACTIVITY BREAKDOWN

Transaction No.	Type	Period / Submission	Client	Amount
PCGL3762082-P-1	Timesheet	Apr 15, 2022 - Apr 29, 2022	Rogers Communication Ca...	\$4567.5 CAD

List of transactions that are part of this payment

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.

Home > Payments

Payment ERIC SCOT (W2 WORKER) Switch to see all transactions in the report

PENDING PAID **REPORTS**

SUMMARY **TRANSACTIONS**

From Date 1/1/2023 To Date 2/6/2023 EXPORT

Eric Scott
W2 Worker

Year-to-Date

Total Number of Transactions	4	EXPORT
Total Gross Amount	\$7,650.00 CAD	
Total Vacation Accrued	\$0.00 CAD	

Deductions

Total Amount Benefits	\$0.00 CAD
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Start and end date of the report

Export the reports transactions in CSV format