Posting jobs and finding payment receipts

Status: Current product help

Post a job

AI Tinkerers has a dedicated job board. To submit a role, open Post a job and follow the posting flow. Use this instead of placing a recruiting advertisement in an event discussion. The posting screen supplies the current options and terms.

Find your job-post receipt or invoice

Sign in with the account that purchased the job posting. Open Your Job Posts, open the paid job post, and select **View Receipt**. This opens the payment receipt for that posting. Receipt access belongs to the purchasing account and authorized staff.

A receipt is not a promise that every accountant's tax-invoice requirements are satisfied. If the receipt lacks required billing information, or the paid post is missing from your account, open a support case and identify the job posting. Do not post payment details or another person's receipt in a public discussion.

Placements, hiring locations and applicants

A city placement describes distribution, not a promise that only residents of that city will see or apply. For the managed network job flow, enter the role's actual hiring locations and remote eligibility carefully; structured roles use those hiring details for relevant discovery. A job being shown in Seattle is not proof that every applicant lives there, and buying placement does not guarantee a number of suitable applicants.

Review applications through your authorized job dashboard. If an applicant page errors, report the job link, affected application/action and visible error privately. Do not post a candidate's resume or personal details publicly, and do not conclude that applicants are missing merely because a page failed to open.

Current posting flow and funding

The Post a job entry point selects the posting flow currently enabled for your account. Where the managed job-board flow is enabled, company/poster verification and role review apply before publication. The posting benefit/dashboard shows your actual eligibility and posts. An existing organizer title or old promo-code article does not establish a current free allowance, discount or exemption from review.

Managed runs can be free, sponsor-funded or paid. Available allowance, shared employer limits and current terms come from the dashboard. A saved draft, approved review, started run, pending payment and fulfilled payment are different states. Free or sponsor-funded runs do not have a completed paid-purchase receipt. For a completed paid managed run, open the role dashboard and use **Receipt for this**

paid run or **View payment receipt**. Legacy purchases remain available through **Your Job Posts > View Receipt**.

Closing, restoring and renewing

For managed roles, closing ends visibility and cancels a scheduled renewal; a started run still counts toward the applicable usage. Restoring uses eligible remaining time from the original run. A renewal requires confirming that the role is still open and following current review/funding requirements. Neither a disappointing applicant location nor a support request grants an extra free month or refund.

Keep an already submitted payment on its displayed reconciliation path. Do not start duplicate purchases or assume that a newly available free allowance cancelled an existing payment. Check actual purchase/receipt state and ask authorized support about unresolved billing.