

1

Sign-in

Once your account has been activated, ReadySub will send you a welcome email with your user name, password, and a link to login. If you have not received an email, check with your organization's administrator regarding the status of your account.

2

Change your password

Change your password by selecting your name followed-by the Password tab. Input the original password from the ReadySub welcome email, then the password you would like to use from now on.

3

Update your profile

Update your profile by selecting your name followed-by the Account tab. Click Edit Account to upload a photo and update your name, address, and phone number (if necessary).

4

Update Account Preferences

Update your notifications by highlighting the Notifications and Preferences tabs towards the middle of the page. Update your Scheduled Leave and Weekly Availability using the adjacent tabs so ReadySub can show you only jobs that fit within your schedule.

5

Accept your first job

You are now ready to accept your first ReadySub job! From your Dashboard, simply look under the Available Jobs tab to see if there are any jobs to accept.