NOMADIC WORKFORCE PORTAL

Staffing Partner Account Sign-Up

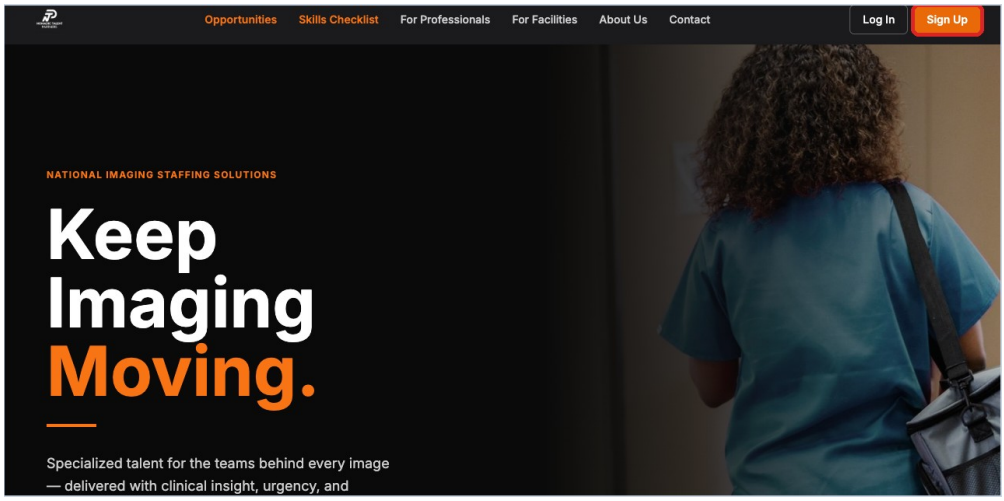
Step-by-step onboarding guide for facility managers and approvers

Welcome to the Nomadic Workforce Portal. As a staffing partner, your account lets you review, approve, or reject the weekly timesheets submitted by travelers assigned to your facility.

> **HOW APPROVER ACCESS WORKS**
>
> Approver access is granted by Nomadic, not through public sign-up. You will either receive an **invitation from Nomadic**, or create an account and **ask Nomadic to upgrade it**. Nomadic then sets your role to Approver and links your account to your facility.

1 Open your invitation email or go to the website

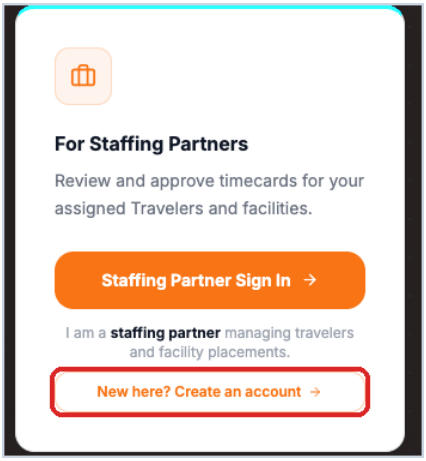
If Nomadic sent you an invitation email, click the link inside it and skip to Step 3. Otherwise, go to www.ntpartnerships.com/ and click the orange **Sign Up** button in the top right corner.



2 Choose "Create an account" under For Staffing Partners

On the Workforce Hub page, find the **For Staffing Partners** card. Below the Staffing Partner Sign In button, click **New here? Create an account**.

> **USE YOUR WORK EMAIL**
>
> Nomadic uses this address to link your approver access to your facility.



3 Complete the Create Account form

Under "I am a…", select **Staffing Partner**. Enter your full legal name, work email address, password, and confirm your password. Then click **Create Partner Account**.

4 Verify your email address

Check your inbox for a verification email from Nomadic Talent Partners and click the confirmation link. If you do not see it within a few minutes, check your spam folder.

5 Notify Nomadic that your account is ready

Email info@ntpartnerships.com with your full name and the email address you registered with. Ask Nomadic to upgrade your account to Approver and link it to your facility.

> **Note:** If you signed up without an invitation, you will not see any timesheets until Nomadic sets your role and links your facility.

6 Wait for confirmation from Nomadic

Nomadic will let you know once your approver access is active, typically within **one business day**.

7 Sign in to the portal

Go to www.ntpartnerships.com/portal/login and sign in with your work email and password.

8 Confirm your Approver dashboard

Your dashboard should show **"Welcome, [Your Name]"**, the **Facility Manager Portal** label, and the **Approval Queue**. If you see this, your access is fully active.

You will receive an email each time a traveler at your facility submits a timesheet for your review.

FORGOT YOUR PASSWORD?

On the portal login page, click **Forgot password?** and enter your work email address. You will receive a reset link within a few minutes.

TIMESHEET APPROVAL DEADLINE

All timesheets should be approved **every Monday by 2:00 PM ET** to support timely payroll processing.

Questions? Contact Nomadic Talent Partners at info@ntpartnerships.com