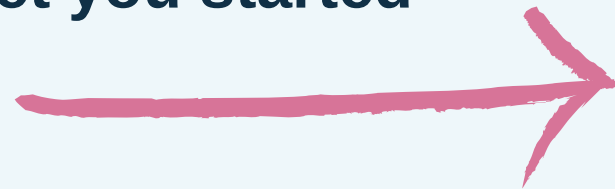


WELCOME!

We will need the following information to verify your account and get you started



Follow our step-by-step instructions to get set-up and troubleshooting page at the end for additional help.

1

FULL NAME & EMAIL ADDRESS

Upcoming work opportunities will be emailed to you, so you will want to check it daily.

2

HOME ADDRESS

This address helps us find events near you.

3

TAX INFORMATION

Since you are going to earn an income through LISA, we need either your SSN or Tax ID.

4

BANKING INFORMATION

This is used to pay via direct deposit into the bank account you provide making it safe and secure.

5

LICENSE VERIFICATION

Only licensed professionals are allowed on our platform, so we will need to verify your credentials.

STEP ONE

1

Go to web.lisaapp.com on a computer.

-You can access it on a phone's web browser, but it is easier on a computer for initial set up .


Select "I provide beauty services."

Enter in an email address you check daily.

-This is where you will be contacted for upcoming work opportunities, so you will want to check it daily.

If you have already created an account with us previously, go to the bottom and select "Login" instead.

- The system will not allow you to create more than one account using the same email address.



The screenshot shows the LISA Sign Up page. At the top is the LISA logo with a yellow dot above the 'i'. Below the logo is the text "Sign Up". There are two radio button options: "I want beauty services" (unselected) and "I provide beauty services" (selected). Below these are three input fields: "Email", "Password", and "Confirm password". There is a checkbox for "I Agree the terms and conditions" which is unselected. At the bottom of the form is a dark blue button labeled "Sign in". At the very bottom of the page are two links: "I already have an account" and "Login".

STEP TWO
2

Upload a professional, high resolution photo of your face, head on (no far away photos).

- Clients will see this photo of you when they book, so be sure to make a good first impression!

Enter in your name and best phone number to be reached at.

- If you are unable to move on from this screen, your image is too big. Try cropping the photo down and save it to your desktop. Then, drag picture to upload it.

We want to know more about you!



Upload

First Name

Jane

Last Name

Smith

Phone

(312) 555-1234

STEP THREE
3

Enter where you currently live.

-This address is used to locate upcoming work opportunities near you

- P.O. boxes are not allowed in the system. It must be a physical address.

Where are you located?

Address 1	<input type="text" value="Address 1"/>
Address 2	<input type="text" value="Address 2"/>
State	<input style="border-bottom: 1px solid #ccc;" type="text" value="Illinois"/>
City	<input type="text" value="City"/>
Zip	<input type="text" value="Zip"/>

Previous ● ● ● ● Next

STEP FOUR
4

Enter in your banking information and billing address.


- We pay via direct deposit through the payment processor, Stripe. Stripe requires this information to make deposits into your bank account. This information is confidential and fully encrypted.

[Learn more about Stripe, here.](#)


- If you are unable to move on from this screen, your images are too big. Try cropping the photo's of your license (front and back) down and save them to your desktop. Then, drag images to upload them.

Legal Address and Banking Information.

Address 1	<input type="text" value="1234 Birch Way Drive"/>
Address 2	<input type="text" value="Address 2"/>
City	<input type="text" value="RIVERWOODS"/>
State	<input type="text" value="Illinois"/>
Zip	<input type="text" value="60015"/>
SSN	<input type="text" value="123-22-1234"/>
Date of birth	<input type="text" value="February"/> <input type="text" value="1"/> <input type="text" value="1996"/>
Bank Routing	<input type="text" value="123456789"/>
Account #	<input type="text" value="123456789"/>



[Document verification \(Front\)](#)
Screen Shot 2021-01-20 at 11.01.02 AM.png



[Document verification \(Back\)](#)
1F9CF5CB-B104-40D4-8A92-0CCCFC80F11E (1).jpeg

Acceptable forms of identification are:

- Passport/Passport Card, Driver license — scans of front and back are required

Previous Finish

STEP FIVE
5

Enter your professional license information

- All Artists must have an active license in good standing with the state in which it was authorized in to work with LISA.

What services are you licensed to provide?

License State

Illinois

License Type

Cosmetologist

License Number

12345566

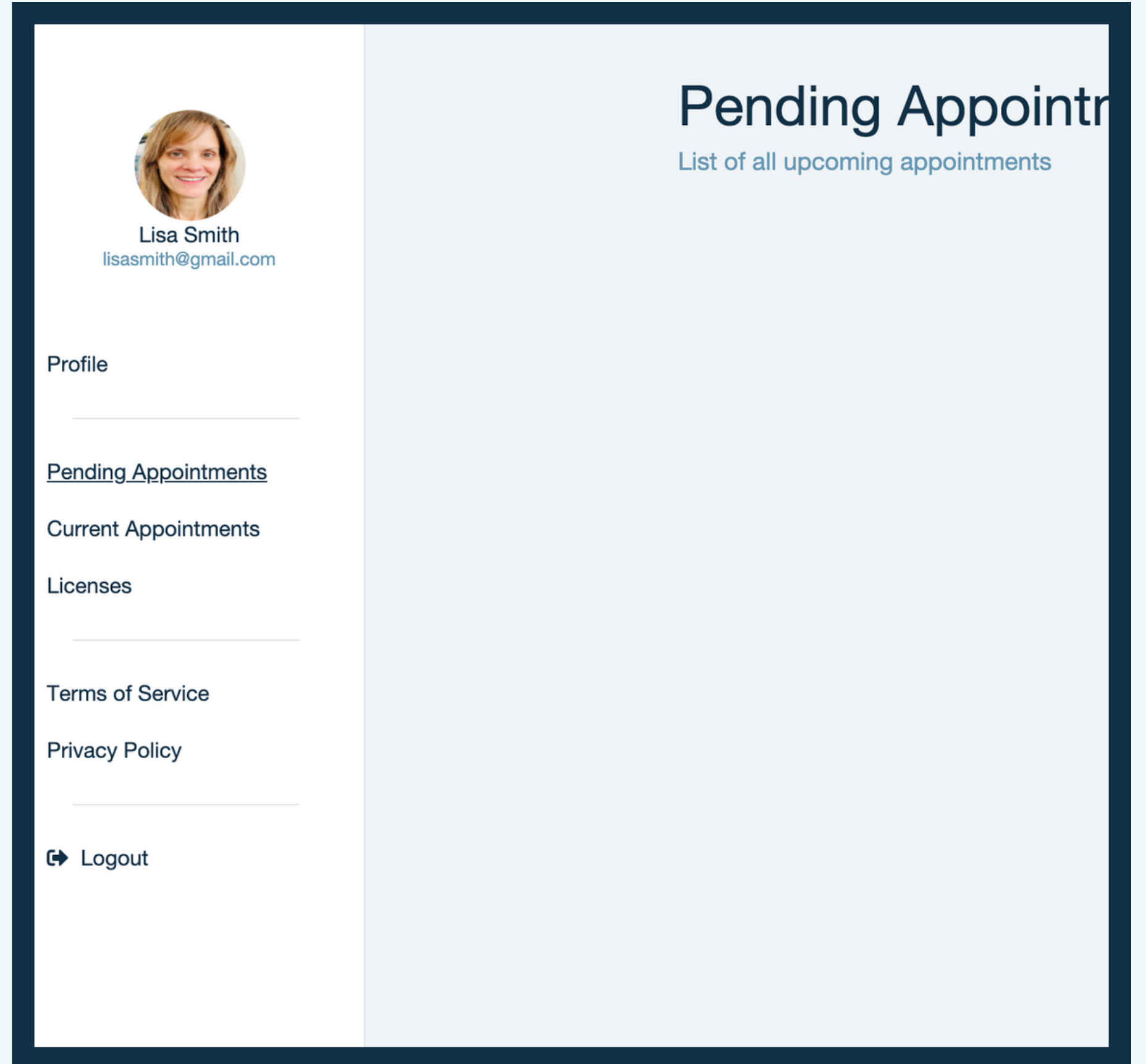
Cancel

Save

STEP SIX
6

Once your profile has been set up, you will see your profile.

During events, you will be able to see your appointments under the "pending appointments" tab.



The screenshot displays a user profile interface. On the left, a vertical navigation menu lists: Profile, Pending Appointments (highlighted with a blue underline), Current Appointments, Licenses, Terms of Service, Privacy Policy, and Logout. The main content area on the right shows the 'Pending Appointments' section, which is currently empty and titled 'Pending Appointments' with the subtitle 'List of all upcoming appointments'.

STEP SEVEN
7







During events, you need to "start" and "stop" each appointment that is completed successfully and cancel any appointments that cancel or no show.

Confirm your clients first and last name when they arrive, click on their appointment. Click "start. Perform the service. Click "end".

- You have until midnight on the day of the event to start, end, and cancel your appointments for the day.

Pending Appointments

List of all upcoming appointments

 Haircut, Men's	Shannon Marmolejo Phoenix Apr 19, 14:30 PM
 Haircut, Men's	Donald Brandon Phoenix Apr 19, 14:45 PM
 Haircut, Men's	Corina Leatherman Phoenix Apr 19, 15:00 PM
 Haircut, Men's	Nadia Hernandez Phoenix Apr 19, 15:15 PM
 Haircut, Men's	Matthew Warren Phoenix Apr 19, 15:30 PM
 Haircut, Men's	Kristina Veltri Phoenix Apr 19, 15:45 PM

TROUBLESHOOTING

**YOU CANNOT GET PAST
THE FIRST PAGE**

You already created an account with us in the past. Click "login" at the bottom and enter your email and password or click "forgot password" to reset.

IMAGE IS TOO BIG ERROR

Your image is too big. Try cropping the photo down and save it to your desktop. Then, drag picture to upload it. You can also try changing the file type to a PNG or JPEG.

STUCK ON ADDRESS PAGE

P.O boxes are not accepted. Only physical addresses.

CANNOT ENTER BANKING INFO

Your images are too big. Try cropping the photo's of your license (front and back) down and save them to your desktop. Then, drag images to upload them. You can also try changing the file type to a PNG or JPEG.

STILL NEED HELP?

Email our Artist Coordinator, Piper, at Piper@lisaapp.com for assistance.
Available Monday-Friday 9am -5 pm.