

Multipure + WorkMarket by ADP

Commission Payment

Multipure is partnering with WorkMarket by ADP to process our Builder commissions and Builder 1099s at the end of the year. All Builders need to register for an WorkMarket account to receive commissions.

How do I sign up for my WorkMarket by ADP account?

Existing Builders will receive an email from WorkMarket in the first two weeks of July.

- Email will be from: (hi@myworkmarket.com)
- Subject line: Please confirm your WorkMarket account for Multipure

What if I have questions about my WorkMarket Account?

Before you sign up for your account, you can contact Multipure's Builder Support Dept. Once you sign up for your WorkMarket account, questions about your account should be directed to WorkMarket:

- **WorkMarket Support**
 - 917.877.9500
 - support@workmarket.com
 - Website: www.workmarket.com

What are my payment options with WorkMarket?

WorkMarket offers three options to pay our Builders:

1. Direct Deposit into your Checking or Savings account. You need to provide
 - Bank Routing Number
 - Bank Account Number
 - You will not need to upload a voided check
 - There is no charge to be paid via Direct Deposit
 - 1-2 days to receive funds after deposited from Multipure
2. PayPal
 - You will need to have a PayPal account for this option
 - You will need to provide your PayPal information
 - \$1 fee per withdrawal
 - 1 Banking day to receive funds
3. Wisely Debit Card (not available to Builders in Canada)
 - You can use this card anywhere Visa or Mastercard Debit is accepted.
 - A physical Debit card will be mailed to your address within 7-10 days
 - You can also set up a Wisely Account and access funds through their Wisely Mobile App
 - For the list of fees see Wisely card terms and conditions https://workmarket.zendesk.com/hc/article_attachments/22021622285463
 - Receive fund same day

Once I sign up, can I change my payment method?

Yes, you can log into your WorkMarket account and change your payment method at your convenience.

I did not receive an email from WorkMarket

WorkMarket will only send the email one time. Please be sure to do the following:

1. Verify your email address with Multipure. The email address you have on file with Multipure, is the email address that WorkMarket will use to send the link to finish setting up your account
2. Check your spam and junk folder
3. Search your email for "workmarket" or "hi@myworkmarket"

If you still cannot find the email, please do the following:

1. Go to the WorkMarket website www.workmarket.com/login
2. Click on FORGOT MY PASSWORD
3. They will send a new link to your email address, and you can sign up at that time.
4. You cannot have the email sent to a different email address. The email that WorkMarket uses must be the same as the one you have on file with Multipure on your Builder Account

If you still cannot access the link, contact WorkMarket Directly:

WorkMarket Customer Support
Phone: 917.877.9500
Email: support@workmarket.com

Who is ADP WorkMarket?

ADP is an American company founded in 1949. They are well known in the Human Resources and Payroll industries, and we are excited to be partnering with a company of its reputation.

When will Multipure discontinue mailing paper commission checks?

Our goal is to have all Builders transitioned to WorkMarket so that we can discontinue printing paper commission by August 2025.

Can you make an exception so I can continue to receive my printed check?

Unfortunately, no. The staff, software, postage, accounting and cost of printing checks is too high. This is why we are transitioning to work with WorkMarket.

I am already on Direct Deposit with Multipure. Do I still need to sign up for a WorkMarket by ADP account?

Yes, Multipure has partnered with WorkMarket and all commission payments will go through them. All Builders will need to set up their WorkMarket account using the link that will be sent to their email on file with Multipure in the month of July.

How often will I receive my commission?

Commission payments will vary based on Builders' level of achievement.

- Builders who are Master Builder level or above (and have been active for at least 3 months), will receive commissions WEEKLY!
- Commissions have a one-week delay. So, a Master Builder who makes a sale Sunday through Saturday, will receive the commissions for that week, the following Friday.
- All other Builders will receive their commissions monthly.
- You will be able to see in your Back Office a payment schedule of when commissions are paid and for what time period.

New Builders

After registering as a Builder on Multipure's website and paying your \$50 registration fee, you will receive an email from WorkMarket (email will be from: hi@myworkmarket.com) asking you to complete your enrollment. You will need to:

1. Verify your account – they will ask you for the last 4 number in the phone number you provided when you registered with Multipure
2. Social Security or EIN # - You will be asked to provide this to WorkMarket as they will be processing our 1099s for us at the end of the year.
3. You will then be asked to set up your WorkMarket account, pick a password and choose your payment option

Social Security and EIN #s

Multipure will no longer collect this information as part of our enrollment process. This will be collected as part of the WorkMarket registration process.

Where Can I see the Breakdown of my commissions?

In your WorkMarket account you can see the commissions that you have earned. To see the breakdown of these commissions, you will need to look in your Multipure Back Office (subscription). With your Back Office subscription, you can see how much you earned on your personal sales, 2nd and 3rd level sales. You will also be able to see how much you reearned from replacement filters.

How do I subscribe to the Back Office

The Back Office has two subscription options.

- **6 months - \$120** - www.multipure.com/back-office-registration/
- **12 month – \$200 (save \$40)** - www.multipure.com/back-office-registration-12-months/



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