How to Use 81Hire

A practical guide to building truthful, job-specific applications

V2.02 customer guide

81Hire gives you one private place to store your career materials, compare your experience with job opportunities, review suggested changes, create application documents, and track what happens next. This guide explains the current workflow. Screen illustrations use example data; your jobs, documents, and available plan features will differ.

The simplest way to use 81Hire

1. Open Resumes & documents, add or confirm your Main Resume, and check its preparation status in My resumes.
2. Add a job opportunity and let 81Hire compare the role with your documented experience.
3. In My jobs, choose Review match on a saved job to open Tailoring Studio. Add any truthful context, then approve or reject every proposed change.
4. Create the approved resume, download your application documents, and update the job when you apply.

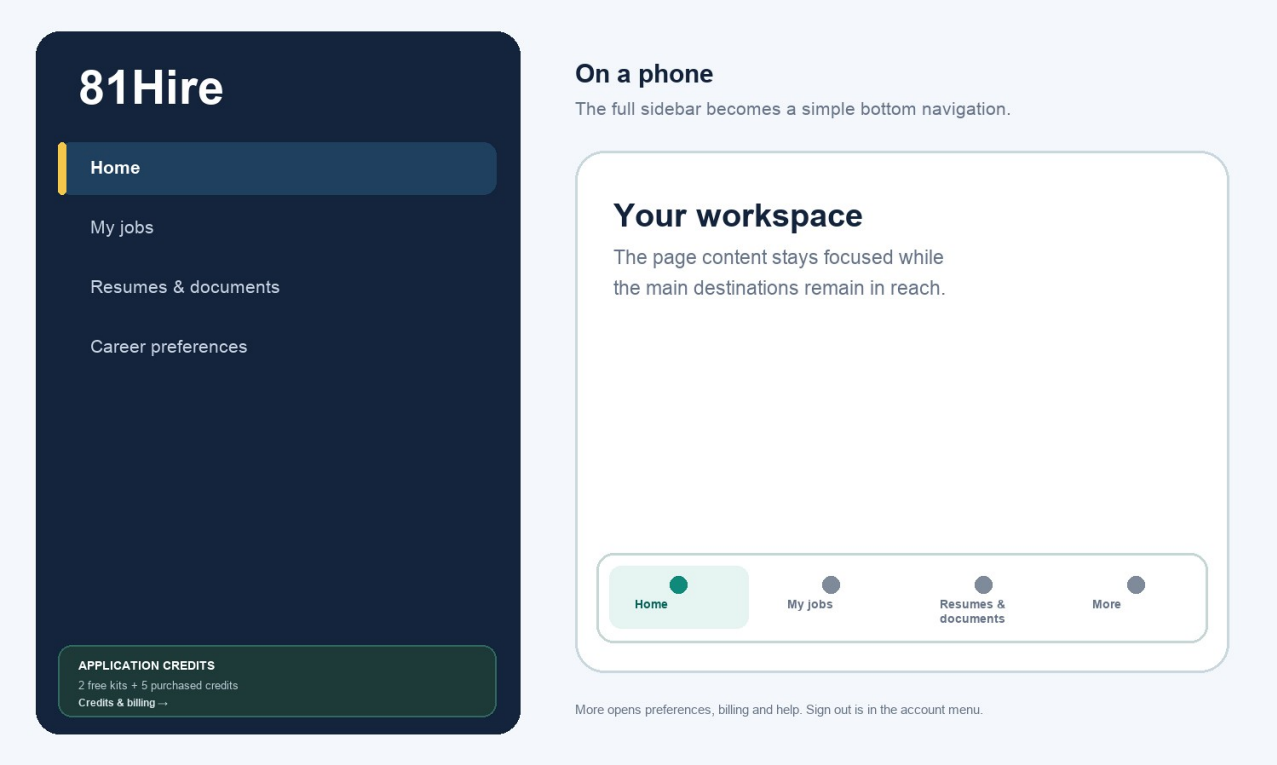
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START HERE

Understand your workspace

Use Home, My jobs, Resumes & documents, and Career preferences throughout your workspace. Phones and tablets use bottom navigation, with preferences, billing, and help under More. The document library opens My resumes first. Enter Tailoring Studio from a saved job; Back to job returns to that same opportunity.

Open your account menu at the top right for your lifetime resume count, billing, and Sign out. Switch light or dark mode with the sun or moon button. Tips for using 81Hire are under Help & support. Keyboard users can use Skip to main content; workspace search can open a section or saved job directly.



Desktop uses the full sidebar. Mobile uses a four-item bottom navigation; less-frequent destinations are under More.

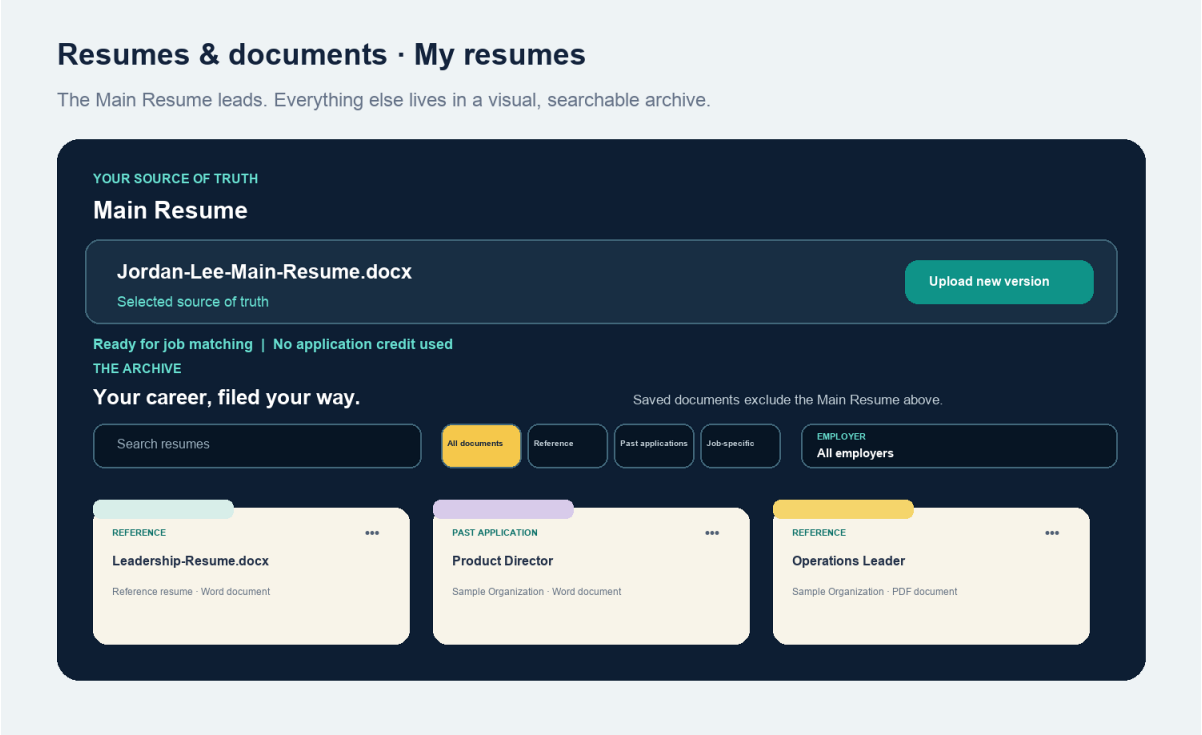
What each area is for

- Home: see your current progress and saved activity. Add a job clears the job-entry form and takes you to it; your dashboard summaries stay visible. Switching between Job link and Paste description resets only the form, without changing the page or browser history.
- My jobs: add and compare roles you are considering. Use the star beside a job title to keep an important opportunity at the top of the list.
- Review match: open Tailoring Studio from a saved job to review evidence, add context, and preview a job-specific resume. Existing Studio links still work.
- Resumes & documents: use My resumes for your Main Resume and older source files, Job documents for tailored resumes and cover letters, and Improve my resume for private reviews and revisions.
- Career preferences: describe the work you want, your working style, and what you want to avoid.

STEP 1

Add your Main Resume

Your Main Resume is the source of truth 81Hire uses first. Choose the most complete and accurate version you have, even if it is not perfectly formatted.



The Main Resume card shows preparation status above the searchable library. Ready for job matching means the source can be reused for faster matches.

Use the vault with purpose

- Use Add resumes to upload Word or PDF files up to 15 MB. 81Hire checks for readable text before accepting the file. If it cannot read enough text, upload a text-based PDF or Word document; scanned or image-only files need a readable copy. This check does not require a paid plan.
- Use View to confirm your Main Resume or another resume inside 81Hire. A cover letter opens in Job documents, where Preview letter shows the saved Word file and offers Word and PDF downloads. Browser previews may simplify a few Word-specific visual details, so download Word for the original file; PDF is a text-based export.
- Use Upload new version to replace the Main Resume while preserving earlier source material. Only the selected Main Resume is prepared automatically; other reference files are not automatically analyzed.
- Library counts exclude your Main Resume, shown separately above. Search saved resumes by filename, job, or company. All documents includes uploaded and job-specific resumes; cover letters stay in Job documents. Pro can also filter by employer or status and sort by date or name. Reference Resumes have no inferred employer; Past Application Resumes use the employer you provide.
- Open What do the resume types mean? when you need a reminder: Main is the primary source for analysis, Reference is broader supporting history, Past Application is a file used for a specific employer or role before or outside 81Hire, and Job-specific is a tailored resume created by 81Hire for one opportunity.
- Open the three-dot menu for View, Download, Improve resume, or Use as Main where applicable. Improve resume takes your selected file to its review or revision tool; it does not start an AI review until you choose to do so.

Prepare your Main Resume

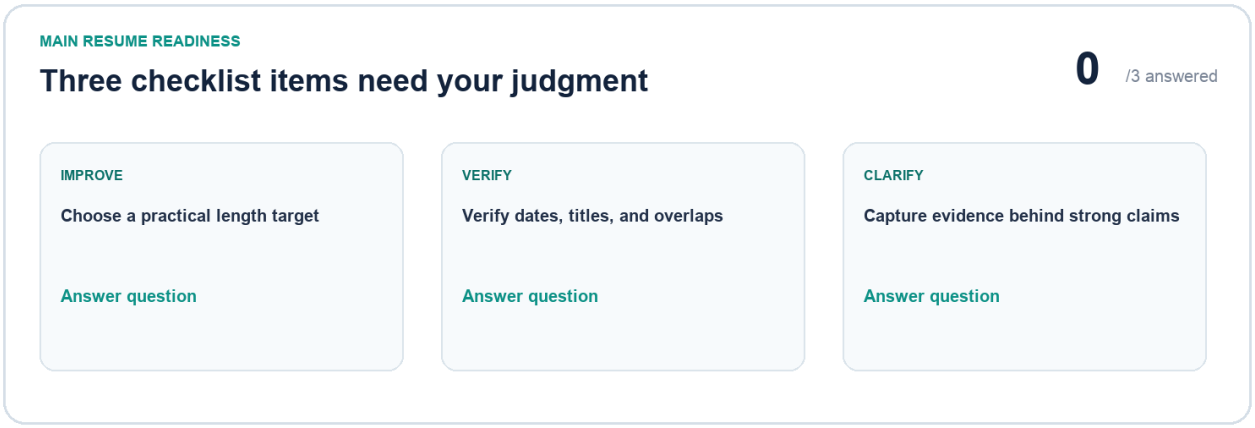
Uploading your first Main Resume, uploading a new version, or choosing Use as Main starts private source preparation in the background. Preparing your Main Resume means you can find or save jobs while it runs. Ready for job matching means new matches can reuse that source for faster analysis. An older file may show Prepare now. Preparation uses no application credit and leaves your original file unchanged.

If preparation needs attention, read the message and choose Retry preparation when offered, or upload a clearer copy if needed. Use Check status if status checking stops or is temporarily unavailable. Preparation does not confirm career facts or approve suggested wording for you.

Adding or replacing your Main Resume opens Review career facts. Check employers, titles, dates, and accomplishments before confirming them. Unconfirmed suggestions are not saved as career facts. Return to this review from Resumes & documents whenever needed.

Complete the Main Resume readiness checklist

Main Resume Readiness refers to the resume marked Main. It is a general checklist—not a personalized AI critique of the file. Prompts such as Improve, Verify, or Clarify capture decisions only you can make, and they do not silently rewrite your resume.



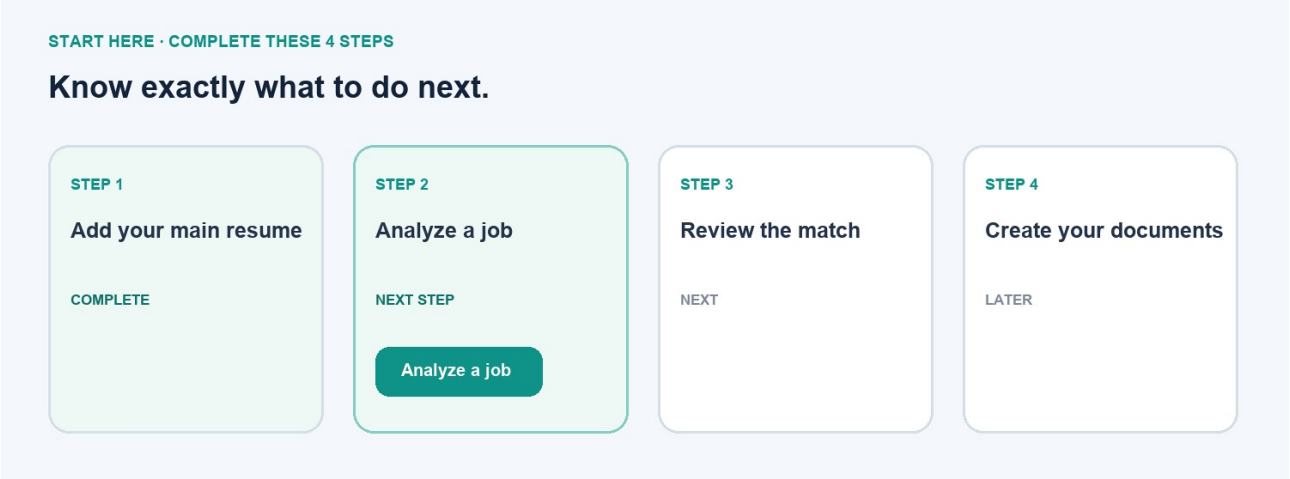
The readiness checklist captures your decisions about the Main Resume and retains your saved answers.

1. Read the issue and why it may matter to a recruiter or an application system.
2. Open the prompt and add the truthful context only you can provide.
3. Save the answer so it remains available in your account. It is not silently copied into every new job review.

STEP 2

Analyze a job opportunity

Add a job link or paste the job description. 81Hire compares the role with your Main Resume and saved Career Preferences, then saves the result with that opportunity.



Expand See all application steps on Home to view this four-step path.

What happens after Analyze

- Choose Job link for one specific public posting, not a job-category or search page. Paste its link and select Analyze this role. If a site blocks reading, the paste fallback keeps that job's link. Copy the same posting's full description, then confirm that the description and link belong to the same job, or remove the link. Two joined links must be separated first.
- Choose Paste description when you have the role text. Manually switching between Job link and Paste description clears the form. Title, employer, and job link are optional; if you add a link, confirm it belongs to this exact description. A saved job's Add job link action does not rerun analysis.
- A saved job title can be edited manually in My jobs if you want it to match the posting. Older descriptive names do not block a match or document. No saved title changes automatically, and you do not need to rerun the analysis just to correct it.
- Keep the page open during analysis. If a request takes too long, 81Hire stops waiting and offers a retry or pasted-description fallback without using an analysis credit; the form is temporarily locked to protect the request. Analyze returns a match for review, not a finished résumé. Select Review match, review and approve the recommendations in Tailoring Studio, then select Create approved resume in Step 5.
- The role is saved so you can return without paying for an accidental duplicate analysis. An unscored role stays in My jobs; choose Edit job details to update it later.
- 81Hire checks saved links, including applied and archived jobs, and warns about matching roles when it can read title and employer. A link belonging to an existing opportunity cannot silently replace it with unrelated pasted text. Open that saved job to update it, or start a different job with its own link.
- Free and standard-credit accounts analyze one job at a time. Pro can add up to 25 links. Analyze now runs while this page stays open. Queue for later saves links for automatic background work; up to five analyses can run at once. You can leave the page and return for progress or find finished matches in My jobs. A temporary AI limit pauses work and resumes it automatically. Completion time is not guaranteed. For a blocked page marked Needs description, select Add description to open the paste form with its link retained. To clear an unwanted or broken result from this batch view,

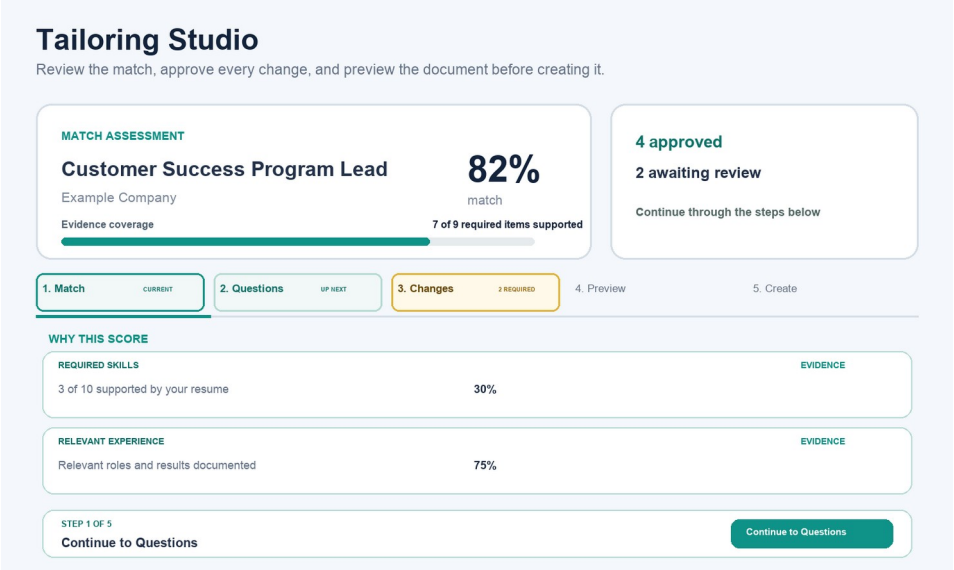
choose its trash icon and confirm Remove from list. This does not delete a saved opportunity or stop analysis already queued or running.

- After entering job details, choose Start a different job to clear the form for another role. Your saved jobs and documents stay available. Analyze a job and Add opportunity in My jobs also start with a clean form. For saved roles, search by employer, sort by compatibility, star a Favorite, or use the yellow note icon for a private note. Save manually tracks an unscored role and warns about matching links or roles, but does not block similar openings.
- My jobs and job details show pay found in the posting, including hourly rates and separate base pay and OTE. If pay cannot be verified, they show Pay not verified. In Edit job details, Your salary entry lets you record verified compensation; leave it blank to use posted pay. The three-dot menu opens full job details, including description, notes, status, dates, and documents. You can edit role details there or run compatibility after adding a complete description. Rerun compatibility after changing an analyzed description, before creating a document.
- If a résumé preview needs attention, read the specific reason, check the affected Main Resume details, and retry the job. Your description stays in the form and that blocked analysis does not use an application credit. If the source details are already correct, send Help & Support the displayed reference.

STEP 3

Review the match in Tailoring Studio

Tailoring Studio is the decision center for one job. Nothing proposed becomes part of the finished resume until you approve it.



Tailoring Studio follows five steps: Match, Questions, required Changes, Preview, and Create & Download.

Work through the tabs

- Every plan shows an overall match score, matching qualifications, important keywords, gaps, and a basic explanation. Pro adds a category-by-category score breakdown and deeper evidence and keyword coverage.
- Evidence coverage counts required items only when 81Hire finds a matching passage in your Main Resume or a confirmed career fact. Open Why is this here? on a matched item to read that source. If no passage can be found, the item says Needs source review and is not counted as source-backed coverage. The match percentage and written summary are analysis, not verified career facts.

- On Pro, Questions lets you add truthful context before deciding which wording suggestions to use. Questions are optional, and “No” is a valid answer. Free and standard-credit accounts can still accept, edit, or reject every proposed résumé change.
- Changes lets you edit, approve, or reject suggestions. Open Why is this here? to compare a proposal with a Main Resume passage or confirmed career fact. Approve all remaining includes every pending suggestion. If an older review marks wording approved but your current Main Resume does not verify it, Step 3 shows a separate Review and confirm approved wording action. Review the statements before confirming them together or edit or reject any that are inaccurate. This confirmation applies only to this job; it does not add reusable Career Evidence or raise the match score. You can also create a fresh review from the current Main Resume; confirm the replacement first because it renews this job's match, questions, suggestions, and decisions, while leaving the Main Resume, career facts, saved job, and previously created documents intact.
- The current step uses teal, the next step gets a softer teal cue, and required Changes use gold with an exact count such as 2 decisions required. Questions show their remaining count separately from required wording decisions.
- A step footer provides Back and Continue actions. Preview unlocks after every proposed change has a decision. When you reach Step 5, Step 4 automatically shows a completion check; no separate preview approval is needed.
- Preview shows the proposed document before you create it when the saved match contains enough resume text.
- If an older match lacks a separate draft preview, Step 4 displays the currently selected Main Resume in its original Word or PDF layout. It is labeled as the source, not as a tailored draft. Document-style controls apply to the file created in Step 5. If your Main Resume changed, create a new review for updated suggestions, or personally confirm the accuracy of older wording you choose to approve. Run compatibility updates the score but does not regenerate wording suggestions.
- Preview shows the content you are approving. Check actual page breaks in the generated PDF; Word may paginate differently depending on your fonts and editor.
- Create or Rebuild appears only after you reach Preview, so the document is reviewed before a new Word or PDF file is generated.

Know when to run compatibility

On Pro, Run compatibility refreshes a job's score and requirement evidence using your current Main Resume and saved answers. The score may rise or fall. Saved answers and change decisions stay in place; wording suggestions are not regenerated. In My jobs, open Not applied and choose Recheck matches to queue current, analyzed, not-applied jobs. The compact control shows how many roles are eligible without taking over the page. You may leave the page or close the tab: 81Hire continues updating them in the background. Return to My jobs and open View results beside the control to see each role marked queued, updating, done, skipped, or needing attention. Each update uses the Main Resume current when that role starts. Expired, archived, and applied jobs are excluded. No resume file is changed. Free and standard-credit accounts keep the original score and can review and create an application without this advanced refresh.

Finish the review

1. On Pro, review Questions and provide only information that is true and supportable. You may leave any question unanswered. On a free or standard-credit account, continue directly to Changes.
2. Open Changes and review each suggestion. Accept what strengthens the resume, edit wording first when needed, or reject what you prefer not to use.
3. Edit proposed wording before accepting it when you want a more accurate voice.
4. Use Continue to Preview after every proposed change has a decision, then check structure, template, font, spacing, and section order.
5. Continue to Step 5 after the document looks right. Preview is checked automatically; create or rebuild the resume there. Download and review the finished file, then choose Apply for this job to open your Apply workspace. Apply on

employer website launches the saved job link in a new tab. 81Hire does not submit the application for you. If no valid link is saved, choose Add application link in the footer to update Job Details.

In Step 5, select Create approved resume once. The final Word and PDF use the wording from your approved preview; creating the file does not ask AI to rewrite it again. The request is saved, so you may leave the page or close the tab while 81Hire creates the file. Return to the same job to see whether it is queued, being created, or ready; Word and PDF downloads appear only after creation succeeds. You may queue resumes for other jobs in additional tabs. 81Hire processes requests for one account in turn, so they may not all finish at the same time. If the Main Resume or saved review changes before a queued request begins, return to that job and submit a new request after reviewing the latest information.

Job analysis asks you to allow about 30–60 seconds; resume creation asks you to allow about 1–2 minutes. These are estimates, not deadlines. Longer requests show a friendly patience message. While a document is being created, its progress shows a percentage and the current step. The percentage advances when a step finishes; it may pause while 81Hire writes or checks the document. A finished file reaches 100%. A queued résumé shows its own waiting status, and a cover letter shows a separate status when creation starts.

To request both documents, choose Create both in Step 5. 81Hire creates the job-specific resume first, then uses that finished file and the same job description for the cover letter. Keep the page open until the letter finishes and downloads. You may leave while the resume is queued, but return to the same job for the cover-letter step to start. If the resume cannot be created, no cover letter is started; review the error and try again.

Before creation begins, Step 5 may return you to Changes if wording approved under an older Main Resume needs fresh confirmation. A final accuracy check may also stop a draft before it is saved if a role is missing or split, a title or date changes, question-and-answer text appears, or a numerical claim lacks support. Microsoft and Microsoft Corporation are treated as the same employer, but title and date checks still apply. The check reads text from Word and text-based PDF files. If a scanned PDF cannot be read, upload a text-based copy. The message names the issue. Check your Main Resume or correct and confirm the wording, then request creation again. An earlier saved version stays available if the check blocks a new draft.

Approved wording is checked again before 81Hire creates a résumé. If its source no longer matches, personally confirm its accuracy for this job, edit it, or reject it. A cover letter instead uses the saved résumé for that job, or your current Main Resume when no job-specific résumé exists. Your job-only confirmation is not independent verification and is not reused for other jobs.

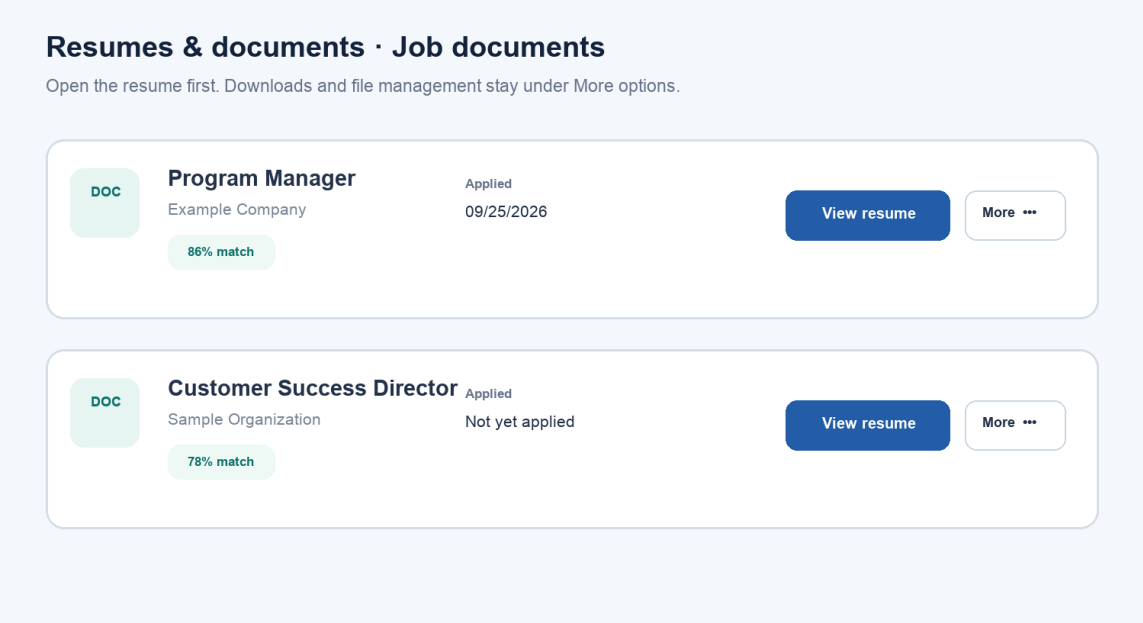
Every recommendation should remain grounded in your career history. You are responsible for reviewing the final document for accuracy before sending it to an employer.

81Hire uses a simple single-column document structure with ordinary headings, paragraphs, and bullets to support human readability and processing by common employer recruiting software. This software is often called an applicant tracking system, or ATS. No layout or keyword strategy can guarantee an interview because employers use different systems and selection criteria.

STEP 4

Create and use your application documents

After your review is complete, create the approved resume. 81Hire saves it in Resumes & documents under Job documents, where View resume opens the file and More options keeps downloads and file management close without crowding the page.



The streamlined document list keeps each tailored file connected to its match score, company, job, and application status.

- Use View resume in Job documents or My jobs to preview the PDF created with the tailored resume. Review match opens Tailoring Studio before a resume is ready. Choose Open PDF for a separate browser view or download Word for the editable, authoritative document. If the embedded preview is temporarily unavailable, those PDF and Word actions remain available.
- My jobs shows Resume queued or Creating resume beneath the matching job while background creation runs. The status stays accurate when you leave and return or use another tab. Resume ready appears when the new file is available; if creation needs attention, open Review match for that job. An older View resume remains available during a rebuild.
- Create a cover letter from Tailoring Studio Step 5, the job's More actions menu, or the More options menu on its job-specific resume in Resumes & documents. If that job has a saved job-specific résumé, 81Hire uses the latest active copy for your career facts, even if you later change your Main Resume. If not, it uses your current Main Resume. When Step 5 says an update is available, creating a letter before rebuilding uses the current saved file, not the unsaved update. The letter connects those facts to that job's description and automatically downloads when creation finishes in the open tab. If a letter already exists for that job, View cover letter opens it instead of creating a duplicate. In Job documents, choose Preview letter to review the saved Word file and download Word or a text-based PDF. Review it before sending. Match updates can continue in the background while you create a cover letter. If AI capacity is temporarily full, keep the cover-letter tab open while it waits and retries.
- Open More options to download Word or PDF, return to the original job, archive the file, or delete a file that is not locked to an application. A Revision 2 badge means a newer saved copy; 2 copies for this job means two active files, not necessarily identical content. Archive an unwanted copy first if you may need it later. Permanent deletion requires confirmation and does not remove the other copies.
- Download Word when you want an editable file or PDF when you want a stable layout.
- If you save new clarification answers, approved wording, or document settings after creating a resume, Tailoring Studio marks an update as available. Use Rebuild with latest answers; 81Hire keeps the current file active until the replacement succeeds, then archives the earlier version.
- Choose Apply for this job from Tailoring Studio Step 5, Job documents, or a saved job. The Apply workspace keeps downloadable documents, private notes, and the saved description together. Choose the prominent Apply on employer website panel to open the saved job link in a new tab while 81Hire stays open. Follow the employer's Apply button if the link opens a listing. You choose what to upload and submit to the employer. After its confirmation, choose I

submitted my application to record Applied in 81Hire. Opening a link never submits or marks a job applied. Add a job link if one is missing.

- You can also turn on Applied and set the date in My jobs. The Applied switch shows Saving then Saved, and its row stays in the current view until you change filters or reload. Use Opportunity status to move a job between Active and Archived without changing whether you applied.
- Applied does not submit anything. To save the exact 81Hire résumé or letter you used, open My jobs > More actions > Documents used to apply. Select only files actually submitted; locking preserves those versions and the application date. Leave this private record blank if you used files outside 81Hire.
- Favorite a job when it is a high priority or an interview is underway. The filled gold star and Favorite label make it easy to spot, and favorite jobs stay at the top of the current filtered list. Select the star again to remove the favorite without changing the job's application, archive, or document status.
- My jobs displays 25 roles per page. Previous and Next reach the rest; filters and totals cover the full saved collection. In My jobs, All shows every saved job from any time. Open, Not applied, and Applied show only active opportunities; the latter two narrow them by application status. Archived includes jobs you archived and jobs whose links were previously marked expired. An archived job may remain in the current list immediately after you switch its status, but it moves out of the active filters when you change filters, leave the page, or refresh. No saved job or application record is deleted.
- Use the Opportunity status switch on any job to move it between Active and Archived. You can still change Applied status separately. A changed row stays in its current view until you switch filters or reload; the filter counts reflect its new status right away. Archiving a job also archives its connected documents; restoring the job does not automatically reactivate each document.
- Add a private note when you want to remember why you continued, paused, or passed on a role. In a job preview, choose Add notes or Edit notes, write your note, then choose Save private notes. The dialog confirms Notes saved and offers Close notes so you know the latest text is secure before leaving. A small note icon also appears beside the company in My jobs; select it to review or edit the note.
- In Job Details, set one next action and target date. Due soon shows upcoming and overdue actions, or a compact No upcoming actions message when none are scheduled. Interview stories turn a confirmed career fact into an editable practice example; application question answers offer a reviewed, copy-only draft for open-ended questions. Neither tool sends anything to an employer.

Improve your resume without a job posting

Open Resumes & documents, then Improve my resume, for a private review of any saved Word or PDF document when your plan includes this AI tool, including 81Hire Pro. Free and standard-credit accounts see the access notice before starting; saved files remain available. It identifies strengths, priorities, consistency issues, resume-readability concerns, and questions without changing the selected file. Resume readability checks whether clear headings, readable text, conventional sections, and a text-based structure can be processed by common employer recruiting software, often called an applicant tracking system or ATS. It is not an employer-specific score and does not guarantee an interview.

- Step 1: Choose a saved resume. If it has no saved review, Step 2 offers Start private review. If it already has feedback, choose View saved feedback instead. Run a new private review only when you want a fresh assessment; the original file stays unchanged.
- Step 3: Read the saved review, including the priority actions and expandable categories. Questions here are prompts to check your experience; this section does not collect answers.
- Step 4: For a small correction, download the selected document, edit it in Word or Google Docs, and upload the corrected Word or PDF file here. The original remains saved. In My resumes, choose Use as Main if the corrected file should be used for future jobs. No AI rewrite is required.
- Before making an improved copy, use Career Evidence Library to record employment, projects, accomplishments, skills, education, or certifications that your Main Resume does not yet contain. Draft evidence is never added to a resume until you confirm it.

- Step 5: Choose Create improved copy only if you want 81Hire to apply supported wording and readability changes. Confirm the prompt. The original stays unchanged, and the new Word copy is saved in My resumes. If a copy is already ready, choose Download improved copy instead of running another review.
- For each saved fact, you can edit the details or move it back to draft. Record organization, role, product or project, results, and dates only when you know them. A draft or conflicting fact is not used to create a resume.
- In a job review, you can save an answered question for future jobs after checking the exact answer and confirming it. 81Hire groups questions about the same career fact, so a confirmed answer can be reused instead of being asked again. Answers stay private to your account.
- To answer many open questions, download the formatted Excel workbook, which also opens in Google Sheets. Fill only yellow Your answer cells; leave unsupported facts blank. Save or download as .xlsx, then upload it. Review and confirm the answers before saving them to 81Hire. Blank rows are skipped. CSV remains an option.
- Choose confirmed evidence and select Create updated copy when you want a new Main Resume candidate. The current Main Resume remains unchanged until you review the new file and choose Use as Main in My resumes.
- Questions and undocumented gaps remain questions. 81Hire never turns them into experience claims.
- A completion notice confirms when the review or improved copy is ready. If a request fails, the notice explains what happened and offers a retry when it is safe to do so.

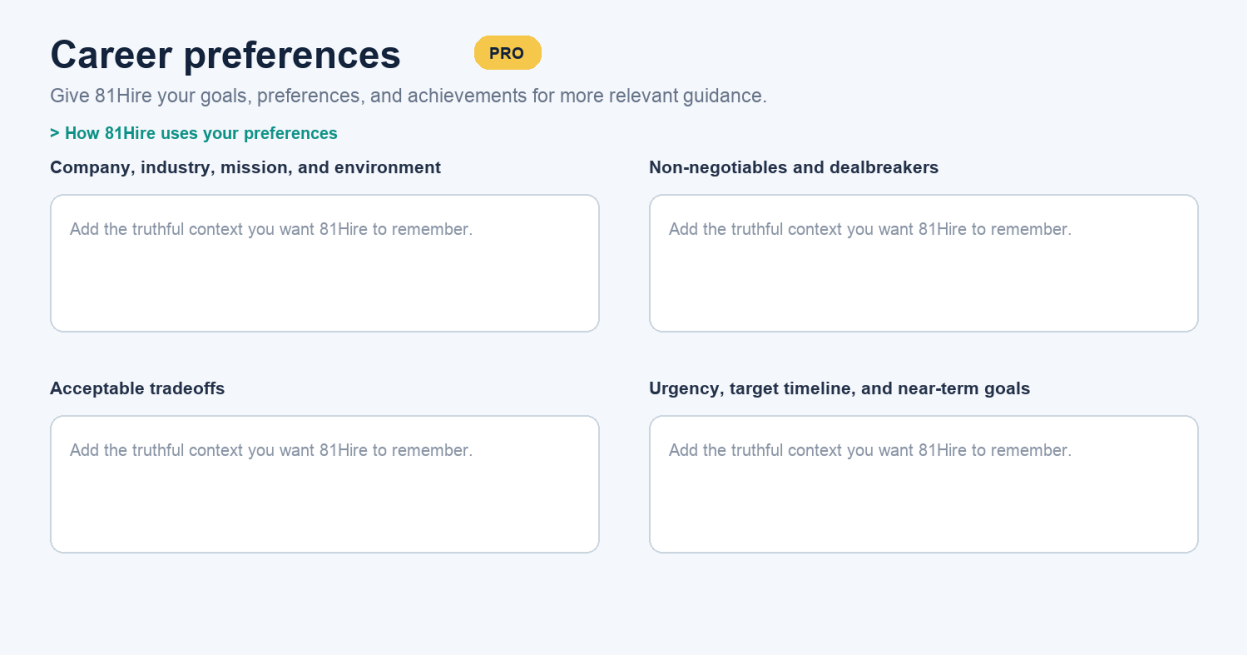
Organize older application resumes

Resumes & documents groups your career files in one place. My resumes holds uploaded and reference resumes; Job documents holds job-specific resumes and cover letters with version, archive, and application controls. Improve my resume contains private review and revision tools. Existing links to each section continue to work.

Open a Reference Resume's More menu and choose File as past application. Add the employer, target role, and an approximate application date. A job link is not required, the file itself is not changed, and you can return it to Reference later.

Add career preferences when they help

Career preferences is a Pro feature. Give 81Hire your goals, work preferences, and achievements for more relevant guidance. Expand How 81Hire uses your preferences near the top to learn more. Long answers wrap across lines; choose Save preferences when finished. Free and standard-credit customers can see the feature preview and choose View Pro plan; previously saved preferences are kept if Pro ends.



Career preferences adds goals and working-style context. The Pro badge identifies plan access.

There is no completion score. Add only the context that is useful to you, save it, and return whenever your goals change.

- Describe the problems you are strongest at solving.
- Explain what type of work gives you energy.
- Describe preferred company size, industries, mission, and work environment.
- Record non-negotiables, dealbreakers, and acceptable tradeoffs without making any field mandatory.
- Add search urgency, a target timeline, and your near-term goals when timing should shape the guidance.

Membership and account support

Credits & billing is the source of truth for your free kits, monthly Pro allowance, standard purchased credits, and PayPal billing. New members may analyze up to five jobs and create two complete job-specific application kits free. An analysis alone does not use a free document kit. Each kit may include the job analysis, match refresh, tailored résumé, and matching cover letter for one saved opportunity. Re-downloading documents already created for that kit does not use another credit.

If 81Hire says you have no credits remaining while analyzing a new job or creating its résumé or cover letter, choose Buy credits in that message. It opens your balance and credit packs. After adding credits, return to the saved job to continue; an unsuccessful creation does not use a credit.

Standard credits

Standard credits are one-time purchases: 1 credit for $4, 5 for $16, 10 for $30, 25 for $70, or 50 for $130. They do not automatically renew. Unused standard credits do not expire and remain in your account until you use them, while your account and the 81Hire service remain available. If you buy 10 credits and use 3, the other 7 stay available.

Standard credits are best for an occasional or smaller job search. They pay for additional application kits, but they do not by themselves add the monthly Pro résumé-revision allowance or the complete Pro workspace. Saved documents remain available when your balance reaches zero.

81Hire Pro

81Hire Pro is a recurring $100 monthly subscription designed for an active job search. Each billing period includes 40 complete application kits, 10 résumé revisions, advanced matching, Career Evidence, Career Preferences, batch tools, application tracking, reminders, and advanced My resumes filters. It renews automatically each month until you cancel.

Pro kits and revisions are use-it-during-the-billing-period allowances. They expire at the end of each billing period and do not roll over. If you use 5 of 40 kits, the remaining 35 expire at the end of that period. After the next successful $100 renewal, the new billing period starts with 40 kits and 10 revisions.

How 81Hire uses your balances

- Your two free application kits are used first.
- If Pro is active, the current monthly Pro application allowance is used next.
- Standard purchased credits are used after the free and Pro allowances, which helps preserve them.
- A Pro renewal, reset, or cancellation does not erase unused standard purchased credits.

The navigation balance links to Credits & billing and shows your available allowance. Pro kits, revisions, and standard credits remain separate. Your lifetime résumé count is in the account menu. Customers with a legacy monthly membership keep their existing paid-through benefits; 81Hire does not cancel or convert an existing PayPal subscription automatically.

Cancel 81Hire Pro

1. Open Credits & Billing, choose Cancel subscription, and review the paid-through date.
2. Confirm cancellation. 81Hire sends it to PayPal to stop renewal charges. Pro remains available through the paid-through date. After that date, unused monthly Pro allowances expire; saved documents, job history, and unused standard purchased credits remain in your account. An approved full refund of the current Pro payment ends its remaining Pro access and allowances immediately.

Get help

Open Help & Support from desktop navigation or mobile More. Use the contact form for account, billing, or product questions; 365NCC responds by email.

Reset a password

1. On sign-in, choose Forgot or set password and request a link for your account email.
2. Open the newest email link; it is single-use and expires. Request another if needed.
3. Save a new password, then sign in with it.

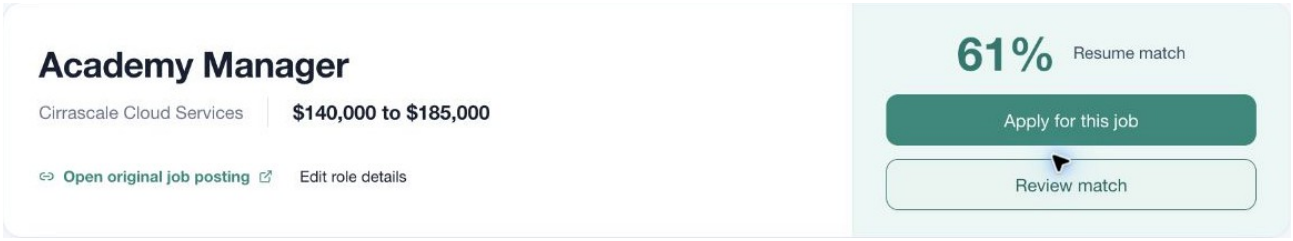
If your sign-in expires while analyzing jobs or opening Job documents, choose Sign in again. Your saved work remains in your account. Job documents returns to the same view after sign-in. For a temporary document-loading error, choose Try again.

Privacy and responsible use

81Hire does not sell your information or authorize customer content for AI model training. Only information needed for a requested feature is processed by contracted service providers. Employer pages handle information you enter or upload under their own privacy policies. 81Hire does not send saved documents or notes automatically. Read Terms and Privacy from the footer. Review generated content before using it; 81Hire supports, but does not replace, your judgment.

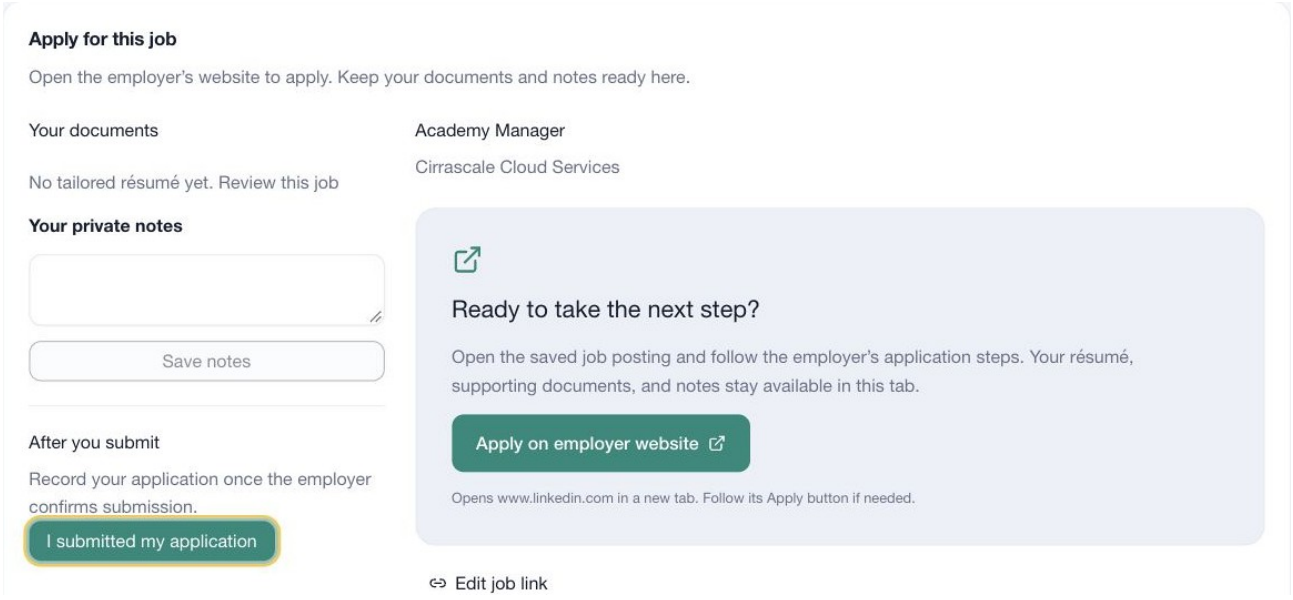
Apply from your saved job

Open a saved job from My jobs using More actions, then Open full opportunity. The header brings the role, company, salary and match score together. Choose Apply for this job to prepare your application, or Review match to return to Tailoring Studio.



The job header keeps your match and next actions together. Example public posting; availability and pay may change.

Apply on employer website opens your saved job link in a new tab. If the page is a listing, follow its Apply button. The employer handles your application; 81Hire keeps your documents, private notes and saved description available in the original tab.



Use the large Apply on employer website panel. Saved files appear under Your documents when available.

After the employer confirms your submission, return and choose I submitted my application. Opening the link alone does not mark Applied. Job descriptions display recognizable headings, existing bullets and paragraph spacing while preserving the saved wording.