

Working from Home Tip Sheet

Trusted sources for leads

Rat Race Rebellion - Personal Favorite

<http://www.ratracerebellion.com>

Real Ways to Earn Money

<http://realwaystoearnmoneyonline.com/>

First things first: Scams

While there are a lot of good leads at the above websites, sometimes you can run into things you're unsure about. Use these to help guide you to apply or not. If you're unsure, it's best to move on to something else.

Warning signs mean to be wary, but their existence doesn't necessarily mean a scam. Just be careful and do your homework.

Warning Signs - If you see these, be careful.

- Free email accounts – Legitimate companies generally have a website and their own email set up. Gmail or Hotmail email addresses can be opened in seconds and might be red flags.
- Bad spelling/grammar - Not all HR reps are pros at grammar and spelling, but generally if it's looking more like a text message than an email, it's a warning sign.
- Brand new website, anything under a year - Put the domain name into whois.net and double check if the website has been built very recently.
- Background checks and credit check fees - There are often genuine companies that do need to charge for background checks. It can't be helped if hundreds of people apply a day and they need to validate your background. A background check, however, should be the next to last step after you've been through the hiring process. Prior to this, you should have talked to someone, interviewed, talked about salary, etc. If you send in an application, and you get back a request for a background check with fees, double check with someone if the company is legit. Also, background checks are around \$20. Anything much higher than that, they might just be a scam.
- Credit checks – again, credit checks should be one of the last steps in the hiring process. Credit checks can affect your credit rating negatively and should only be done sparingly and by companies you trust.
- No company name - Seeing a lead on Craig's List or other locations, you might not know the company name right away. You should be able to ask for more information in your initial email.
- Special software required - If they charge you for software, again, double check on the company. Are they basically making money hiring people and selling you special software? Do they actually sell any products or services? Ask someone if unsure.

Red Flags mean what you're looking at is more than likely a scam. Avoid, especially in combination of warning signs or multiple red flags.

Red Flags - Avoid completely or ask others if you're unsure.

- Easy work, pay too high - Data entry is not a \$50 an hour job. It just isn't. If it seems too good to be true pay, it's usually a sign it's a scam.

- Paying to find out information or to apply (application fees) - There is no such thing as an application fee for a job. Consider if you were applying for McDonald's. Would they charge you a fee? You'd probably laugh and walk out. Application fees for a job is not a thing.
- No company identity after initial contact. Some companies leave generic posts on Craig's List so their corporation isn't bombarded with applications, however if they contact you after you inquire and they still don't tell you who they are but they want your information, it's probably a scam.
- Badly designed website with no sales page to sell products - If the company you work for doesn't actually sell anything, then how are they paying you? Find out what your company actually does. It should be a product or a service the general public can actually buy. It should not be 'join our program and then you can buy', in general.
- Instantly hired - Does everyone who emails in get hired? Are they asking everyone for personal information to finish the hiring process? It could be a scam.

Remember, if it feels sketchy, it's best to get it checked out or move on to the next opportunity.

First Steps

If you've never worked from home before and you aren't sure how to get started, I found this method works for most people. For some reason, people get hung up on working online. Making a little bit of money can help boost your confidence and get you used to the process. Following the steps below can also help with any funds you may need to work from home (like if you need a noise canceling headset).

1. Pick a bill/item price you want to pay for.

Find one bill (telephone bill, credit card payment) or one item you want (new shoes, tablet, etc.) to set a goal. Aim for around \$50 to \$100.

2. Pick one of the following places to sign up with:

- Textbroker: <http://www.textbroker.com/>
 - Writing articles for cash, easy.
- Transcribe Me: <http://transcribeme.com/transcriber-careers>
 - Quick transcription work.
- Fancy Hands: <https://www.fancyhands.com/jobs>
 - Phone and non-phone work, virtual assistant tasks.

If you can't sign up for the above because they are full or they don't have tasks to do right now, try these: <https://realwaystoeearnmoneyonline.com/short-task-sites-for-extra-cash/>

3. Earn your first bill/item using the above sites.

The first breakthrough in working from home is getting beyond the ‘dream’ and into the reality. The faster you do this, the easier it will be as you start applying for other jobs. The bonus is you’ll always have a few places to earn some extra cash as needed.

Some of the above companies will take time to get used to, but you can for the most part do the work this week and get some income.

4. Prepare a resume.

You may not actually turn one into a company, but it will be handy to have if you are filling in job applications over and over again. Applying regularly becomes a process. Make it easier by having a prepared resume available. It’s your ‘cheat sheet’ when filling out applications.

BONUS TIPS

General tips:

- Have more than one job. - It is very common for people who work from home to have more than one job, usually a “main” job where you can commit to so many hours a week, and then a handful of other ‘do any time” jobs that let you work tasks for extra cash when you can. For example, writing articles for textbroker.com is done at your convenience. So maybe you work your main at home job, and one hour every day after work, you spend writing articles. Or maybe you dedicate a couple of hours on Saturday to this. It’s up to you.
- Don’t get overwhelmed, but keep applying. Again, it’s very common for anyone who works from home to apply to jobs and to keep doing so whenever opportunities become available. As in the above, having more than one job is part of the luxury of working from home. Many work-at-home jobs are freelance/work when you have time for it. So take advantage of those and apply to many places.
- Workaholic mode is not an option. Give yourself days off. - It’s very easy when you can work any time you want, to work every second. Don’t fall into this pattern. Do take at least one day off a week, preferably two. (Although now you can usually pick your days off! How about having Wednesday instead of Saturday? It’s up to you!)
- Use your network, and you do have one. - There are loads of work-at-home networks, and probably people in your circles that have worked from home. Please don’t overload them with questions on the daily, they’re probably working, too. However, create a Facebook/Slack/text chain group with a variety of people you trust. Share leads, bounce ideas off each other, the virtual water cooler is a great way to help you get used to the lifestyle.
- Remember the benefits: you can avoid morning traffic, having to wear expensive clothes, save on gas and car and clothes maintenance, and much more.