Work at Home Basics

QUICK GUIDE

Real Online Jobs & Internet Income
Opportunities For Filipinos

Online Jobs Philippines

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Work at Home
Quick Guide

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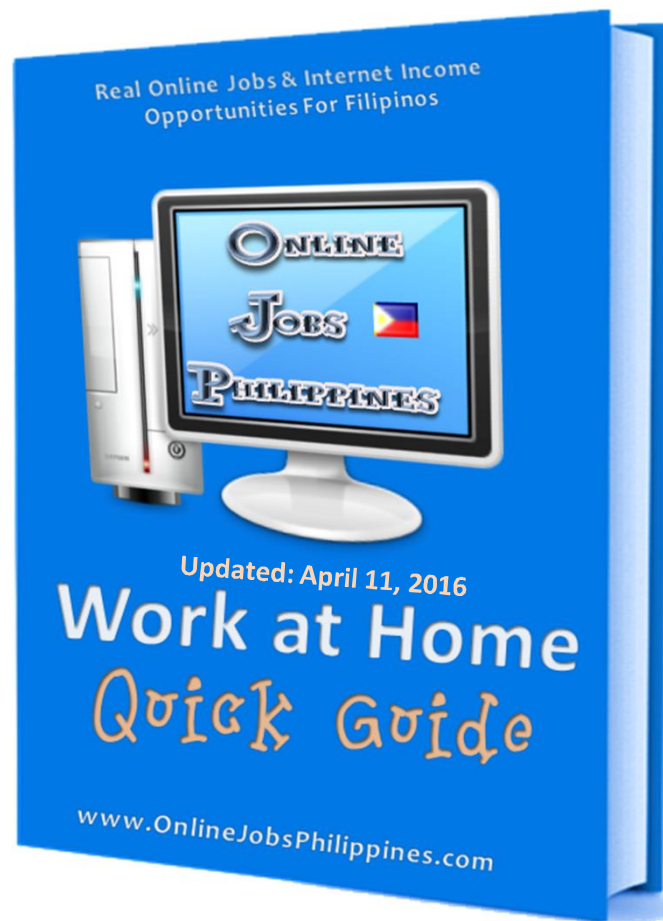
Guide to Start Earning Online Now!

# T a b l e   o f   C o n t e n t s

Introduction

How to start earning online?

"How to start earning online?" - is probably one of most frequently asked questions (FAQ) we've received ever since OJP went online in 2010. And the purpose of this e-book is to answer this question in the most simplest way ever – brief and straight to the point.

Three (3) online work options will be presented here and each option will teach you - how to earn online starting **today** - using your existing skills and know-how.

These three options are proven ways to earn online, and surely, at least one option can help you earn extra starting today – no matter what your skills are AS LONG AS YOU KNOW HOW TO FOLLOW INSTRUCTIONS CORRECTLY.

Following the instructions found on this e-book will help you start making money online in the next hour, day, week… Honestly, it will really depend on what you will do next after you finish reading this ebook.
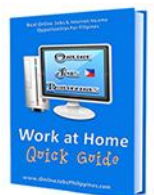
Basic Requirements

1. You <u>must</u> have access to a computer with internet connection.

2. You <u>must</u> have a positive attitude.

3. You <u>must</u> know how to follow instructions.

Patience, determination, and a bit of common sense also helps... A LOT! ☺

DO's

- Do <u>start</u> now.
- Do <u>read</u> before asking questions.
- Do <u>ask</u> for help (from a friend /OJP/others).

DON'Ts

- Don't be lazy.
- Don't delay.
- Don't make up excuses.

How to Start
(Step-by-Step Instructions)

Step #1 Register your free Gmail email account.

Click **here** to register a Gmail account.

Note: You need to create a Gmail email account as most online programs prefer a Gmail over other email service provider (skip this If you already have one).

Step #2 Register your free Paypal Personal account.

Click **here** to register a Paypal account.
(Choose the "BUY WITH PAYPAL" option - this is Paypal's "personal" account.)

Note: You only need a valid email address to register and use a Paypal account. You will need to verify your account later but for now - just register. The email that's associated with your Paypal account is your Paypal address. (You can skip this too if you already have a Paypal account.)

Step #3 Register your FREE Coins.Ph account (optional).

Click **here** to register a Coins.Ph account.
This is optional but recommended .
Visit this link to learn more about Coins.Ph and Bitcoins.

It's best to register with Coins.Ph if you also want to earn Bitcoins &/or would like to start a semi-online business such as (1.) cell loading, (2.) bayad center, or (3.) remittance service businesses.

>> NEXT explore three (3) earning options on the next pages.

(Continue to read and take notes if needed. ^_^)

*Note: All three options on succeeding pages can be done on a part-time or full-time basis. Also, there is one option here (#3) where investing is required - but only if you want to earn faster. Investing is **optional** – you can still participate, earn and withdraw your earnings even without investment.*

Online Work Option #1

>> Freelance Work at Upwork.com.

Average Estimated Time Before You Received Your Earnings >> Around 2 - 3 weeks

Work Hours >> Fixed or work at any time, depending on the job or project.

Basic Skills Needed >> Basic computer / internet / research / English / writing / etc.

Average Earnings >> $3 per hour or $20 and up per project (usual rates for "newbies").

Steps-by-Step Instructions

Step #1. **Join Upwork.com** (please provide your real name.) **– Click here to register**.

Upwork.com is free to join. All you need is a valid email address and a Paypal account where Upwork can send your earnings. Upwork can also remit your earnings via local banks.

Step #2. **Complete your profile and upload a decent photo.**

You <u>must</u> do this. Because If you apply/bid for a job, the first thing that the employer will do is visit your Upwork profile. So better treat your online profile as you would a regular resume >> complete your online profile and make it free from typo or grammatical errors.

Note: There is a "12-Hour Review Period" where Upwork staff will review your account. You can only start applying for jobs after this review period. So make sure to complete your profile to get your account approved.

Step #3. **Take the basic "Upwork tests" to increase your chances of getting hired.**

Don't worry because you can always retake (after 30 days) the tests if you fail (or got a low score) and there's no penalty for failing. Also, you can hide test scores that you're not so proud of.

Step #4. **Select your job category.**

So you can receive alerts on the latest available jobs in your chosen category. This will help you bid earlier than the other applicants.

Step #5. **Start bidding or applying for jobs.**

Bid for as many jobs as you can. More bids mean <u>more</u> chances to get a job. Don't worry if you get accepted in 2 or more jobs at the same time as you can always decline a job offer without affecting your Upwork status. (IMPORTANT >> Bid **only** for employers with a good hiring/paying record AND make sure to create an impressive application letter.)

That's it! Check your Upwork account from time to time to see if you got accepted in any of the jobs that you applied for. If you have – thank the employer and start working. If not, apply again for other job openings – as it is the <u>only</u> way to get a job.
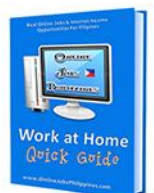
Online Work Option #2

>> Simple Writing Jobs at Postloop.com

Average Estimated Time Before You Received Your Earnings >> Around 5-7 days

Work Hours >> No fixed hours – work during your free time – day or night.

Basic Skills Needed >> English writing Skills (Forum posting experience is an advantage.)

Average Earnings >> $1-$3 per hour.

Steps-by-Step Instructions

Step #1. Join Postloop.com – Click **here**.

Postloop is a free to join internet earning program where you can get paid for posting comments in forums and blogs. To register, all you need is a valid email address and a Paypal account where Postloop can send your payment.

Step #2. Fill-up the online form with your personal details. Check the box "*I agree to all terms and conditions*", and hit the "Submit" button.

Step #3. Join the Postloop Portal - Click **here** (This is different from Postloop.com).

Postloop Portal is Postloop's official forum. This is the forum where your posting and English writing skills will be tested.

Step #4. Subscribe to the Postloop Portal – Click **here** (subscribing is different from joining).

Step #5. Create 10 posts at the Postloop Portal.

Make sure to check your grammar and spelling before you hit the post button. They are strict when it comes to these things. Also make your posts relevant to the discussion and with considerable length (around 1-2 short paragraphs) to get a higher rating. Higher rating means higher posting rate – higher posting rate means more earnings for you.

That's it! All you have to do is to wait for their approval letter sent to your email (usually within 24-48 hours).

Note: If you're accepted – start working and create quality posts. Your posts will still be monitored by the forum owners and you may get ratings from them anytime. So it's important to create quality posts as these ratings that can raise or lower your existing post rate.

☺ You can also practice forum posting at the OJP forum before joining Postloop. Interact with other Pinoy online workers, post inquiries, and ask for online support. Click **here** to join.

Online Work Option #3

>> Join "Get Paid To" or GPT sites.

Estimated Time Before You Start Earning >> A few minutes (depending on the site).

Work Hours >> No fixed hours – work during your free time – day or night.

Basic Skills Needed >> Can understand and follow instructions in English.

Average Earnings >> $0.001 to - $1.00 (and up) per online task.

But first >> What is a "Get-Paid-To" or GPT site?

A GPT site is a website or online company that offers internet earning programs. GPT sites usually pay its members for doing simple online task such as:

- ► viewing internet ads (a.k.a. PTC or paid to click), or watching short videos,
- ► signing up for a membership, or referring new members,
- ► doing internet research,
- ► playing online games,
- ► solving captcha, and other similar tasks…

GPT participants/members are mostly newbie internet users, internet marketers, and other online workers who want to <u>easily</u> earn extra while online. Almost all GPT sites require no membership fees and you don't need to be good in English or possess technical skills to get accepted. You can start earning within minutes after joining.

Sounds to good to be true?

Well, here are the "not-so-good" news:

- o As a free member, you can only earn around 2 to 5 US Cents a day per GPT site.
- o It's time-consuming especially if you have slow internet connection.
- o Some GPT sites stop paying after a few months. So make sure you only join sites with good paying record and has been in operation for several years.

So are GPT sites still worth trying?

<u>Yes</u>! it's still worth trying - but you have to be patient, with good internet connection, and must be willing to do a simple background check on the site that you are joining.

Also, if you're a "newbie" internet user, you will surely learn a thing or two from your GPT experience/s. You will learn (more or less) how online marketing and advertising works. This experience will also make you more at ease in using the internet and will likewise help you become more confident when you apply for full-time online jobs in the future.

After all, it's like FREE money from the internet. It would be a waste if you're always online and yet not taking advantage of this free earning opportunity, right? ☺

Now go on to the next page & learn how to start earning from GPTs. ^_^
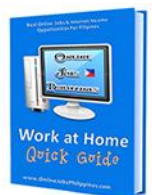
Online Work Option #3 (Continuation...)

Steps-by-Step Instructions

Step #1. Join at least 2 GPT/PTC sites, below are our most recommended sites (all sites are free to join and does not require any investment to cash out):

1. Clixsense.com - Click **here**. ($8.00 minimum earnings to cash out)
2. Neobux.com - Click **here**. ($2.00 min. – first cash out)

*Note: Make sure to list down the usernames and passwords that you used when you registered. You may also visit this **page** to view other recommended PTC sites. Sometimes even just these two PTC sites (i.e. Clixsense & Neobux) are enough, especially if you know how to promote online.*

Step #2. Activate your account, login and start viewing paid ads.

*Note: Click "**Browse Ads**" or "**View Ads**" to see available paid ads for the day.*

Step #3. You can do the following to increase your earnings and earn the cash out minimum amount faster:

- Do other earning activities on each site (e.g. paid tasks).
- Invite your friends to join and earn from their activities.
- Rent referrals – You can use your earnings to rent referrals.
- Invest to become a premium member (**Optional**). Premium members have access to more paid ads with higher rates.
- Promote your referral link in other PTC sites and Traffic Exchange sites.
- If you know how to blog, you can create PTC tutorials and invite blog visitors to join using your referral link (online promotion).

That's it! All you have to do now is click all ads **daily** during your free time. And again, try other earning activities on the site so you can cash out faster.

*Note: Click all paid ads and repeat daily until you reach the minimum cash out. Also, you may encounter other PTC sites that may seem interesting. You may join but do <u>not</u> invest. (Do a background check first before investing in any PTC site – Click **here**.)*

☺ *Interested in Other GPT Sites?*

- ***Get Paid to Play Online Games -*** *Visit Brainygames.info , if you want to learn how to earn while playing online games.*

- ***Get Paid to Solve Captcha / Collect Bitcoins*** *– Visit this LINK to learn more about this new easy online income opportunity.*

How to Withdraw Your Earnings

>> Ways to withdraw from your paypal account.

Your online earnings can be sent to you thru your Paypal account. You only need to provide your Paypal address to Upwork/Postloop/GPTs in order for these sites to know where to send your money/earnings. Your Paypal address is the email address that's associated with your Paypal account.

Note: Some sites prefer that you have a verified Paypal account but most GPT sites don't. Still you can start working and earning even with a non-verified Paypal.

How to withdraw your money from Paypal?

Take note that you can <u>only</u> withdraw your money from Paypal if you have a verified account (you can send funds to another Paypal account but you cannot withdraw). But there are other ways to work around it (see #2 & #3 below).

The following are ways to get your money from your Paypal account:

1. Have your Paypal account verified. In the Philippines, the best way to do it is by opening a Unionbank EON card. You can use this card to verify and withdraw your money from Paypal. (Learn more about EON card **here**.)

2. Look for trusted Paypal fund exchangers/buyers. You can find some of them in OLX.com.ph or at Facebook (always check their feedback scores first). It works like this >> you send your Paypal money to their Paypal account and they will credit your bank account or remit the money to you (less charges/fees of course).

3. Send your Paypal funds to a relative or friend with a verified Paypal account (ask for permission first), then make an arrangement on how to get your money from them.

Note: You can do options 2 and 3 even with a non-verified Paypal account BUT there is a sending limit of around P20,000 or $500. If your limit is used up, then your only option is to have your Paypal account verified to remove all your Paypal transaction limits.

Important Reminders

Hundreds and thousands of internet users have already made a lot of money from the earning options that were mentioned in this ebook. All the three options mentioned here are proven methods to earn money from the internet. The only thing that will prevent you from earning is YOU, and that is, if you don't take action starting now.

Making money online is really not that complicated but it's not all that easy either. You have to take time to read, learn and finally take action. You have to invest time (sometimes even money) plus >> you really have to stay focused and be consistent.

Keep in mind that most of the people who are now earning a lot from the internet also started out as a "newbie" like you. If they can do it – so can you. Work hard and work smart in order to achieve positive results.

That's it, we're done! ^_^

If you want to learn more about Upwork, Postloop, GPT sites, and other online earning opportunities, then feel free to join our growing online community of Filipino online earners. Interact with other like-minded Pinoys, inquire or request for online support.

Registration is Free!

Click **here** to join.

Remember!

There's <u>always</u> an available online job or earning opportunity on the internet.
You now have ideas on where to find it & how to earn from it – the rest is now up to <u>you</u>.

Good Luck! ^_^

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> *"Without ambition one starts nothing.*
> *Without work one finishes nothing.*
> *The prize will not be sent to you.*
> *You have to win it." - Ralph Waldo Emerson*