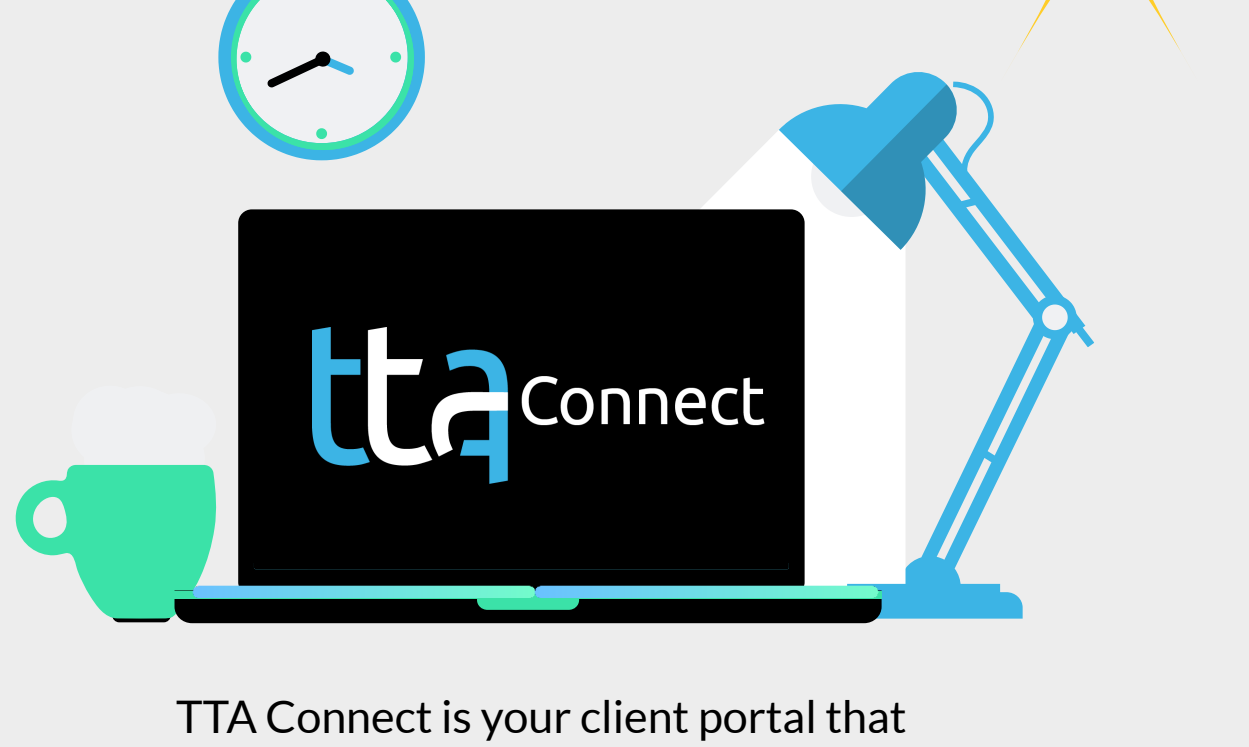


Tips to FUEL YOUR PRODUCTIVITY WHILE WORKING ON



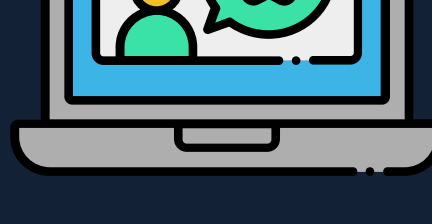
TTA Connect is your client portal that gives you immediate access to information and helps boost your productivity.

Use the self-service features that work best for you. Below are some of the things you can do on TTA Connect.

1 Request Talent

When you need talent, submit a job request, and your TTA team will get started on it.

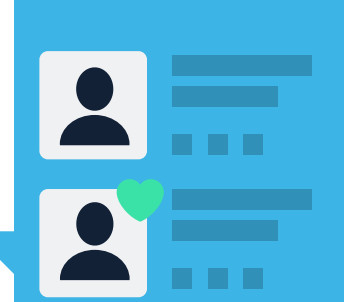
Complete the easy-to-use job form to request talent with the skills and experience for your training job.



2 Review Candidates

View the hand-selected candidates that we recommend for your job.

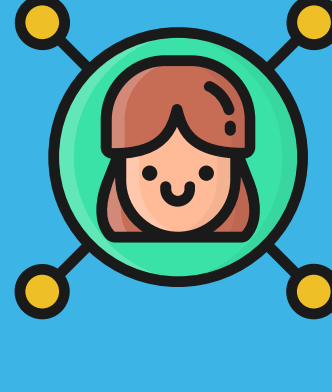
Take a look at their proposals and detailed talent profiles, so you can easily compare and select the right talent for your specific needs.



3 Select Talent

When you're ready, select the talent that you would like to interview, hire, shortlist or remove from consideration.

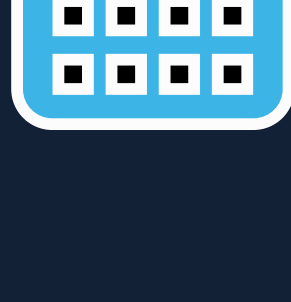
We'll be notified of your selection and schedule your interview or start the contracting process.



4 View Project Details

Get every aspect of your job conveniently located in one view.

Easily access information on your jobs, including assigned talent, project schedules, documents, and invoices.



5 Access Work Diary

For your instructional design jobs, the Work Diary offers you an easy way to access, review, and approve the hours worked by talent directly from your hired job.



6 Review and Pay Invoices

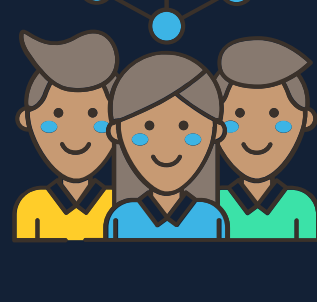
View all your current invoices, purchase orders, and historical payment details.

Pay online using a credit card or bank transfer for your convenience.



7 Collaborate with Team

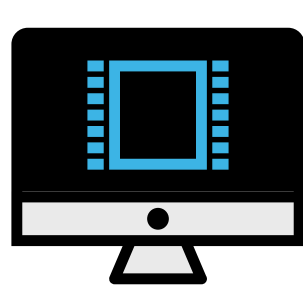
Invite team members to work together on your training jobs. Share project details, talent profiles, documents, work diary, invoices, and more.



8 Share Documents

Collaborate seamlessly and distribute essential files and documents to team members directly through TTA Connect.

You can access, upload, categorize, and manage files for your projects.



9 Send Messages

Start a conversation with your dedicated TTA team, talent, and invited coworkers.



10 Copy a Job

Duplicate a job or save it as a template so you can easily request talent again.



11 Invite Talent

The talent you previously hired or marked as a favorite is conveniently saved so you can search or request them again for a future job.



12 Provide Feedback

Let us know what you think. For each job, rate your talent and overall experience working with us.

