

# **ПОШАГОВАЯ РЕГИСТРАЦИЯ НА UPWORK**

## Шаг 1

Для успешной регистрации на **UpWork** вам необходимо имитировать нахождение в другой стране.  
Вам необходимо обратиться к ребятам из агентства **UpWork Relocate** для аренды сервера.

[Сайт](#) и [телеграмм-канал](#)



## Шаг 2

После подключения к серверу **UpWork Relocate** и зайти на сайт **UpWork**.  
Начать регистрацию, нажав кнопку **Sign Up**.

The screenshot shows the Upwork website homepage. At the top, there is a navigation bar with the Upwork logo, links for 'Find Talent', 'Find Work', 'Why Upwork', and 'Enterprise'. On the right side of the navigation bar, there is a search bar, a 'Talent' dropdown, a 'Log In' link, and a prominent green 'Sign Up' button. Below the navigation bar, there is a horizontal menu with categories: 'Development & IT', 'Design & Creative', 'Sales & Marketing', 'Writing & Translation', 'Admin & Customer Support', and 'More'. The main content area features a large green heading 'How work should work' with the subtext 'Forget the old rules. You can have the best people. Right now. Right here.' Below this text are two buttons: 'Get started' (green) and 'Learn how to hire' (white with green border). To the right of the text is a circular illustration of diverse people holding hands. Below the main heading, it says 'Trusted by' followed by logos for Microsoft, Airbnb, and eSSELL. Further down, there is a section titled 'Browse talent by category' with a link 'Looking for work? Browse jobs'. This section contains four category cards: 'Development & IT' (4.85/5, 1853 skills), 'Design & Creative' (4.91/5, 968 skills), 'Sales & Marketing' (4.77/5, 392 skills), and 'Writing & Translation' (4.92/5, 505 skills). At the bottom left, there is a small URL bar showing 'https://www.upwork.com/hx/signup/'.

## Шаг 3

Выбираете, что вы фрилансер и переходите к заполнению данных для **UpWork**.

### Join as a client or freelancer



I'm a client, hiring  
for a project



I'm a freelancer,  
looking for work

[Apply as a Freelancer](#)

Already have an account? [Log In](#)

## Шаг 4

Заполняем все поля и страну регистрации указываете **Польшу**.

### Sign up to find work you love

 Continue with Apple

 Continue with Google

or

Send me helpful emails to find rewarding work and job leads.

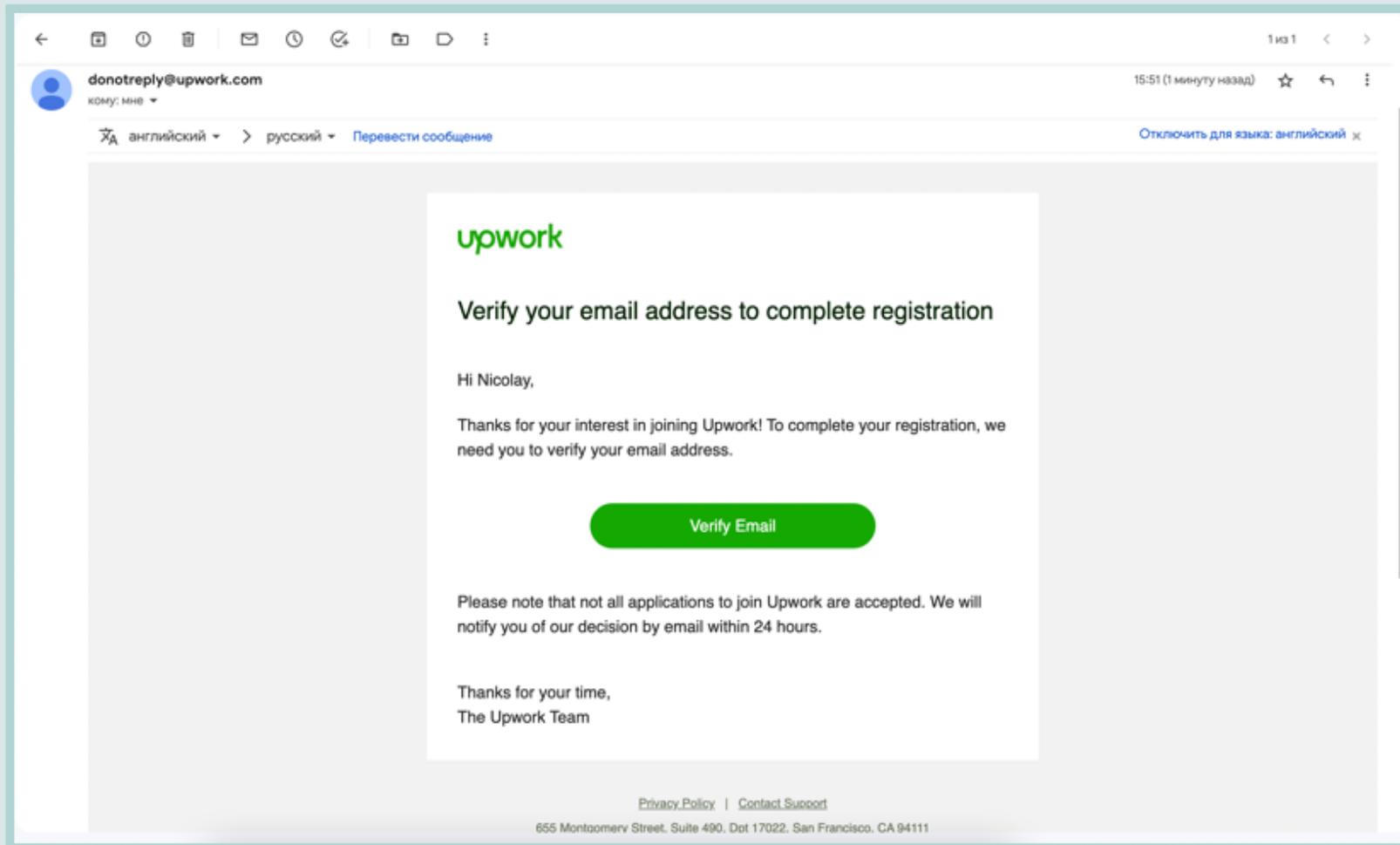
Yes, I understand and agree to the [Upwork Terms of Service](#), including the [User Agreement](#) and [Privacy Policy](#).

[Create my account](#)

Already have an account? [Log In](#)

## Шаг 5

Переходим на почту, открываем письмо от **UpWork** и переходим по их кнопке.



## Шаг 6

Нажимаем “Get Started”

# Hey Nicolay. Ready for your next big opportunity?

 Answer a few questions and start building your profile

 Apply for open roles or list services for clients to buy

 Get paid safely and know we're there to help

**Get Started**

It only takes 5-10 minutes and you can edit it later.  
We'll save as you go.



### Sasheen M.

Customer Experience Consultant, USA. Developed customer service systems for 20 years.

\$65.00/hr

 TOP RATED PLUS

“Upwork has enabled me to increase my rates. I know what I'm bringing to the table and love the feeling of being able to help a variety of clients.”



## Шаг 7

Следуем инструкции от **UpWork** и отвечаем на **вопросы**.

## Шаг 8

Заполняем данные.

Адрес и телефон пишем **польские**.

Цифры можно написать **рандомные**.

**A few last details - then you can check and publish your profile.**

A professional photo helps you build trust with your clients. To keep things safe and simple, they'll pay you through us - which is why we need your personal information.

  
[Edit Photo](#)

Country \*  
Poland

Street Address \* (won't show on profile)  
Zlota 48 Apt/Suite (Optional)

City \* State/Province ZIP/Postal code  
Warsaw Mazovia 00-120

Phone  
+48 85485484024

## Шаг 9

Сделайте предпросмотр профиля.

Если вам все нравится, то нажимайте **“Submit Profile”**.

### Preview Profile

Looking good, Nicolay!

Make any edits you want, then submit your profile. You can make more changes after it's live.

[Submit Profile](#)





**Nicolay Lazutin**  
📍 Warsaw, Mazovia  
4:06 PM local time

[Edit Photo](#)

**3D Animator | Game Designer** 

I am an experienced Thai game designer passionate about developing society using games. I have devoted three years to a local company and Upwork to create and consult over 20 games to 7 nationalities.

Aside from my expertise in creatively designing desired actions, mechanics, narrative contents, and gameplay experiences, I have also expertise in game studies, play studies, and human psychological studies to encourage and motivate humans' behaviour.

### Location

Warsaw, Mazovia  
Poland

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### Languages

English: Fluent

Вы **создали** и опубликовали ваш профиль.



## Nice work, Nicolay! Your profile's ready.

Congratulations! With thousands to choose from, it's time to start bidding on roles that are the perfect fit for your skills.

[View My Profile](#)

[Browse Jobs](#)

# ВЕРИФИКАЦИЯ ПРОФИЛЯ

После того, как вы возьмете в работу ваш **первый** заказ, **UpWork** запросит верификацию вашего профиля, прислав **уведомление** на почту или на самой площадке.



Verify your identity within 7 days to keep your account active

Hi Nhan,

Thanks for being an active freelancer on Upwork!

As part of our ongoing efforts to promote trust and protect your security, we now require active freelancers to obtain an Identity Verified badge. This badge appears as a checkmark beside your profile name and shows clients that you are a trusted Upwork member who is accurately representing themselves in our marketplace.

Get your Identity Verified badge

To get your badge, you will need to complete a two-step verification process within the next 7 days:

1. Provide us with a valid government-issued photo ID.
2. Complete a visual verification to confirm you are the same person as shown on your profile and ID.

[Get Started](#)

Find out more about [Identity Verification](#).

If you don't complete the verification process in the next 7 days, we will place a temporary hold on your Upwork account until you complete it. This



Your account is on hold. Verify your identity to submit proposals and withdrawal earnings. [Get started.](#)



Billing

Billing Methods

User Settings

Membership & Connects

Contact Info

Tax Information

My Profile

Profile Settings

Get Paid

My Teams

Connected Services

Password & Security

**Identity Verification**

Notification Settings

## Identity verification

Verify your identity

[Get Started](#)

### 1. Add your ID

Upload an official government ID to verify your profile information. Your ID will never be shared with clients. [Learn more](#)

### 2. Video call completed



**Completed on 2020-02-03**

[Learn more](#) about video verification.

## Шаг 1

После того, как вы начнете **верификацию**, нажав кнопку **Get Started**, вам необходимо будет отправить ваш документ, **удостоверяющий личность**.

Это может быть паспорт, права или загранпаспорт.

Если вы выберете паспорт, вас попросят отправить страницу с вашим фото и адресом регистрации, а также **селфи с паспортом**.

### Verify your identity

[Get Started](#)

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**1. ID document verification**

Upload an official government ID to verify your profile information. Your ID will never be shared with clients. [Learn more.](#)

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**2. Location verification**

We'll make sure your profile location matches what's on your ID. In case it doesn't, we'll ask you for some extra documents.

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**3. Visual verification**

Take a photo of yourself that matches the picture on your ID. [Learn more.](#)

## Шаг 2

Вам необходимо пройти **визуальную** верификацию.  
Для этого вам нужна будет камера на вашем компьютере.  
Если у вас ее нет, то при начале визуальной верификации  
у вас будет выбор пройти ее через **телефон** и **google meet**.  
Вас попросят сделать селфи, а также показать все углы вашего лица в камеру.

### **ВАЖНО!**

С начала этого года **UpWork** отменил видеозвонок,  
так что подтверждать вашу личность данным методом никто не будет.

После **отправки** вы увидите следующую картину.

## Identity verification

### Verify your identity

#### 1. ID document verification

 We're reviewing your ID, which can take up to 1-3 business days. [Learn more](#).

#### 2. Location verification

We'll make sure your profile location matches what's on your ID. In case it doesn't, we'll ask you for some extra documents.

#### 3. Visual verification

 We are reviewing your selfie which typically takes a few minutes, but could take up to 1 business day.

## Шаг 3

После того, как **UpWork** примет ваш паспорт и подтвердит визуальную верификацию, у вас попросят подтвердить ваше **местоположение**, так как ваш паспорт не совпадает со страной, указанной в профиле.

### Identity verification

#### Verify your identity

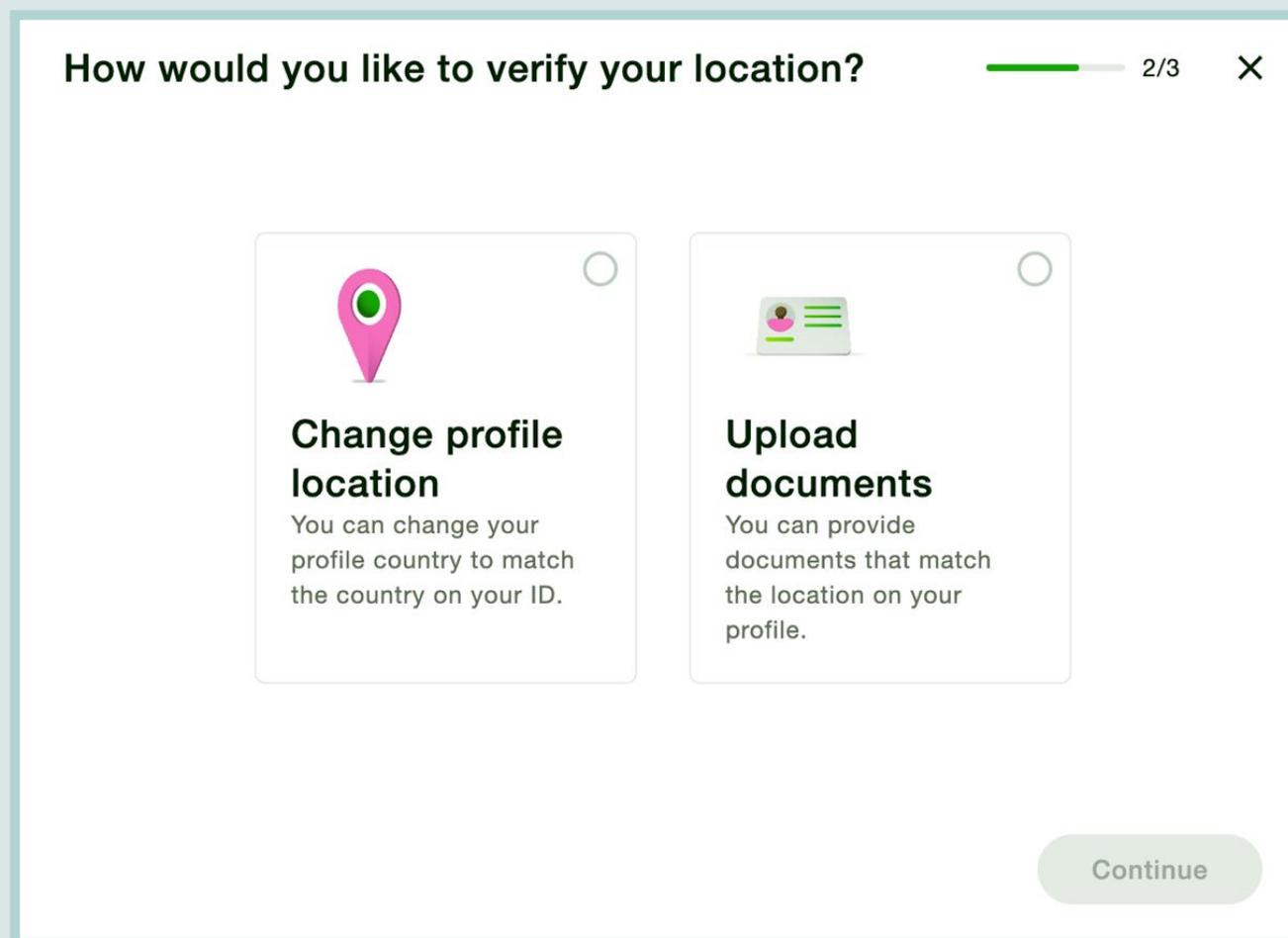
Continue

For your security, we need you to verify your identity again.

- 1. ID document verification**
  - ✓ Successfully verified on 2020-02-12
- 2. Location verification**
  - ! Your ID document location does not match with your profile location. Please change your profile country or upload some extra documents to verify your location. Your document will never be shared with clients.
- 3. Visual verification**
  - ✓ Successfully verified on 2020-02-12

В этом случае вам стоит опять обратиться к ребятам [Upwork Relocate](#) для приобретения документа, который поможет вам подтвердить ваше нахождение в **Польше**.

После того, как вы получите на руки документ, выбираете вариант **Upload Document** (как на скриншоте ниже).



## Шаг 4

При загрузке документов вы выбираете страну **Польша** и тип документа, который вам указали ребята из **UpWork Relocate**.

### Upload documents

2/3

 All data is encrypted and securely processed.

Country 

Poland

Select a country in the EU.

Supporting Documents To Verify Your Location

Select Document Type

The document needs to be issued in Poland.  
[What other supporting documents work?](#)

First Name

Back Continue

### Requirements

- Show all four corners of your uploaded file in color and at least 200 dpi resolution.
- Image must be one of these file types: PNG, JPEG, PDF or BMP.

Here's [how to best photograph your supporting documents](#) .

Заполняете остальные **данные**.

### Upload documents 2/3 X

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**First Name**

**Middle Name (Optional)**

**Last Name**

**Date of Birth**



- The name, logo, and contact details of the issuing authority must be clearly visible.
- Statements from the following online banks/institutions will not be accepted: Transferwise, Payoneer, PayPal.

[Back](#) Continue

И прикрепляете **выданный** вам документ.

## Upload the front of your ID

2/3 X

drag or **upload** image

### Upload checklist

Before uploading your ID image, check for the following:

- ✓ The photo is not blurry.
- ✓ There is a border area around your ID and all four corners are visible.
- ✓ The image hasn't been edited in any way.

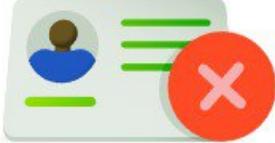
Back Upload and Add Another Upload and Next

После этого ваш статус изменится и документ будет **на рассмотрении**.

## Identity verification ×

**We're reviewing your information.**  
We will email you when verified.

- 1. ID verification**
  - ✓ Successfully verified on 2021-12-23
- 2. Location verification**
  - ! Customer Support is reviewing your document which could take up to 1 business day.  
[Learn more](#) about location verification.
- 3. Visual verification**
  - ✓ Successfully verified on 2021-12-23



**Close**

## Шаг 5

После того, как **UpWork** одобрит ваш документ, он уведомит вас в **письме на почту**.

Или в разделе в **Identity Verification** вы увидите все зеленые галочки.

После этого можете наслаждаться вашей галочкой и **верифицированным профилем**.

### Show clients you know your stuff

Head to Credly to import your existing Credly certifications or start earning new ones.

[Sign in to Credly](#)





**Uladzislau S.** 

Chisinau, Moldova – 3:33 pm local time

[Available now](#) off 

[View profile](#) 

**DRAFT** ● Video Editing

Motion Graphics

[All work](#) >

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#### Video Editing Expert/ God of Adobe premiere pro

**\$23.00/hr**  

Hello, my name is Vlad and I am a professional video editor with over 5 years of experience working on freelance platforms. I have extensive knowledge working with Adobe Premiere, Adobe After Effects, and Adobe Photoshop, and am extremely detail-oriented in projects entrusted to me. I have worked with a big amount of High Profile Clients in my career, including the following:

