

# Setup Guide



## Step 1: Sign up with Earnin

- You will need a cell phone number & personal email address to register for Earnin.
- Securely connect your bank account.
- You can link your debit card to your account to get funds in your bank account within minutes via Lightning Speed.
- Make sure to enter "Valet Living" as your employer.
- Service Valets are able to verify their earnings via Timesheet Upload only. In order to enable this you will first need to set your "Work Location" as Valet Living's Headquarters (100 South Ashley Street #700, Tampa, FL 33602).
- Work locations are verified within one hour.



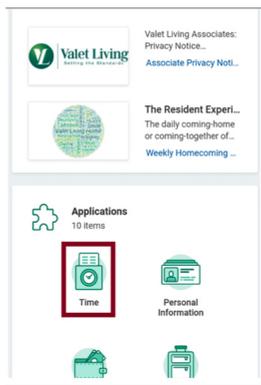
SCAN TO DOWNLOAD

## Step 2: Take a screenshot of your timesheet

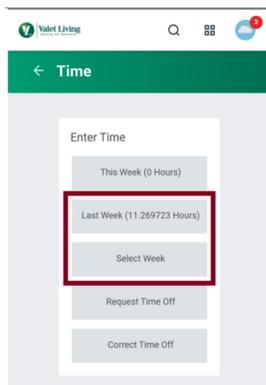
You will need to submit a screenshot of your timesheet in order to start cashing out your earnings. Here's how:

1. Log in to Workday on an internet browser, not the app.  
Link: <https://www.myworkday.com/wday/authgwy/valet/login.html>

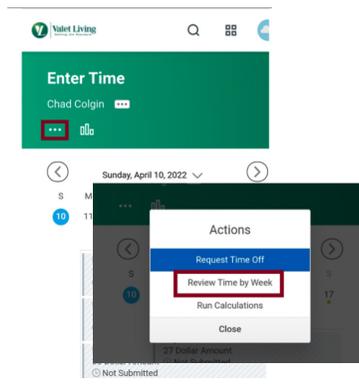
2. Select "Time" icon



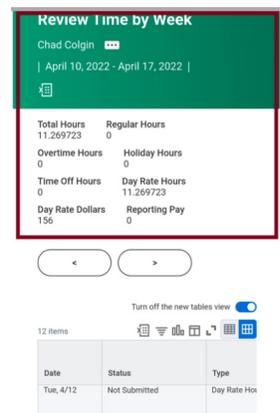
3. Select a week



4. Select the 3 dots, then tap "Review Time by Week"



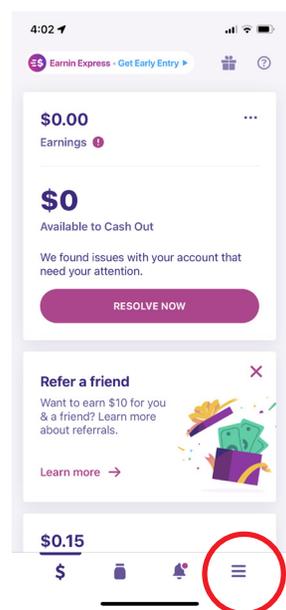
5. Take a screenshot of your timesheet



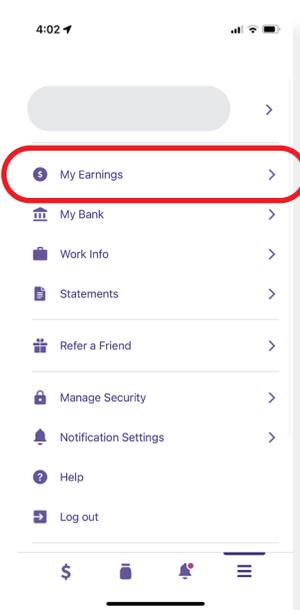
## Step 3: Upload your timesheet to Earnin

Once your "work location" has been approved you will need to upload a timesheet to verify your earnings.

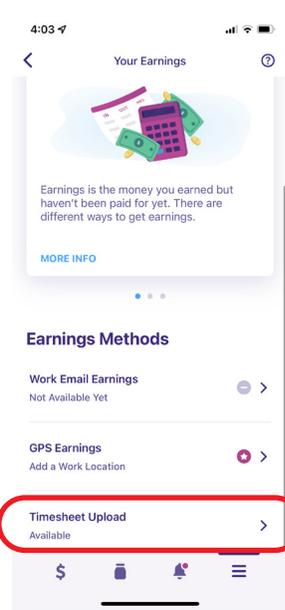
1. Open Earnin and select the menu icon in the bottom right



2. Select "My Earnings" from the list



3. Scroll down, and tap "Timesheet Upload"



- You will need to give Earnin access to your camera and photos in order to upload a screenshot of your timesheet.
- Select the screenshot of your timesheet and upload to Earnin. The screenshot will be reviewed within 10 minutes by our Community Advocates.
- Once approved your earnings will be updated within the app.
- Make sure to upload your timesheet weekly so your Earnings are correct and you can Cash Out ASAP!