

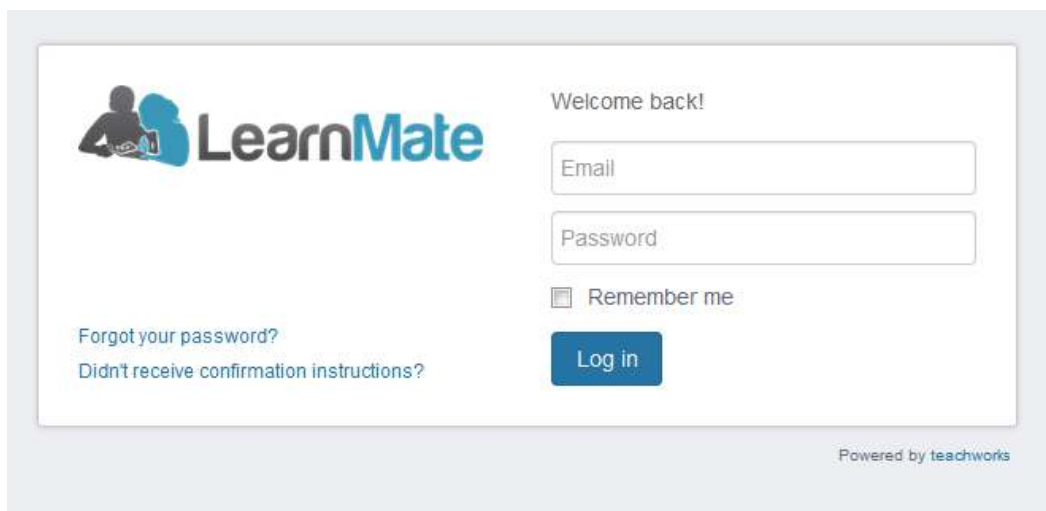
If you require help, please contact us at [hello@learnmate.com.au](mailto:hello@learnmate.com.au)

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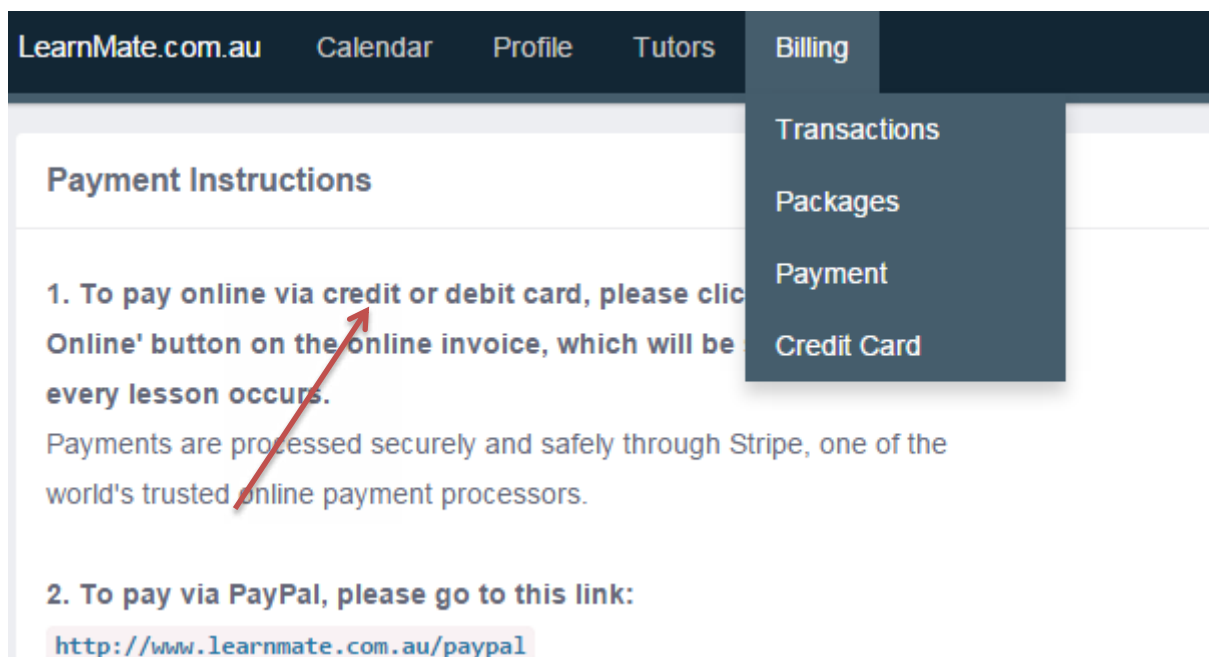
## EDIT OR VIEW PAYMENT INFORMATION

1. Start by logging into your online LearnMate account at:

<https://learnmate.teachworks.com/accounts/login>



2. Once logged in, click on the 'Billing' button in the navigation bar. Then in the drop down menu, you'll be presented with four options.



**Transactions:** This page displays all invoices that are due and all invoices that have been paid. To view or pay the invoice, please click on the invoice number under the ‘Record’ column.

**Packages:** If you have paid upfront for tutoring (i.e. 10 lessons with a tutor), then this is where you’ll be able to view you current account balance, until payment is required again.

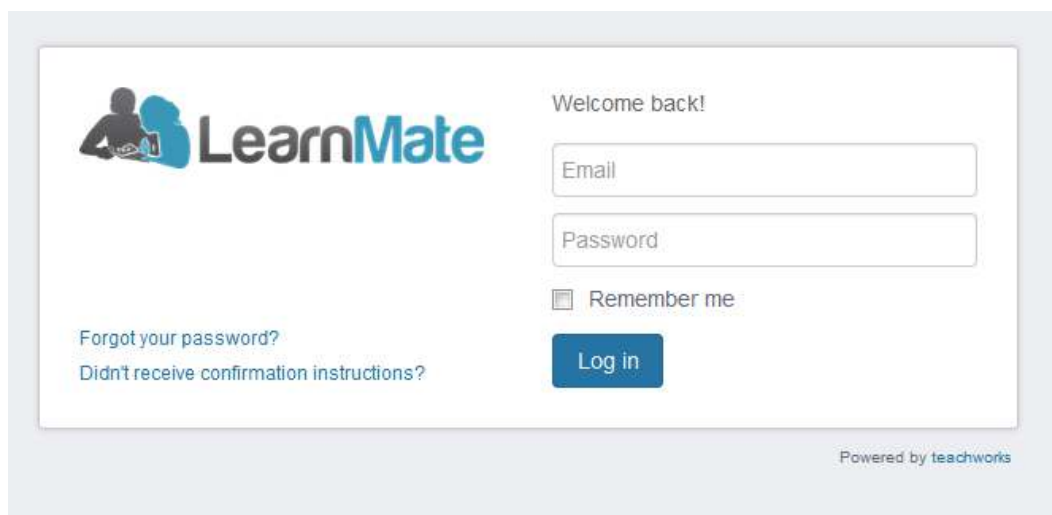
**Payment:** If you are still yet to pay an invoice, then this is where you can view the payment instructions. LearnMate offers three convenient payment methods: credit card, PayPal or bank transfer. You can choose either one when paying your invoice.

**Credit Card:** If you’d like to store your credit card on the LearnMate site for future payments, then insert your details on this page. This will save you time from re-entering it every time. Payments are processed securely and safely through Stripe, one of the world's trusted online payment processors.

### **EDIT YOUR PERSONAL PROFILE INFORMATION**

1. Start by logging into your online LearnMate account at:

<https://learnmate.teachworks.com/accounts/login>



2. Once logged in, click on the ‘Profile’ button in the navigation bar.

In this section of the LearnMate account, you will be able to view and edit your personal contact information, such as your name and address.

LearnMate.com.au Calendar Profile Tutors Billing Account

**Dmitri Dalla-Riva** Edit

**Contact Information**

Email contact@dmitridallariva.com

Mobile phone Home phone

Address Address line 2

City State

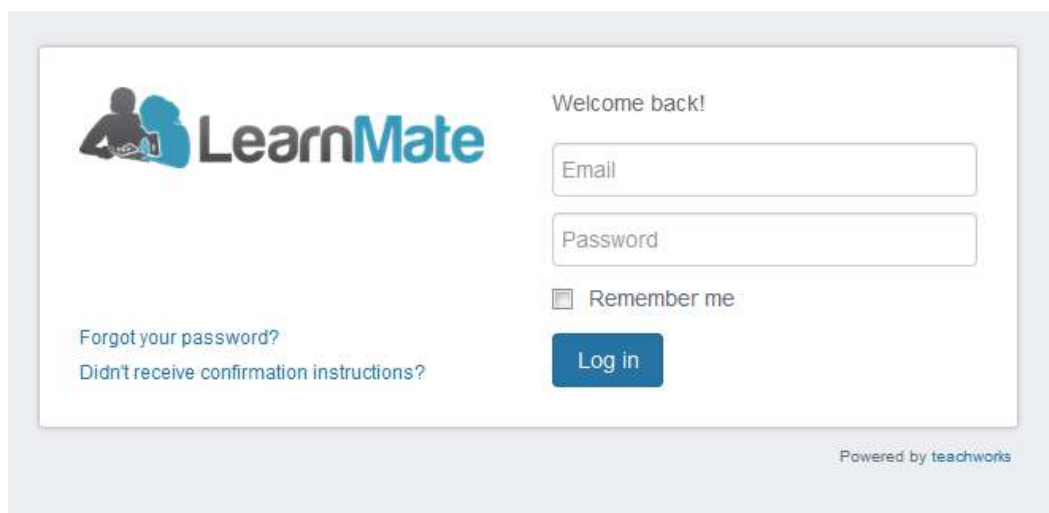
Zip/postal code Country

This page displays your contact details and other account information.

## VIEW YOUR CALENDAR

1. Start by logging into your online LearnMate account at:

<https://learnmate.teachworks.com/accounts/login>



Welcome back!

Email  
 Password  
 Remember me

[Forgot your password?](#)  
[Didn't receive confirmation instructions?](#)

**Log in**

Powered by teachworks

2. Once logged in, click on the 'Calendar' button in the navigation bar. Here you can view your calendar and lesson history with a particular tutor.

LearnMate.com.au Calendar Profile Tutors Billing

Calendar Lesson History

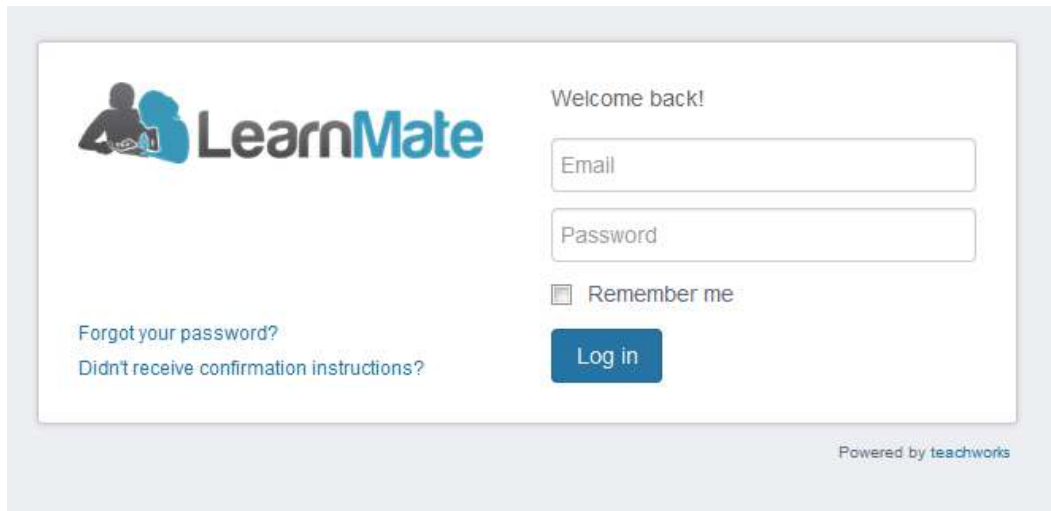
Today < March 2015 Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

## VIEW YOUR TUTOR(S)

1. Start by logging into your online LearnMate account at:

<https://learnmate.teachworks.com/accounts/login>



LearnMate

Welcome back!

Email

Password

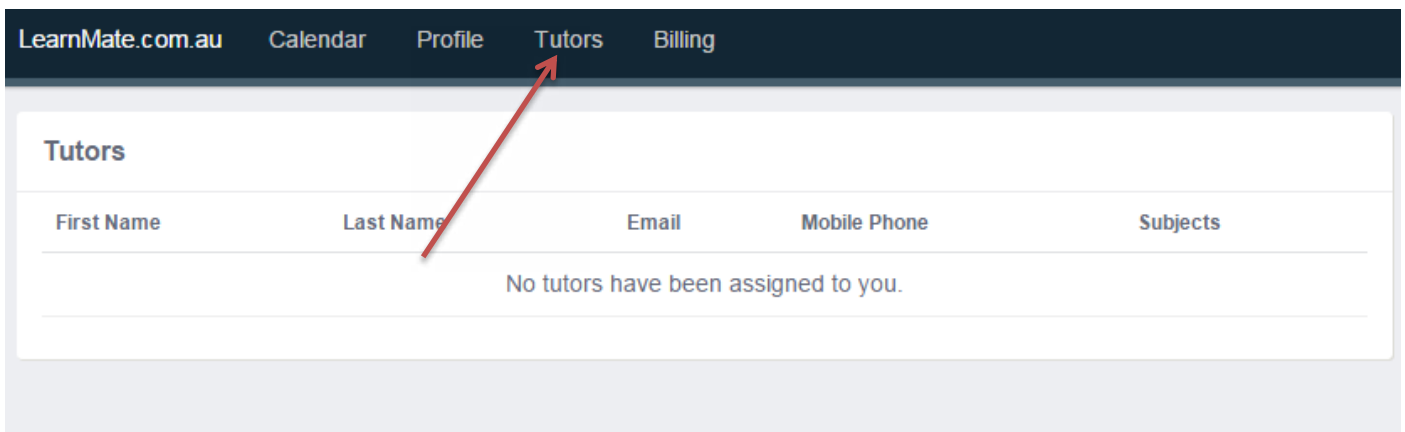
Remember me

Log in

Forgot your password?  
Didn't receive confirmation instructions?

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2. Once logged in, click on the 'Tutors' button in the navigation bar. Here you can view your current tutor(s) and their respective contact details.



LearnMate.com.au   Calendar   Profile   **Tutors**   Billing

**Tutors**

First Name	Last Name	Email	Mobile Phone	Subjects
No tutors have been assigned to you.				

*If you require help, please contact us at [hello@learnmate.com.au](mailto:hello@learnmate.com.au)*

