

# SERVICE PROVIDER SIGN UP GUIDE



→ **HYLPERS.ae**



**STEP 1**  
Profile  
creation



**STEP 2**  
Service  
setup



**STEP 3**  
Payment  
setup

## STEP 1

# Profile creation

In this guide, we'll show you how to set up and customize your profile to reflect your personality or skills, ensuring it's optimized for engagement.



## STEP 2

# Service set up



## STEP 3

# Payment set up



## STEP 1

### Profile creation

## STEP 2

### Service setup

This tutorial will guide you through listing your service online, setting up your availability, and displaying your hourly rate effectively.



## STEP 3

### Payment set up



**STEP 1**  
Profile  
creation



**STEP 2**  
Service  
set up

**STEP 3**  
Payment  
set up

This tutorial will walk you through setting up payments for your service, ensuring secure and easy transactions for your clients.






## STEP 1


### Profile creation

#### Fill Out Your Details

- Enter your full name.
- Write your complete address and select it from the drop-down menu. This ensures your location appears correctly on the map.
- Provide a valid email address to receive important updates about messages, payments, and bookings.
- Enter your mobile number, ensuring it matches your Emirates ID or passport.
- Create a strong password with at least 8 characters. Be sure to include:
  1. Special characters.
  2. Uppercase and lowercase letters and numbers.
- Click Sign Up once all details are filled.

## SIGN UP

 **PROVIDER**

 **SEEKER**

Choose this option to offer your services, like tutoring, cleaning, or other skills.

Choose this option to hire a tutor, cleaner, or other services.

**One Time Password**

Enter your email, then click the 'Generate One-Time Password' button below to receive an OTP via email. Enter the OTP in the field provided below.

**Generate One time Password to Confirm Email**

## Complete Your Profile

After signing up:

1. Go to your profile and fill in all the empty fields.
2. Upload a professional profile picture that showcases your personality and services.
3. Add a tagline that reflects your values or skills.
4. Write a short biography explaining your expertise and what makes you stand out.



### STEP 1 Profile creation

#### PROVIDER BIO



WRITE A REVIEW

#### JUAN DELA CRUZ

Services : Baby Sitter

I offer a range of creative services including professional video editing, property photoshoots, and lifestyle videography.

Whether you need someone to polish your videos, capture stunning real estate photos, or create engaging lifestyle content, I'm here to bring your vision to life with attention to detail and a personal touch.

#### PROVIDER SERVICES

BABY SITTER AED 50.00 ⌚ 3 Hrs

VIDEO EDITOR AED 300.00

PROPERTY PHOTOSHOOT AED 500.00



### Set Your Service Area

- In the "Radius for Service Area" section, define how far you're willing to work. If you're open to working anywhere, set the radius to 0.



## STEP 1 Profile creation

[www.hypers.ae](http://www.hypers.ae)

#### RADIUS FOR SERVICE AREA



### List Your Languages

Include all the languages you speak, including local dialects.

#### LANGUAGES

Languages

Spanish  English  Tagalog

### Link Social Media


- Add your social media links to build trust, especially if your services involve working with children.

#### SOCIAL MEDIA

Facebook

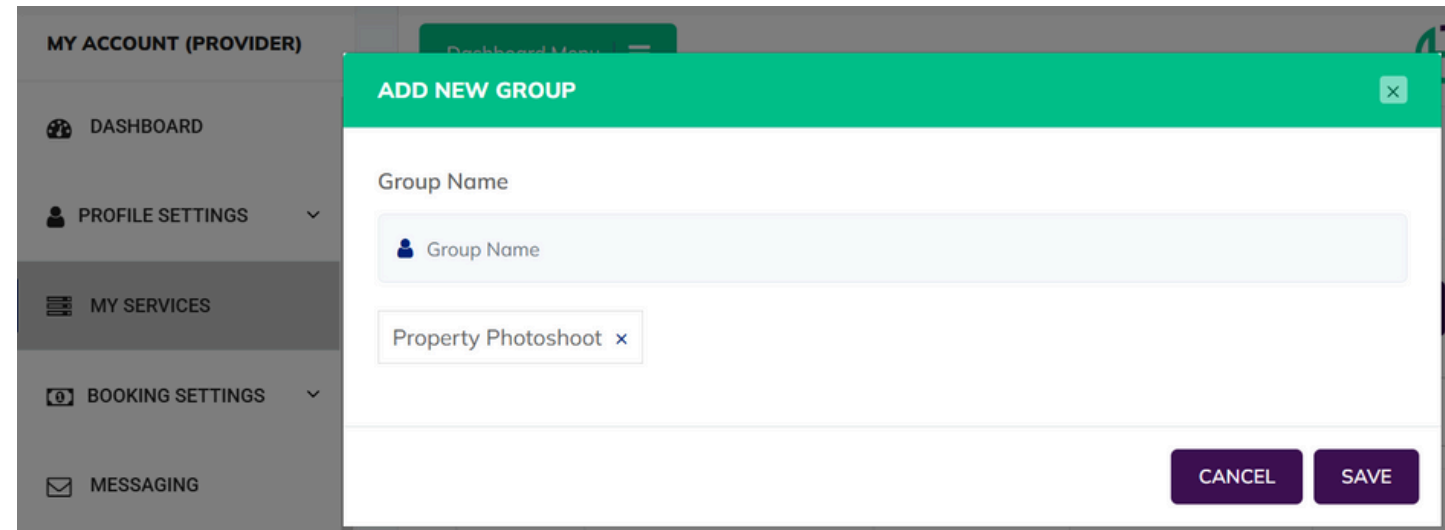
 <https://www.facebook.com/juandelacruz/>

Instagram

 <https://www.instagram.com/juandelacruz/>

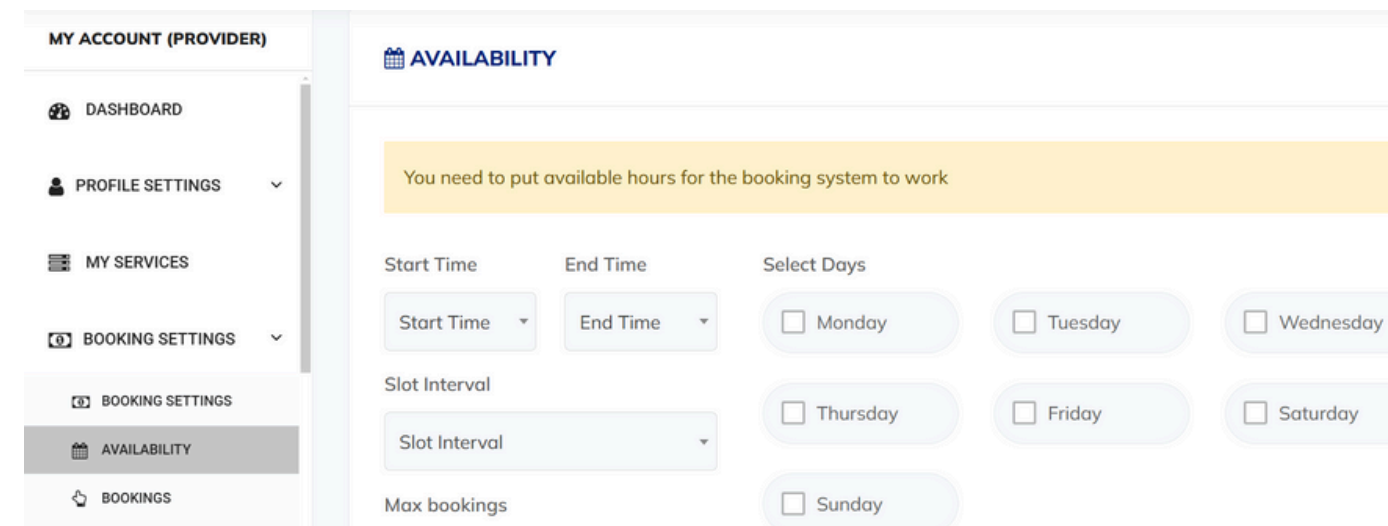
### Add Services

1. Under "My Services," list the services you offer.
2. Set individual hourly rates for each service.



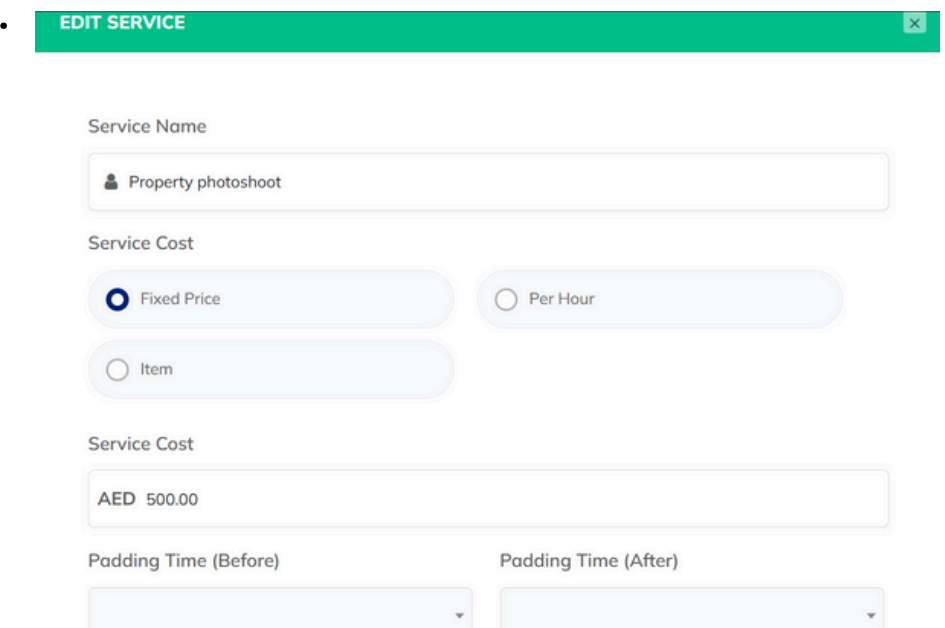
### Set Your Availability

- Mark the days and times you're available to work. Turn off any days you're unavailable.



### Adjust Your Booking Settings

1. Add a short description for bookings, including any limits or preferences.
2. Keep the booking process ON to receive client requests.
3. Choose your availability settings:
  - Set your start time.
  - Define whether clients can book one day or multiple days.
  - Choose availability for future bookings (1 or 3 months).
  - Set buffer time between bookings for rest or travel.



## STEP 2 Service setup



### Track Bookings and Manage Schedules

- View confirmed bookings in the Bookings section.
- Mark completed bookings as "Completed" to process payments.

1. Check the Schedule section for an overview of all your bookings



## STEP 2 Service setup

**MY ACCOUNT (PROVIDER)**

- DASHBOARD
- PROFILE SETTINGS
- MY SERVICES
- BOOKING SETTINGS
- BOOKING SETTINGS
- AVAILABILITY
- BOOKINGS**

Show 10 entries Search:

<input type="checkbox"/>	Booking Info	Payment Info
<input type="checkbox"/>	#1058 <span>Incomplete</span> <span>Booking</span> Name: Apollo Babao Email: Apollo21babao@gmail.com Phone: 522575408 Date: 1970-01-01 Time: 12:00 pm TO 1:00 pm	<b>AED</b> Total Am Providers Fee: AED Convenience Fee: / Vat Fee: AED9.00 Payment Method: Telr Admin pay to providers: Pending Transaction ID: 79C2A31D6665 31A33E72FBCECE

## Set Business Hours

- Update your business hours to let clients know when they can book your services.



## STEP 2 Service setup

MY ACCOUNT (PROVIDER) Dashboard Menu Jenica Baboo Provider

**BUSINESS HOURS**

MONDAY	<input checked="" type="checkbox"/>	Start Time	End Time	
		8:00 am	11:00 pm	+
TUESDAY	<input checked="" type="checkbox"/>	Start Time	End Time	
		8:00 am	11:00 pm	+
WEDNESDAY	<input checked="" type="checkbox"/>	Start Time	End Time	
		8:00 am	11:00 pm	+
THURSDAY	<input checked="" type="checkbox"/>	Start Time	End Time	
		8:00 am	11:00 pm	+
FRIDAY	<input checked="" type="checkbox"/>	Start Time	End Time	
		8:00 am	11:00 pm	+
SATURDAY	<input checked="" type="checkbox"/>	Start Time	End Time	
		9:00 am	10:00 pm	+
SUNDAY	<input type="checkbox"/>	Start Time	End Time	
		12:00 am	12:00 am	+

[UPDATE BUSINESS HOURS](#)

## Telr Payment Setup

1. After completing your profile, look for an email from Telr.
2. Follow the link and provide your bank details:
  - Bank name, account number, SWIFT code, and IBAN.
3. Under "Company Type," select Individual.
4. Upload the required documents:
  - Emirates ID.
  - A 1-month recent bank statement.
  - Hylpers' terms and conditions (downloaded as a PDF from the website).
  - A copy of your passport.
5. Generate and enter the verification code from your email. Confirm your details, then click Submit.

Approval typically takes 1–3 days. Once approved, you'll be notified via email and can begin accepting bookings and payments.




## STEP 3 Payment setup

### New beneficiary – KYC application – Accept TnC ☆

Telr 🔗 1:15 PM  
To: Me ▼

**Telr**

New Beneficiary

Dear 

HYLPERS L.L.C-FZ added you into their Telr Split Account to enable our product **Telr Split !**

In order to start receiving payment by HYLPERS L.L.C-FZ, you will find our Terms and Conditions to read, acknowledge and consent to proceed further

[Accept Beneficiary Telr Split Terms & Conditions](#)

If the button above doesn't work, please paste the link below into your browser  
[https://secure.telr.com/tools/splittnc.html?ref=47e9f4d9c41bffa9f88ea0ab64f64fa7ae761c76ad8c92c577cd073e2336e467&appl\\_id=411](https://secure.telr.com/tools/splittnc.html?ref=47e9f4d9c41bffa9f88ea0ab64f64fa7ae761c76ad8c92c577cd073e2336e467&appl_id=411)

Done 🔒 **secure.telr.com** 📄 🔄

**Telr**

**Beneficiary Account Details**

Bank	--Select--	
Account Name		
Account Number		Numeric, Length must be between 6 to 20 characters
SWIFT Code		Alphanumeric, Length must be between 3 to 20 characters
IBAN		Swift Code must be set Either IBAN must be set or Account number and
Company Type	--Select--	
Emirates ID	<a href="#">Choose Files</a>	no files selected
Bank Statement	<a href="#">Choose File</a>	no file selected
Trade Licence	<a href="#">Choose File</a>	no file selected
Visa	<a href="#">Choose Files</a>	no files selected
Passport	<a href="#">Choose Files</a>	no files selected
Enter Code	<input type="text"/>	<a href="#">Verify</a> <a href="#">Generate Code</a> Generate and Verify Code before submitting

By clicking on the check box you agree that the details provided above are correct and Telr will not be responsible for settling the amount into an unknown account due to incorrect details.

[Submit](#)

# HAPPY HELPING!

Thank you for choosing Hylpers.ae. We're excited to have you onboard and look forward to seeing you succeed. If you have any questions, feel free to contact our support team.

For more information, visit **Hylpers.ae**.

