

How to Post a Job on Elance.com

Objective: to outsource your projects so that you will have more time to work on your business and marketing

- **STEP 1: Log-in at elance.com**
- **STEP 2: Select your Project Category**
 - Click on Post a Project

Find Professionals - Get Your Job Done

or Free!

Popular Searches: [Web Design](#), [Logos](#), [Application Development](#), [Web Programming](#), [Graphic Design](#)

- Select the best category from the list provided for that best described your project.
- Narrow down the category by selecting a subcategory

Describe What You Need

Posting Title:

Category: ▼

Subcategory: ▼

- **STEP 3: Describe Your Project**
 - **Create a project title**
 - Add the subject of your project. It can be specific or general like “easy online research”
 - If a potential bidder contacts you to ask about the subject, always offer more information so they can decide on whether the project is suitable for them.
 - **Describe your project**
 - Include quantity and other expectations you may have. Be as detailed as possible.

[See good examples](#)

Work Description:

3700 characters left


Files (Optional):

Attach up to 10 files no more than 3MB in size each.

- Work Type:** Fixed Fee Best if scope of work is well defined.
 Pay a fixed price. [More Info](#)
- Hourly Best if scope of work may change.
 Pay by the hour. [More Info](#)

- **Set project preferences**
 - Post the job between 1 and 12 days
 - Select start-date range of project after accepting a bid
 - Select budget
 - If possible, do not select “Not sure” as it will be more difficult to get serious bidders. Have a look at what others are bidding on projects of similar to yours to help determine your budget.
 - Attach any files, if necessary
- **Set communication preferences**
 - This allows the freelancer to contact you via Elance’s private message board with any questions they may have
- **Select project level**
 - By selecting the Select Level:
 - a \$25 deposit is required (that is rewarded if/when you select a provider)
 - providers are charged more to bid in this level
 - bids cannot be read by providers
 - By selecting the Basic Level:
 - you get more bids from a wide range of providers

Budget Range:

Who Can Bid: All Elance providers
 Only the providers I invite to my posting (you can invite providers later)
  Select providers only (\$25 Refundable Deposit required) [More Info](#)
 Minimum bid for a Select project in this category is US \$300. [More Info](#)
 Deposit Method:

Response Deadline:

Sealed Bidding: Bid amounts submitted by providers are visible only to me.

Work Location: Work can be done anywhere.
 Work must be done at or near my location.

Escrow: Yes, I want to use Elance Escrow service (FREE) for my project. [More Info](#)

Continue

- **STEP 4: Authenticate Your Credit Card**
 - Before posting, Elance must verify that the credit card you provided to pay the providers is yours
 - Elance temporarily charges two small amounts onto your credit card
 - Go to your Account page and click the Confirm Authentication link to enter the amounts charged to your credit card
 - If the amounts match, your credit card is authenticated
- **STEP 5: Confirm Your Project Description**
 - Review your project details and click the “Post Project Now” button

Terms of use

- Give it away to your blog/website readers
- Give it away as a freebie to those who sign up for your mailing list
- Give it away as a free bonus to your paid products
- Give it away to members of your membership site as a free bonus
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