NOMADIC WORKFORCE PORTAL

Traveler Account Sign-Up

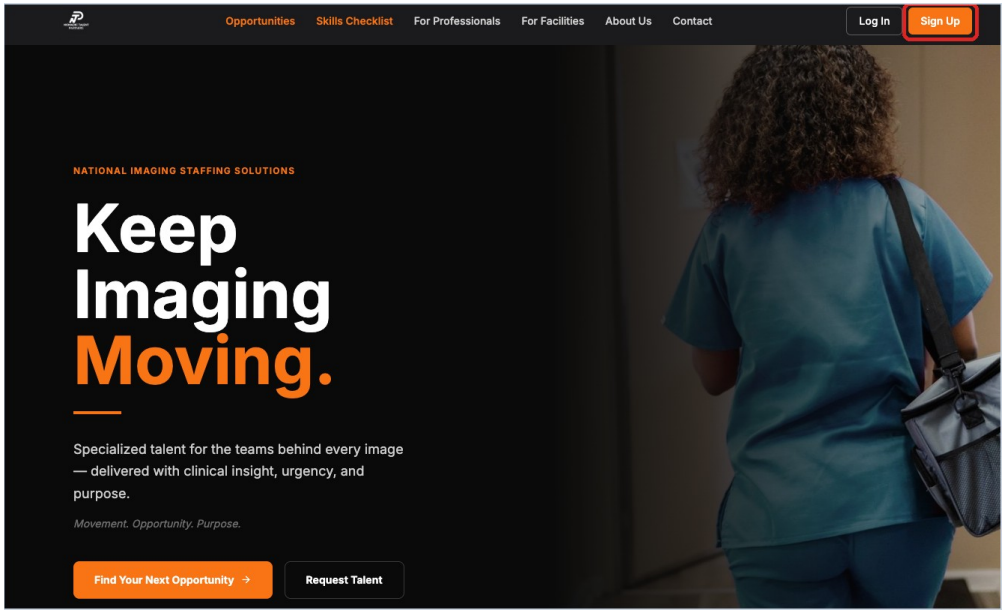
Step-by-step onboarding guide

Welcome to Nomadic Talent Partners. This guide walks you through creating your Workforce Portal account, the system you will use to submit weekly timesheets for payroll. It takes about five minutes.

> **BEFORE YOU START**
>
> Have these ready: **your full legal name** · **a personal email you check often** · **a password of 8+ characters**

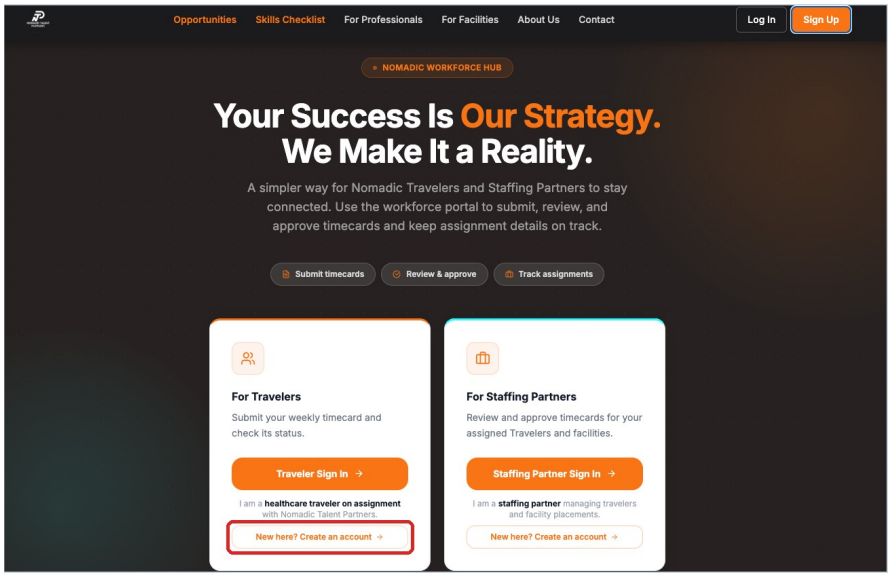
1 Go to the website and click "Sign Up"

Open your browser and go to www.ntpartnerships.com/. In the top right corner of the page, click the orange **Sign Up** button.



2 Choose "Create an account" under For Travelers

On the Workforce Hub page, find the **For Travelers** card on the left. Below the Traveler Sign In button, click **New here? Create an account**.

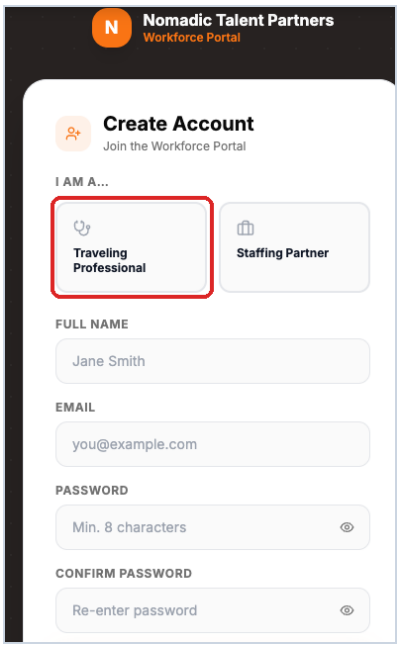


3 Complete the Create Account form

Under "I am a…", select **Traveling Professional**.

Then enter your **full legal name**, email address, password, and confirm your password.

> **IMPORTANT**
>
> Enter your full legal name exactly as it will appear on your timesheet signatures. This name is used for payroll.



4 Click "Create Account"

Review your information, then click the **Create Account** button at the bottom of the form to submit your registration.

5 Sign in with your email and password

Return to the portal login page at www.ntpartnerships.com/portal/login and sign in with the email and password you just created.

6 Confirm your dashboard is active

After signing in, your dashboard should display **"Welcome back, [Your Name]"** and show the **Submit Timesheet** card. If you see this, your account is set up correctly.

7 Wait for Nomadic to link your assignment

Nomadic Talent Partners will link your account to your facility, assignment, and approver. Once that is done, your facility will appear in the timesheet form and you can submit your first timesheet.

You will receive a confirmation once your assignment is active.

FORGOT YOUR PASSWORD?

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

TIMESHEET SUBMISSION DEADLINE

Timesheets must be submitted **every Monday by 12:00 PM ET** so your manager has time to approve them before payroll closes.

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