



ENGINEER

Onboarding Guide

Welcome to ITARMI

ITARMI uses the **Podion+** App to manage all assignments. As an ITARMI engineer, you'll be required to download Podion+, register, and complete your profile. This streamlined app provides enhanced assignment details, calendar integration, billing information, on-device sign-off, and in-app messaging – making it easier than ever to manage your projects, track earnings, and grow professionally. Use the app to update your profile, accept assignments, review rates, add expenses, evaluate SOWs, complete on-site tasks, sign-off work, add comments and pictures, message the ITARMI team, review the calendar, and track earnings.

How to install Podion+

IOS (iPhone)

Download and install the **Podion+** app from the Appstore.

<https://apps.apple.com/us/app/podion/id6446687072?platform=iphone>

Android

Download and install the **Podion+** app from the Google Play store.

<https://play.google.com/store/apps/details?id=com.itarmi.podion.prod>



Channel Partner Campaign Code

When signing up, you'll be asked to enter a campaign code—please use: ITARMI-E2

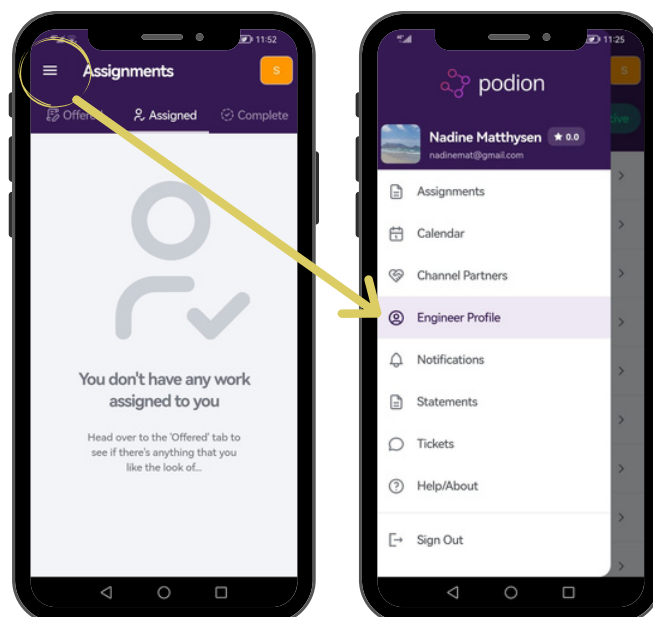
This will link you to Itarmi and ensure you're eligible to receive assignments.

How to access your ITARMI profile

Once signed in, follow these steps to access your profile:

Tap on the Hamburger menu on the left top corner.

Tap on the "Engineer Profile"





How to complete your ITARMI profile

Please complete your profile in as much detail as possible. Be sure to add your technical skills and any technical certificates you may have so that you can be eligible for assignments. Please let us know if a skill or certificate is not listed so that we can add it for you.

Items marked with a * are required.

Profile Photo

Engineer's own photo with a clear face view. *

Personal Details

- First Name *
- Last Name *
- Time Zone *
- Email Address *
- Phone Number *
- Home Address (please ensure you include Postal/Zip Code or equivalent) *
- Date of Birth *
- Gender

ID Documents

- CV *
- Passport/ID Card *
 - Instructions for attaching a document
 - Own Document
 - Valid Document
 - A clear & readable photo/scan of the document
- Residence or Work permit [IF you are not a citizen](#)
 - Instructions while attaching a document
 - Own Residence Permit
 - Valid Residence Permit
 - A clear & readable photo/scan of the Residence Permit
- Driver's License [IF you travel in your own vehicle for assignments](#)
 - Instructions while attaching a document
 - Own driving license
 - Valid driving license
 - A clear & readable photo/scan of the driving license



Right to Work

Are you a full-time student *

- No
- Yes

Confirm (that you will comply with all the labor and other related laws that apply.)

Are you legally permitted to work in your country of residence (Name of country of residence picked up from the entered personal address).

- No
- Yes

Right to work status *

- Citizen
- Resident
 - Attach Residence Permit *

Own Company

Do you have your own company

- No
- Yes
 - Company Name *
 - Business Address *
 - Company Type *
 - Registered Number *
 - VAT/GST Registered Number
 - Business Tax ID Number/Unique identifier

Travel Details

- Working radius
- Do you have a full driving license
 - No
 - Yes
 - Attach a valid driving license *
 - Do you have access to your own vehicle(s)
 - No
 - Yes
 - Type(s) of Vehicle? *
 - Car
 - Van

Payment Details

- Payment Account *
- Personal Business *
- Payment Currency *
- Bank Name *
- Bank Address * **Search your Swift Code to find the Bank Name & Address**
- Country of residence for the bank account *
- Name associated with the bank account *
 - (Individual's name if it is a personal bank account)
 - (Business name if it is a company account)
- Sort code & Account Number (For UK transfers)
- IBAN (International transfers) Enter your IBAN or non-UK bank account number
- SWIFT/BIC code (International Transfers)
- Routing # (where appropriate e.g: US)
- Personal Tax ID

Technical Skills

Minimum three skills *

A profile with more listed skills is more likely to receive assignments.

(Searches for assignments are done via skills listed on the App and not on CV's. Therefore, profiles with a full list of skills will receive preference for assignments)

Language Skills

A minimum 1 language *

Industry Experience

Minimum of 1 industry worked in.

Technical Certifications

A profile with valid certificates is more likely to receive assignments.

It is beneficial to add all your skills and certificates to your profile so that you can be successfully matched to assignments. Please inform us if a particular skill or certificate is not listed so that we can add it.



Insurance Details

Do you have Public Liability Insurance?

- No
- Yes
 - **Insurance Provider ***
 - **Insurance Expiry Date ***

Do you have Professional Indemnity Insurance?

- No
- Yes
 - Insurance Provider *
 - Insurance Expiry Date *

Security Clearances

Add any security clearance certificates.

How to complete your ITARMI profile

When your profile is complete you will start getting your future assignment on the Podion+ app. The ITARMI resource coordinator will inform you when a new assignment gets assigned to you on the app.

Short tutorial videos are available on our YouTube channel:

[ITARMI YouTube Channel](#)

Please use the Ticket function on the App to communicate should you have any problems.

