

How to create an oDesk account

People who interested in freelancing should know how to create a profile. Creating a effective profile in a Freelancing site is The starting of freelancing and also a important part of Freelancing. There are some well known sites for freelancing such as Odesk , Elance, Rentacoder, Getafreelancer etc. Among the sites Odesk is the better one. I feel like to give u the step by step instruction with picture. I hope it will be very helpful for you to start. If you can't understand anything just ask me by comment on it. So enjoy creating profile.



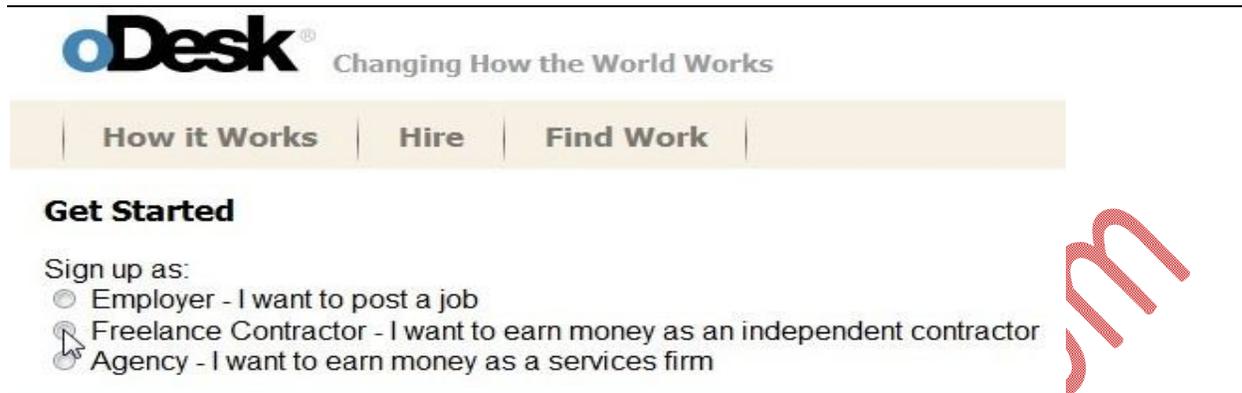
Here I prefer u all to create the profile from my site link and also you can learn everything needed for freelancing from my site. First go to my site <http://www.careerstairs.com> . If you can't understand anything just ask me by comment on it. So enjoy creating profile



In my site there is a banner of Odesk. Just click on the banner then it will show you the odesk site.



In upper right corner of the site we can see the tab "Create an account" click on it. A window Get started will appear given below-



oDesk® Changing How the World Works

How it Works | Hire | Find Work

Get Started

Sign up as:

- Employer - I want to post a job
- Freelance Contractor - I want to earn money as an independent contractor
- Agency - I want to earn money as a services firm

There are three options of profile type. Choose 2nd option as freelance Contractor and click on the tab. It will appear the application form like below

- Employer - I want to post a job
- Freelance Contractor - I want to earn money as an independent contractor
- Agency - I want to earn money as a services firm

Freelance Contractors

Apply now for a FREE oDesk account!

Please fill the fields below to start your application process. An email will be sent to you from oDesk.com with instructions for email verification.

To continue a previous application, click [here](#).

* First Name:

* Last Name:

* Email:
You'll be asked to verify this email address.

* Re-type Email:

* Username:
Important: Username is based on name. This is your login for oDesk.com
This will also be your oDesk email account <username>@odesk.com

* Password: **Strength:** (not rated)

Fill up the form give a suitable user name that you have to use every time of log in. And use a strong and secure password with the combination of numerical digit and latter.

Password: strength: ■■■■■■■■■■
Please use a password with at least eight characters, including at least one letter and one number or symbol.

* Re-type Password:

* Security question: What's this? Other...

* Security answer:

* IMPORTANT: I understand that if I am unable to answer this question I will get locked out of this account.

* Enter the code shown:



[What's this?](#)

ates required fields.

After completing the form fill up click Continue then you will see the window name post your profile given below-

Here you must complete all 4 Steps before you can activate your profile.

Post your Profile: Checklist

Hasan, you must complete all items before you can activate your profile. If you need help, please refer to the [Candidate FAQ](#).

- [Verify your email address](#)
- [Fill out contact information](#)
- [Complete your oDesk Profile](#)
- [Accept the oDesk Marketplace User Agreement](#)

First click on verify your email address. You will see an email verification window given below-

You can even close the tab.

Post your Profile: Verify your email address

We sent an email to ount
 You must **click on the confirmation URL** in the email to activate your oDesk account and post your profile.

Didn't get our email?

- Wait a few minutes. Emails can take some time to arrive.
- Check your Bulk Mail or Junk Mail folder. If you find it there, first click on the confirmation URL, then add 'odesk.com' to your safe senders list.
- Click the "Re-Send Verification Email" button below

Wrong email address?

- Enter your new email address in the box above and click the "Re-Send Verification Email" button below



Changing How the World Works.

oDesk: Please verify your email address

Hello Hasan,

Thanks for creating an account with oDesk. Click below to confirm your email address:

http://www.odesk.com/w/verify_email.php?token=~7a9571da32ca0cac

If you have any problems, please paste the above URL into your web browser.

Regards,
oDesk - Changing How the World Works

You will see a window of email verification. Click on "click here to continue"

Post a Profile: Email Verification

Dear Hasan,

Your email address careerstairs@yahoo.com has been verified. Thank you!

[Click here to continue.](#)

Then step 1 is complete. Now click on step 2 name "fill out contact information"

Post your Profile: Checklist

Hasan, you must complete all items before you can activate your p

1. [Verify your email address](#) ✓
2. [Fill out contact information](#)
3. [Complete your oDesk Profile](#)
4. [Accept the oDesk Marketplace User Agreement](#)

It will appear the contact information form. Fill up the form and click on "Save and Continue"

Post your Profile: Fill out contact information

* Address:

* City:

* Zip / Postal code:

* Country:

* State / Province:

* Phone: + () For verification purposes we may call this phone number. To avoid delay, please make sure it is correct.

* Timezone: Your timezone helps Employers to schedule interviews with you

How did you hear about us: (Optional)

* Indicates required fields.

Step 2 is complete. Click on complete your oDesk profile

Post your Profile: Checklist

Hasan, you must complete all items before you can activate your profile.

1. [Verify your email address](#) ✓
2. [Fill out contact information](#) ✓
3. [Complete your oDesk Profile](#)
4. [Accept the oDesk Marketplace User Agreement](#)

You will see some field (category and sub category) of job. Check Boxes you want to apply for job or you are expert in the field.

You can choose as many as you want and all these information can change any time

- | | | |
|---|---|--|
| <input type="checkbox"/> Server Administration | <input type="checkbox"/> Voice Talent | <input type="checkbox"/> Financial Services & Planning |
| <input type="checkbox"/> ERP / CRM Implementation | <input type="checkbox"/> Animation | <input type="checkbox"/> Payment Processing |
| <input type="checkbox"/> Other - Networking & Information Systems | <input checked="" type="checkbox"/> Presentations | <input type="checkbox"/> Legal |
| | <input type="checkbox"/> Engineering & Technical Design | <input type="checkbox"/> Project Management |
| | <input type="checkbox"/> Other - Design & Multimedia | <input type="checkbox"/> Business Consulting |
| | | <input type="checkbox"/> Recruiting |
| | | <input checked="" type="checkbox"/> Statistical Analysis |
| | | <input type="checkbox"/> Other - Business Services |

* Primary Role:
Please choose a role that best describes your skill set

* Desired Hourly Rate (USD): + \$0.56 = \$5.56
Your Rate oDesk Fee Total Rate to Employer
The oDesk Fee is 10% of the Total Rate to Employer. Read [more](#). [Currency Converter](#)

* Availability: hours per week

* Title: 75 characters max
This is the title of your Profile that shows in search results. See [example](#)
* Indicates required fields.

Here primary Role that in which field you wants to do job.
Desired hourly rate is that usually in which hourly rate you want to apply for job
Availability is that how much hour you can spend in a week for a job.
Title that how you want to introduce yourself to employers

After completing the form click on "Save and continue"

Post your Profile: Checklist

Hasan, you must complete all items before you can activate your profile. If you need help, please refer to the [Candidate FAQ](#).

1. [Verify your email address](#) ✓
2. [Fill out contact information](#) ✓
3. [Complete your oDesk Profile](#) ✓
4. [Accept the oDesk Marketplace User Agreement](#)

It just completed the step 3 then click on step 4 user agreement. this is the last and very simple step. You will see a user agreement window. Check the square box for the agreement then click on "save and continue"

Post your Profile: Accept the oDesk Marketplace User Agreement

Please read the oDesk Marketplace User Agreement. You must confirm that you have read and agree with the entire contract in order to proceed.

oDesk Marketplace User Agreement [Printable version](#)

oDesk Marketplace User Agreement

This oDesk Marketplace User Agreement, including the incorporated Policies, (collectively, the "Agreement") is entered into by and between the company or individual specified during this online registration process ("User") and oDesk Corporation, a California corporation with its principal place of business at 4200 Bohannon Drive, Suite 100, Menlo Park, CA 94025, U.S.A. ("oDesk") for good and valuable consideration,

I agree to the terms and conditions of the [oDesk Marketplace User Agreement](#) and incorporated Policies

[Save and Continue](#) [Back](#)

After completing all 4 steps here will appear the window "post my profile" just click on it then you successfully created the account.

Post your Profile: Checklist

Hasan, you must complete all items before you can activate your profile. If you need help, please refer to the [Candidate FAQ](#).

1. [Verify your email address](#) ✓
2. [Fill out contact information](#) ✓
3. [Complete your oDesk Profile](#) ✓
4. [Accept the oDesk Marketplace User Agreement](#) ✓

Click the button below to continue:

[Post my Profile](#)

Community [help](#) [Desk U/...](#) [Jobs](#) [go](#)

Profile & Settings

- [User Info](#)
- My Contractor Profile**
- [My Company Profile](#)
- [My Teams](#)
- [My Tests](#)
- [Extending oDesk](#)

Security

- [Change Password](#)
- [Change Security Question](#)

Want to increase your job application quota?

We recommend that you [get oDesk Ready](#) so you can increase your quota to as many as 20 jobs per week. It is a short test designed to help you get familiar with working on oDesk.

My Contractor Profile

Thank you for joining the oDesk contractor network!

To get started, check out the video tutorials in the [oDesk Learning Center](#).

Please take some time to look around the [Help Center](#), and then take the [oDesk Readiness Test](#). You must be oDesk Ready before you can start applying to jobs. Additionally, we encourage you to:

- **Download & install oDesk Team:** Please download oDesk Team from the [Downloads page](#). Running the oDesk Team client is required to bill hourly work.
- **Complete your Contractor Profile:** Use the [Profile Editor](#) to add a professional portrait, skill details, portfolio items, and background information making you more attractive to potential clients.
- **Take free oDesk Skill Tests:** Our free online tests are the best way to prove your skills to oDesk Employers. Visit the [Qualification Tests](#) page to get started.

If you have any questions, please check the [Help Center](#) and visit the [Community Forums](#). To contact our support staff directly, you may submit a [Help Ticket](#).

I'm now explaining the steps for your better understanding.

Download & install oDesk team:

There is 2 types of job in oDesk one is fixed price and another is Hourly. For hourly job you need to Download & install oDesk team application which is software that count how much hour u worked in a week. Every time you r doing job, you must Resume or start the oDesk team application.

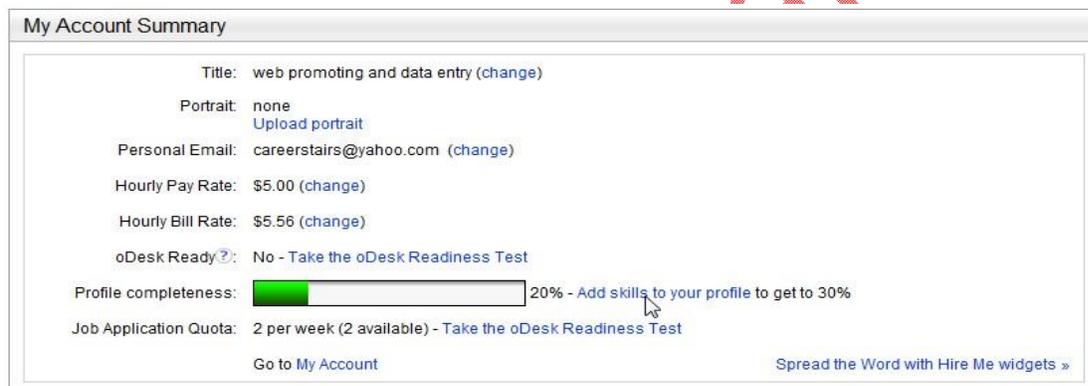
Complete your contractor profile:

In this step add a portrait, skill details and Background information making you more attractive to potential clients.

Take free oDesk skill tests:

To make an effective profile you have to take some test that will helpful to get a job easily. You can take any kind of test you want .you better Take those tests in which field you are expert.

You can even know more about this by oDesk help center or by FAQ.



The screenshot shows the 'My Account Summary' page. It contains the following information:

- Title: web promoting and data entry (change)
- Portrait: none
[Upload portrait](#)
- Personal Email: careerstairs@yahoo.com (change)
- Hourly Pay Rate: \$5.00 (change)
- Hourly Bill Rate: \$5.56 (change)
- oDesk Ready: No - [Take the oDesk Readiness Test](#)
- Profile completeness: 20% - [Add skills to your profile to get to 30%](#)
- Job Application Quota: 2 per week (2 available) - [Take the oDesk Readiness Test](#)

At the bottom, there are links for 'Go to My Account' and 'Spread the Word with Hire Me widgets »'.



The screenshot shows the 'My Public Profile' page. It contains the following information:

- [Edit](#)
- Profile Access: Public
- Display Name: Full Name
- Primary Role: Website / Graphic Designer

At the top right, there is a link: 'View my profile as others see it | Share on [f](#) [t](#)'.

In your account summery you can see that profile completeness is 20% and beside that a link of "add skill to your profile" to get to 30%. Just click on it and enrich your profile step by step to 100%. Remember that you must complete your profile to 100% to apply for a job

I will show you the step by step by step instruction of how will you enrich your profile to 100% in my next articles.



There is a messages system in the site oDesk. You can send mail to any where through oDesk mail and all mail sent to you for job in this mail Box.

If any question comes in your mind any time feel free to ask me through my site or by comment on the article. My site URL is <http://www.careerstairs.com>

Make your profile 100% to apply for job

Complete your contractor profile:

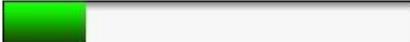
In this step add a portrait, skill details and Background information making you more attractive to potential clients. Remember that you must complete your profile to 100% to apply for a job I will show you the step by step by step instruction of how will you enrich your profile to 100% in this article.

Personal Email: careerstairs@yahoo.com ([change](#))

Hourly Pay Rate: \$5.00 ([change](#))

Hourly Bill Rate: \$5.56 ([change](#))

oDesk Ready?: No - [Take the oDesk Readiness Test](#)

Profile completeness:  20% - [Add skills to your profile](#) to get to 30%

Application Quota: 2 per week (2 available) - [Take the oDesk Readiness Test](#)

In your account summary you can see that profile completeness is 20% and beside that a link of "add skill to your profile" to get to 30%. Just click on it and it will show you a form like below. Just fill up the form like you are in expert level.

* Skill:

* Years:

* Level:

* Last Used:

Description:

Then click on save button given in the right bottom part of the form shown in below.



After successfully save the step just reload the page by clicking Reload the page button in upper left Corner of browser like below



Now in your profile completeness you will see 35% complete and beside this you also see add employment history to get to 40% like the picture given below.

One thinks I should mention that percentage (%) may very time to time

Personal Email: careerstairs@yahoo.com (change)
Hourly Pay Rate: \$5.00 (change)
Hourly Bill Rate: \$5.56 (change)
oDesk Ready?: No - Take the oDesk Readiness Test
Profile completeness:  35% - Add employment history to get to 40%
Job Application Quota: 2 per week (2 available) - Take the oDesk Readiness Test

Now just click on "Add employment history" and you will see a form again like below. Fill up the form and click "save" button.

Add Employment

* Company Name:

* Title:

* Role:

* From:

* To:

Description:

And after save this just reload the page like before. And in your profile completeness you will see 45% complete and beside this you also see Add education history to get to 50% like below.

Hourly Bill Rate: \$5.56 (change)
oDesk Ready?: No - Take the oDesk Readiness Test
Profile completeness:  45% - Add education history to get to 50%
Job Application Quota: 2 per week (2 available) - Take the oDesk Readiness Test

So just click On "Add education history" and you will see a form like below. Fill up the form and click on "save" button

Add Education

* School Name:

* Date Started:

* Date Ended:

* Degree:

* Area of Study: ?

Comments:

After saving the form reload the page again and see your profile completeness you will see 55% complete and beside this you also see add objective like below.

Hourly Bill Rate: \$5.56 ([change](#))

oDesk Ready ? : No - [Take the oDesk Readiness Test](#)

ofile completeness:  55% - [Add objective](#) to get to 60%

Application Quota: 2 per week (2 available) - [Take the oDesk Readiness Test](#)

[Go to My Account](#)

Just click on "Add objective" and you will see a form .fill up the form and click "Save" like before. Then reload page and you will see your profile completeness is 60% complete like given below.

oDesk Ready ? : No - [Take the oDesk Readiness Test](#)

Profile completeness:  60% - [Take an oDesk test](#) to get to

Job Application Quota: 2 per week (2 available) - [Take the oDesk Readiness Test](#)

[Go to My Account](#)

Now click on "Take and oDesk test" then you will see there is a lot of test available. You can chose any one you can attend

successfully. I want to give you a details step by step description of taking a test in a separate Post or article. Just keep in touch with my site to get these important things.

Let's come to the point after taking the test it will show you in your profile completeness is 70% complete like given below.

Hourly Bill Rate: \$5.56 ([change](#))

oDesk Ready?: Yes

Profile completeness:  70% - Add a [Brainbench](#) or [other certification](#) to get to 80%

Application Quota: 10 per week (10 available) [Learn more](#)

Just click on "other certification" and you will see a form .fill up the form and click "Save" like before. Then reload page and you will see your profile completeness is 80% complete like given below.

Hourly Bill Rate: \$5.56 ([change](#))

oDesk Ready?: Yes

Profile completeness:  80% - Add [other experiences](#) to get to 90%

Just click on "Add other experiences" and you will see a form. Fill up the form by giving any kind of working experience. If you have not any experience give anything else no problem and click "Save" like before. Then reload page and you will see your profile completeness is 90% complete.

Then you have to give an oDesk readiness test to go to 100% and applying for job.

I want to give you a details step by step description of taking a test in a separate Post or article. Just keep in touch with my site to get these important things.

If any question comes in your mind any time feel free to ask me through my site or by comment on the article. My site URL is <http://www.careerstairs.com>

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