

Payments & Pricing -----

Pricing

Member pricing / cost. Please note that everything is included in one price. There are no setup fees, hidden charges or extra cost. Your company pays one price and this includes unlimited usage by all managers and employees.

Please see our website for membership prices.

[Click here to view our pricing page](#)

Related Topics:

- [Total Number of Employees](#)
- [Paying Online](#)
- [Sending Payment by Mail](#)
- [Creating an Invoice](#)
- [Linking Accounts for Billing](#)
- [Finding your Account Number](#)

Total Number of Employees

Our membership pricing is based upon the period of time you pay for and the total number of employees you will have in our system at any one time.

Your total number of employees includes all employees in the system for your account (which can be seen on the Employee List page in the upper right) and any linked accounts.

To view your total number of employees in your account:

From any page:

- In the top menu click **SETTINGS** to go to the Settings page
- Click the Make a Payment tab
- Your current number of employees in your account (and any other linked accounts) can be found in the first section.

Related Topics:

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- [Sending Payment by Mail](#)
- [Creating an Invoice](#)
- [Linking Accounts for Billing](#)
- [Finding your Account Number](#)

Create an Invoice

If you require an invoice you can create one from your Settings page.

On the SETTINGS Page click the **Make a Payment** tab

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON HOW **SETTINGS** HELP

Mar 15, 2007 10:08pm Sample Pharmacy **SETTINGS** Live Chat Support CHAT WITH US LIVE! SIGN-OUT

Info & Settings My Notifications Employee Permissions Add/Edit Managers **Make a Payment**

There is no penalty for renewing early.
Your payment is always added to the end of your current expiration date.

Account # 247117
Expires: Aug 30, 2007

STEP 1 - Enter the maximum number of employees you anticipate during the duration:

Current Number of Employees in your Account: 36

STEP 2 - Choose a duration option 31-60 Employees

1 month (auto-renewing)	Pay Ahead & Save 3 months total price	Pay Ahead & Save More 6 months total price	Best Value! 1 year total price (USD)
<input type="radio"/> \$45	<input type="radio"/> \$120	<input type="radio"/> \$180	<input type="radio"/> \$300

No setup charges or hidden fees.
This is the total cost for all of your managers and employees to use our service.

STEP 3 - Print an invoice for your records

Create Invoice

STEP 4 - Choose payment method

Pay ONLINE **Pay by CHECK**

MasterCard VISA AMEX

Check image placeholder

STEP 1: Enter the maximum number of employees you anticipate during the duration

STEP 2: Choose a duration option. The further you pay ahead the lower the effective cost per month.

STEP 3: Click the Create Invoice button

You can then add additional information to the Invoice (P.O. number or comments etc.) and click the Create Invoice button.

Your printable invoice will be displayed. You can then print it, save it to your computer or e-mail it to your account's payable department.

Note you can also set up your accounts payable email address in your SETTINGS>My Notifications tab so that

they are notified 45, 30 and 10 days before the account will expire.

Related Topics:

- Pricing

Paying Online by Credit Card

To make a payment online by credit card you can sign in to your manager account (or any linked account) and use our secure payment system from the **SETTINGS>Make a Payment** page.

We recommend printing an Invoice for your records before paying online.

To create an invoice and/or pay for your account:

From any page:

- In the top menu click **SETTINGS** to go to the Account Information & Settings page
- Choose the **Make a Payment** Tab

STEP 1: Type in the maximum number of employees you expect to have and the time period you will be paying for

STEP 2: Choose a duration option

STEP 3: (optional) Click the **Create an Invoice** button to create and print an invoice for your records or to mail if paying by check. Enter any information to have added to the Invoice and print

STEP 4: Click the Pay ONLINE or Pay by Check button

To pay for your subscription online:

- Enter your billing and payment information
- A confirmation of your payment will be immediately e-mailed to you and your expiration date will be automatically updated

Purchase Orders:

We do not require a PO but if you would like to send us one you can send it via:

[E-Mail](#)

FAX:
(949) 487-3922

or by **Mail:**
WhenToWork
1100 Irvine Blvd, #128
Tustin, CA 92780

Related Topics:

- [Total Number of Employees](#)
- [Sending Payment by Mail](#)
- [Creating an Invoice](#)
- [Linking Accounts for Billing](#)
- [Finding your Account Number](#)

Sending Payment by Mail

If you would like to make a payment by check please include a copy of your invoice with your payment is mailed. You can create and print an invoice and mail it with your payment check to:

WhenToWork, Inc.
1100 Irvine Blvd #128
Tustin, CA 92780

To print an invoice and pay by Mail:

From any page:

- In the top menu click **SETTINGS** in the top menu
- Choose the **Make a Payment** Tab

STEP 1: Type in the maximum number of employees you expect to have and the time period you will be paying for

STEP 2: Choose a duration option

STEP 3: Click the **Create an Invoice** button to create and print an invoice for your records or to mail if paying by check. Enter any information to have added to the Invoice and print

STEP 4: Click the Pay **Pay by Check** button to see the address to mail your check and invoice:

WhenToWork, Inc.
1100 Irvine Blvd #128
Tustin, CA 92780

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Link WhenToWork Accounts for Billing

If you would like to create a number of linked WhenToWork accounts so that each account is handled separately for scheduling but they are all linked together for billing purposes (to take advantage of lower pricing) you can do the following.

- **Create each new account FROM THE LINK ON YOUR MANAGER HOME PAGE.** This will assure the new account is placed on the same server where your current account is located and send the linking information to support.
- You can use the new account immediately and support will e-mail you when the account linking has been completed.

All linked accounts show on their Manager Home page "Linked under Group #" under their Account Number.

We also offer (at no additional charge) the use of an **Group Administrator Account** where one administrator can view and print reports across all of your linked accounts. If you would like to have an Administrator Account just let us know. You will receive an e-mail containing your Group Administration login. Your admin account also allows you to unlink accounts so they are no longer included in your billing.

To request an Admin Account please contact us using the Contact link at the bottom of your account pages after creating your new accounts as stated above.

Related Topics:

- [Pricing](#)