

The rating and work history exists so that clients can check out the work you have done already when they receive your application for a particular job. You will also need to set your hourly rate; how much you are looking to earn per hour. There will also be a list of tags that you can select to tell the clients who are looking at your profile about your areas of expertise.

TAKE THE TESTS

Once you have set up your profile, you will need to sit for the Upwork test before moving forward. As soon as you register, Upwork will explain to you in detail, how the website works, how you can apply for jobs, how you get paid and everything else you need to know to successfully apply and get a job at the website.

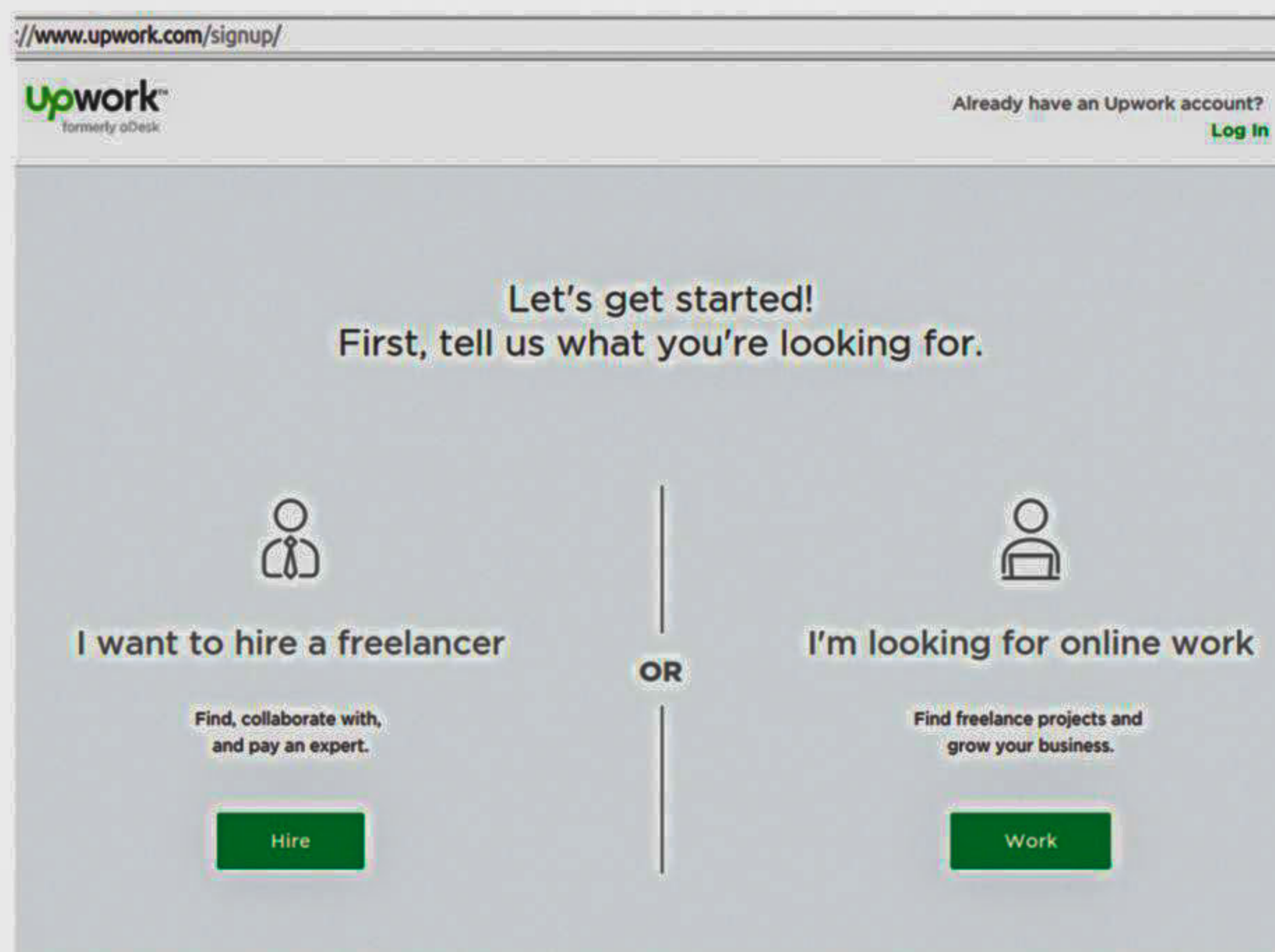
Only after you have read, understood, taken and passed the Upwork test will your profile become fully active. You will also need to take standardised tests depending on your areas of expertise. If you are - for example - a content writer, you will have to take vocabulary tests, spelling tests, Microsoft Word test, etc.

These tests will take you about 30 to 45 minutes to complete and you will be rated on 5. The more tests you take, the more impressive your profile will look.

SET UP A PAYMENT METHOD

Once your profile is set up and you have taken the necessary tests and activated your profile, you are ready to apply for jobs. All that is left is for you to set up an international debit card so that you can get paid.

Upwork's payment partner is Payoneer. In case you have not heard of Payoneer, it is an international payment service located in the USA. You will have to register for the



Payoneer Debit Card which will cost you only a few dollars.

It will take about two months to arrive during which you can apply and finish a few jobs and put some cash together (Upwork will hold your money till you activate and transfer your money).

Once your Payoneer Debit Card arrives, you can activate it and withdrawn your hard earned Upwork money from most ATM's in the country, for an extra charge of two dollars per withdrawal. You can also go simpler and connect your bank account to your Upwork profile and get your money through wire transfers.

It is natural for people to question whether you can actually get your hands on the money that you earn online. The

good news is that every single client who posts a job at the website has to register with their credit card.

So as soon as you are selected by a client for a particular job, Upwork will hold the amount promised by the client till your job is complete. So you definitely get your money as long as you do your job well.

Another important thing to note is that your client will be able to monitor your work. As soon as a client picks you for a particular job, you will have to download software so that both the client and Upwork can monitor whether you are actually working.

The software must be open at all times for hourly contracts and it will take random screenshots and send it to both your client

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and Upwork. This ensures that freelancers work and do not slack off on the job.

So there you have it, a step-by-step of how freelancing works. Even though it is tough to find work initially – especially when your profile is new – you can break through that barrier and build up your profile by doing easy, low paying jobs to earn ratings.

Freelance work is definitely one of the easiest ways to make money online. It also helps you meet new people, network better in your areas of expertise and also improves communication skills. And the best part is, anyone can do it!

By Naveed Naushad

HEALTH

Text Neck: A rising epidemic

If you have a stiff neck and an unexplainable back pain, the reason for your discomfort may literally be on your fingertips. Slouched over with your neck craned towards your phone for long periods of time may lead to a condition called 'text neck', a back and neck pain largely owing to the way your neck is bent while you busily peruse your smart phone.

Text Neck has recently been becoming so common, especially for those below 30, that doctors are ready to declare it an epidemic. But why exactly does text neck happen?

A 2014 research published in the National Library of Medicine by physical therapists warned that the extra weight we put on our spine by constantly looking down can lead to wear and tear of the spine, to the point of needing surgery. The human head can weight about a dozen pounds. As we bend our heads forward or backward, we increase the pressure on our spine. At a 15 degree angle, we extend up to 27 pounds of pressure on our spine and at a 45 degree angle, this can go up to 60 pounds. Thus, this has a detrimental effect on our body.

A recent study also showed 79 percent of

the sample population, between the ages of 18-44, suffering from text neck, having used their phones for around two hours per day on average. Alarmingly, people are known to use their phones for much longer. Back pain, from a sharp to a nagging one, severe spasms and shoulder pain and tightness, are symptoms of this conditions,

For office workers, it is advised that they place their monitor as close to an eye level as possible, so that the neck stays aligned with the shoulders when working. The main idea is to avoid bending the neck as much as possible. As a start, people are encouraged to spend an entire day aware of their own posture and remedy any errors to

also always strive to stand up straight and keep yourself as fit as possible. Of course, if you do feel like you are suffering from text neck, it is best to see a professional first.

The Chicago Tribune recommends a few exercises to help soothe the pain. The Shoulder Blade Squeeze is when you pull your shoulder blades back behind you, aiming to reach your elbows. Go back as far as you can and hold the position for five seconds before relaxing. Repeat 20 to 30 times. Then you can try the Neck Stretch. Sit up tall with your head held high. Pull chin towards your chest, creating a double chin, and hold this position for five seconds. Repeat this 20 to 30 times. Finally, you end with the Chest Stretch. Stand in the middle of a doorway and hold both ends of the door frame. Lean forward until you feel a stretch. Hold this position for five seconds and repeat 20 to 30 times.

The long term repercussions of Text Neck have not been studied in depth, however the signs are not all that positive. As always, prevention is better than cure and thus, it is best for us to pay heed before its too late.

By Osama Rahman
Photo: Collected



although the pain is known to spread down the arms on occasions.

Experts recommend holding your phone, tablet and even laptops at an eye level as much as possible. Minimising the use of such devices is also recommended.

avoid discomfort and make a habit of maintaining a good stance.

Furthermore, it is advised that smart users take frequent breaks. It also helps if one stretches from time to time, as flexible muscles help minimise the risks. You can