

TRADESMEN DIRECT CLIENT PORTAL

Tradesmen International is very excited to announce the release of the new Client Portal - **Tradesmen Direct**! This document will outline the steps you are able to take in the portal, as well as some basic troubleshooting.

Accessing Tradesmen Direct

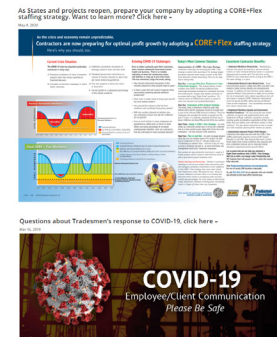
1	Currently, you will need to be invited to join Tradesmen Direct . If you are interested in using the portal, please reach out to your Account Executive for credentials.
2	The Client Portal can be accessed via the Tradesmen Direct link at the top of the Tradesmen International homepage www.tradesmeninternational.com It can also be accessed directly at clients.tradesmeninternational.com
3	If you do not receive your credentials after your Account Executive has confirmed they have been sent: <ol style="list-style-type: none"> 1. Check your junk folder 2. Be sure tradesmeninternational.com is white-listed 3. Reach out to your Account Executive for assistance

What you can do with Tradesmen Direct access

This section will cover the menu options available to you in the **Tradesmen Direct** Client Portal.

TI News

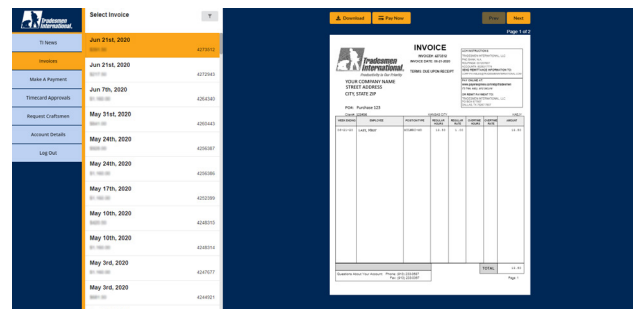
Each time you log into **Tradesmen Direct**, **TI News** will be displayed. We will use TI News to share important updates with you including sales and safety information.



Invoices

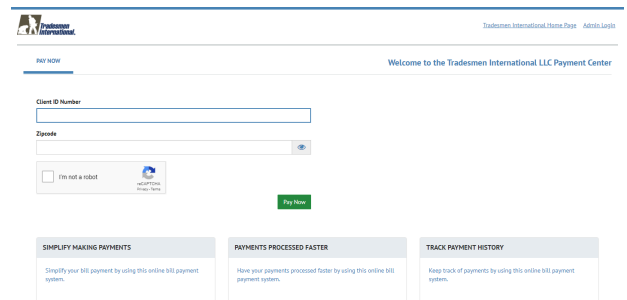
View and pay **Invoices** through **Tradesmen Direct**

- See a list of all invoices associated with your account.
- Download an invoice to save a copy.
- View documents attached to invoices, such as timecard approvals.
- "Pay Now" directly from an invoice



Make a Payment

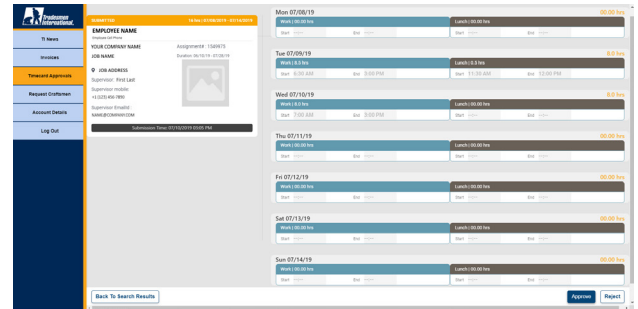
Access **PayerExpress** via **Tradesmen Direct**.



Timecard Approvals

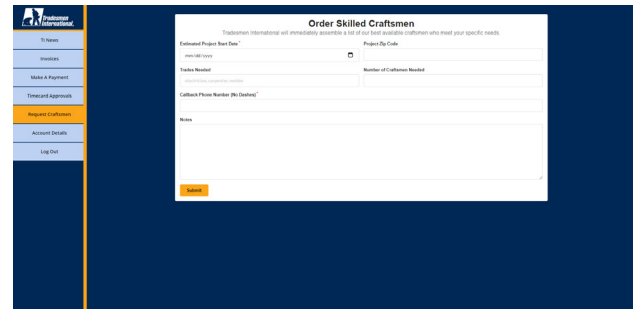
View **timecards** pending approval

- Check hours
- See Supervisor contact information
- Approve timecards with the click of a button
- Reject a timecard in need of correction



Request Craftsmen

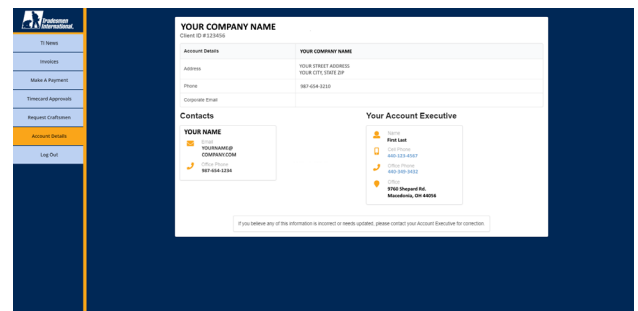
Alert your Account Executive of upcoming projects to reserve craftsmen directly through **Tradesmen Direct**.



Account Details

Locate your Tradesmen account number, and contact information for your Account Executive.

Please take a moment to verify we have the correct contact information for you.



We hope you find **Tradesmen Direct** to be intuitive, easy to use, and helpful in your interactions with us!

Reach out to your Account Executive or local Tradesmen office at any time with questions or concerns.

Thank you, and Be Safe!

