

Stay on track, every Step of the Way

Running global teams means timing is everything. That’s why we created smart notifications to help you act fast on the things that matter most.

From onboarding to payday, here’s what we’ll ping you about:

Getting Started: Your Setup

Before your team gets paid, we’ll nudge you to:



Complete your onboarding:

Don’t leave steps pending. We’ll remind you if anything’s missing 3, 5, or 7 days before your first payment date.

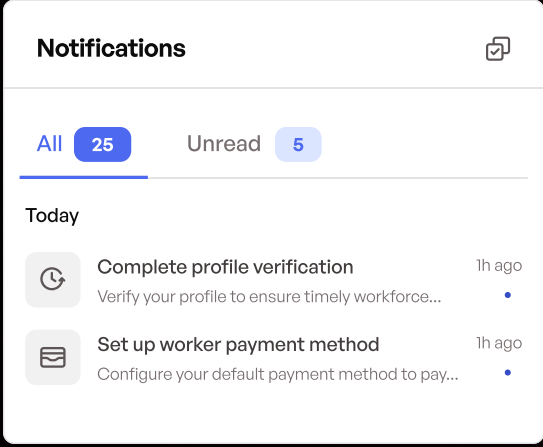


Upload missing documents:

If an additionally requested document is pending, we’ll follow up within the next 3, 5, or 7 days.

Worker Onboarding: No One Left Behind

We make sure your team joins Ontop in time:

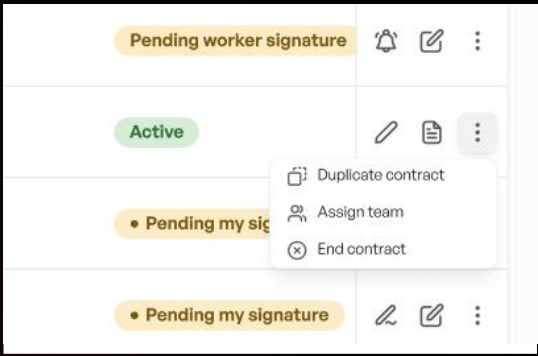


- **Haven’t invited your worker yet?** We’ll remind you to do so 3, 5, and 7 days after the contract’s creation date.
- **Invite expiring?** Expect alerts 96, 48, and 24 hours before it expires.
- **Expired and not resent?** We’ll let you know again on days 3, 5, and 7.
- **Worker hasn’t signed up yet?** We’ll follow up 3, 5, and 7 days after its invitation date.
- **Worker didn’t finish verification?** You’ll hear from us (3/5/7 day cycle again!).

Contracts: Sign It, Seal It, Send It

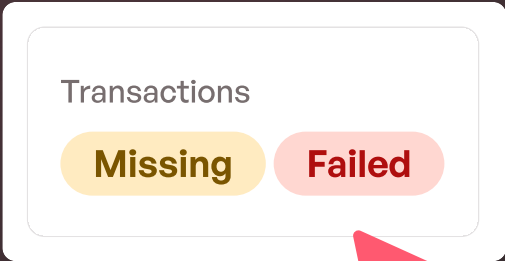
Never miss a signature or a deadline:

- **Draft left in limbo?** We’ll remind you it’s time to finish it 3, 5, and 7 days after it was created..
- **Pending signature?** If you or your worker hasn’t signed, we’ll be nudging for the next 3, 5, and 7 days.
- **Contract about to end?** We’ll give you a heads-up 30, 15, and 7 days in advance.
- **Payday is coming!** If we don’t see a payment in the system, expect reminders 7, 5, and 3 days before the due date.



Transactions: Money in Motion

We’ll notify you fast when money doesn’t move



- **Failed transaction?** You’ll hear from us within 2, 6, 12, 24, and 48 hours if no new attempt is made.
- **Missing proof of payment?** We’ll follow up within 4, 12, 24, 48, and 72 hours or until uploaded.
- **Low Ontop Balance?** If it falls under your last transaction amount, we’ll alert you after 3, 10, and 20 days.
- **Unpaid Membership?** Don’t lose access, we’ll warn you on days 20, 25, and 28.