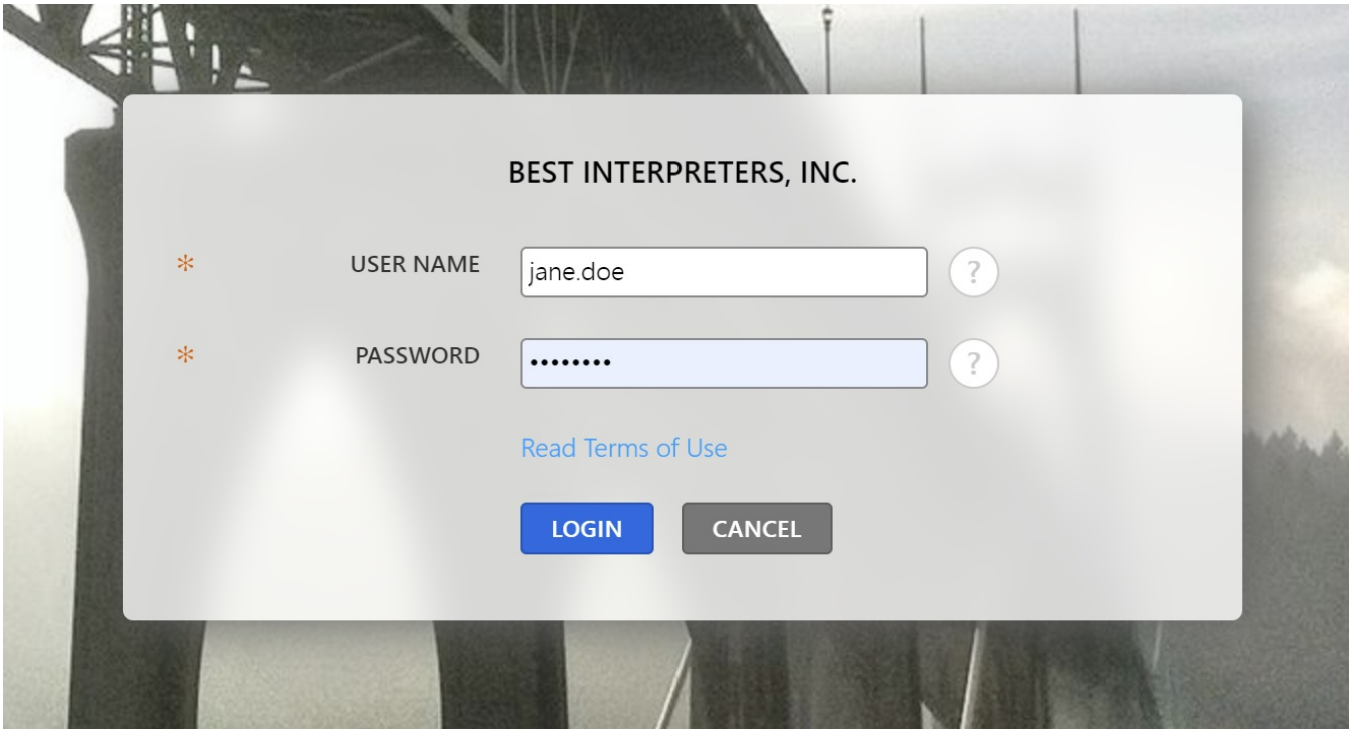
MY SETTINGS - VENDORS

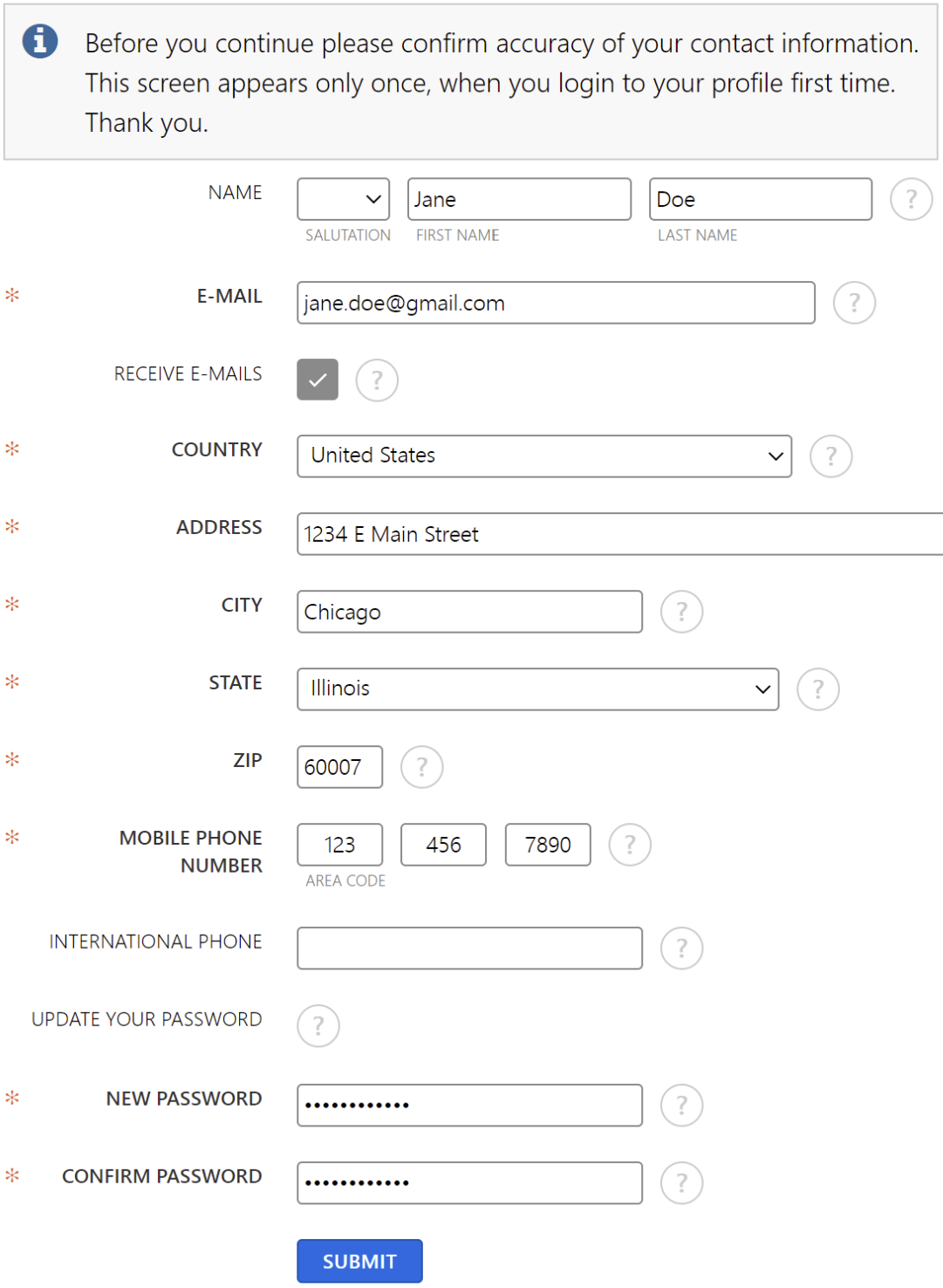
HOW TO ACCESS MY ACCOUNT

Once you are given the link to access your company's portal, enter the username and password that were provided to you and click LOGIN.

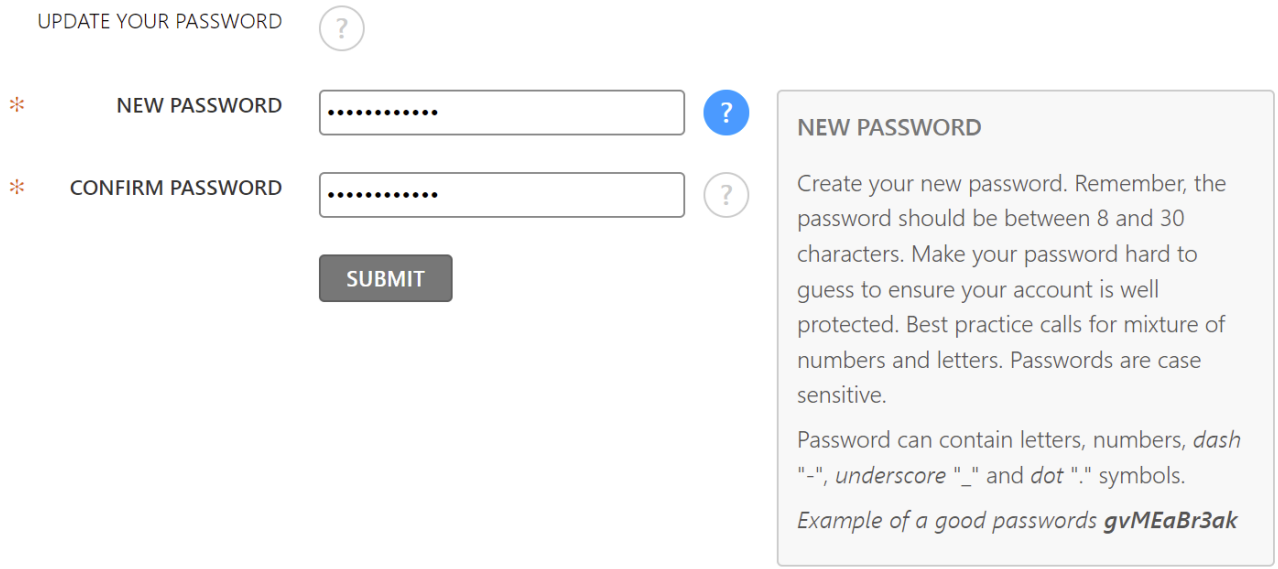


UPDATE MY PASSWORD

On the next page, confirm the accuracy of your contact information, make any necessary changes, update your password, then click SUBMIT.



When updating your password, please pay close attention to the password requirements. To review them, hover your mouse over the question mark next to the new password field.

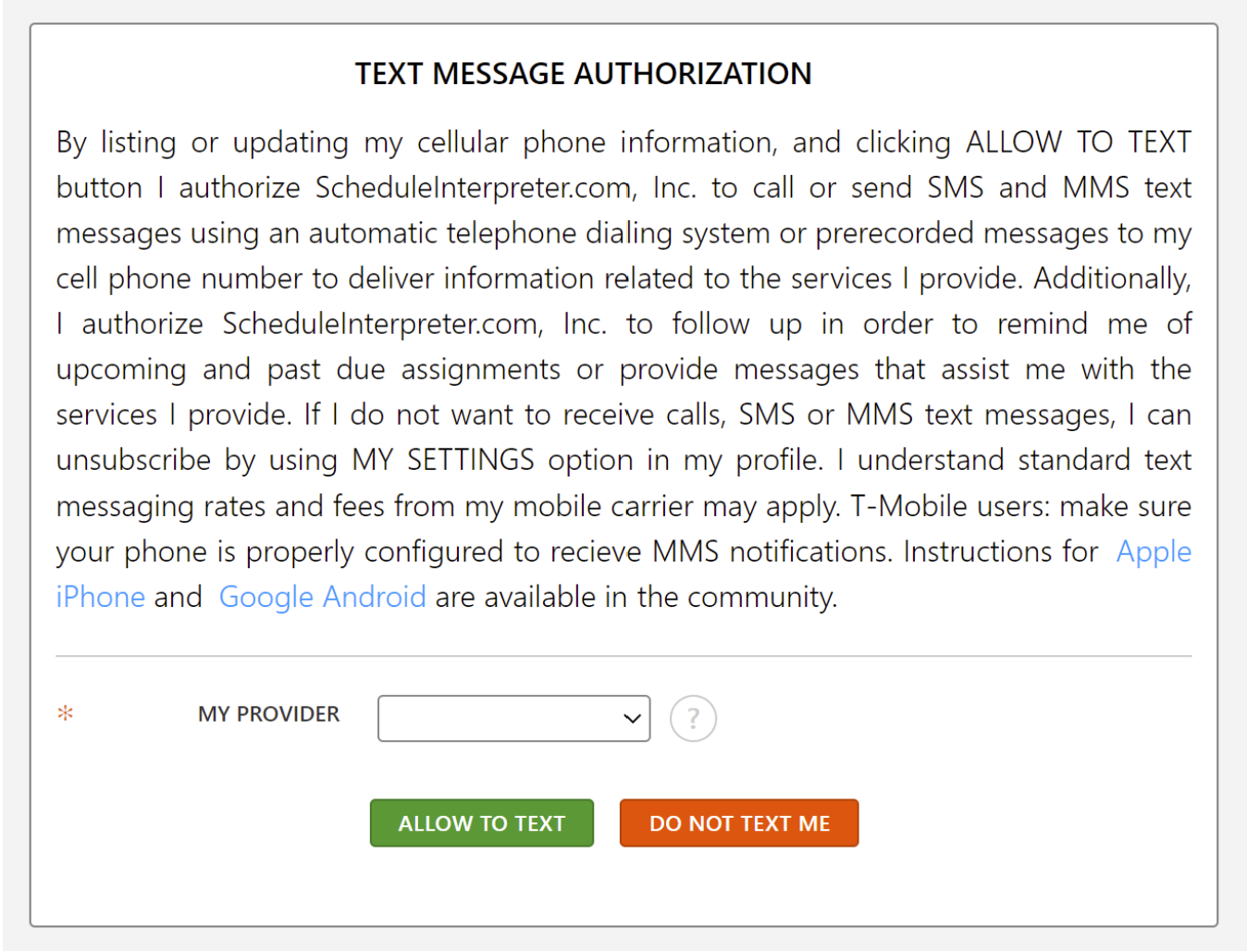


TEXT MESSAGE NOTIFICATIONS

ScheduleInterpreter® offers delivery of notifications via text messages. Before you start, please complete the process authorizing ScheduleInterpreter.com, Inc. to broadcast messages to your mobile device.

Only you can authorize and revoke authorization to send messages. If you did not complete authorization, contact your account or project manager for assistance.

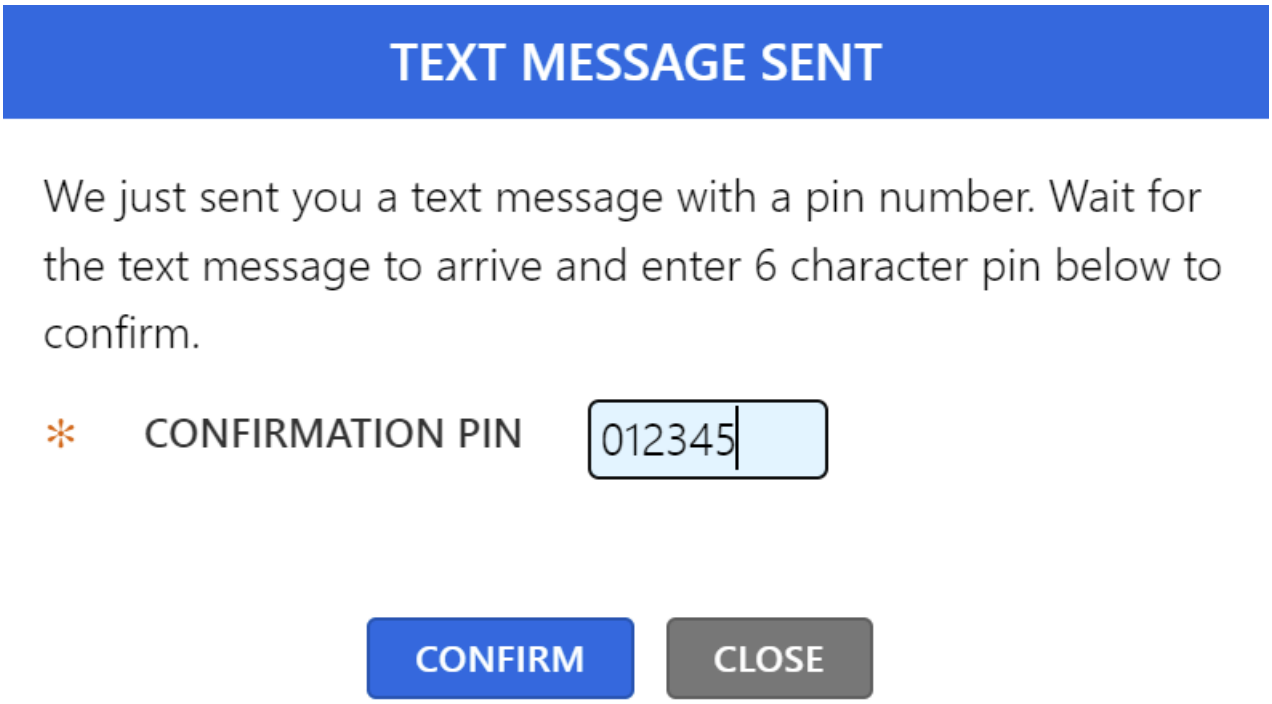
Once you have confirmed the accuracy of your profile and updated your password, you are prompted to select one of the two options: ALLOW TO TEXT or DO NOT TEXT ME.



If you select DO NOT TEXT ME, you will proceed to the next step in accessing your account.

If you wish to receive notifications via text messages, select your phone provider from the drop down list, then click ALLOW TO TEXT.

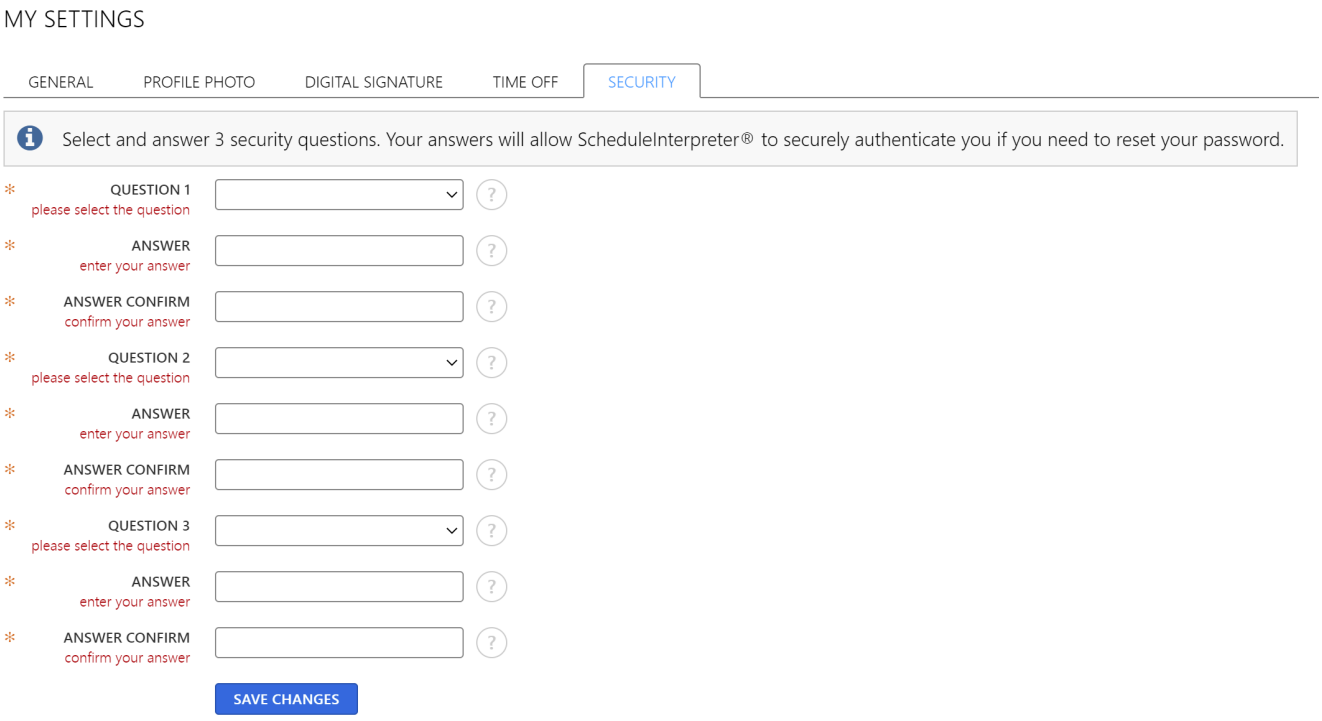
ScheduleInterpreter® will generate a security code and send a text message containing the code to the mobile phone associated with your profile. Open the text application on your device and locate the message containing the authorization code. Enter the confirmation PIN and click CONFIRM.



SECURITY QUESTIONS

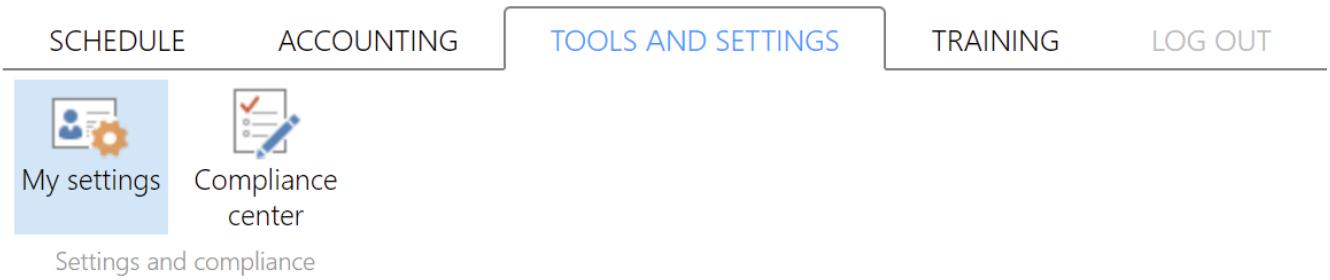
When prompted, please select and answer three (3) security questions, then click SAVE CHANGES.

Your answers will allow ScheduleInterpreter to securely authenticate you. This will also help you reset your password without the need to contact your support team.



MY SETTINGS

To review or make changes to your profile, click TOOLS AND SETTINGS, then MY SETTINGS. You will see five (5) different tabs: GENERAL, PROFILE PHOTO, DIGITAL SIGNATURE, TIME OFF, and SECURITY.

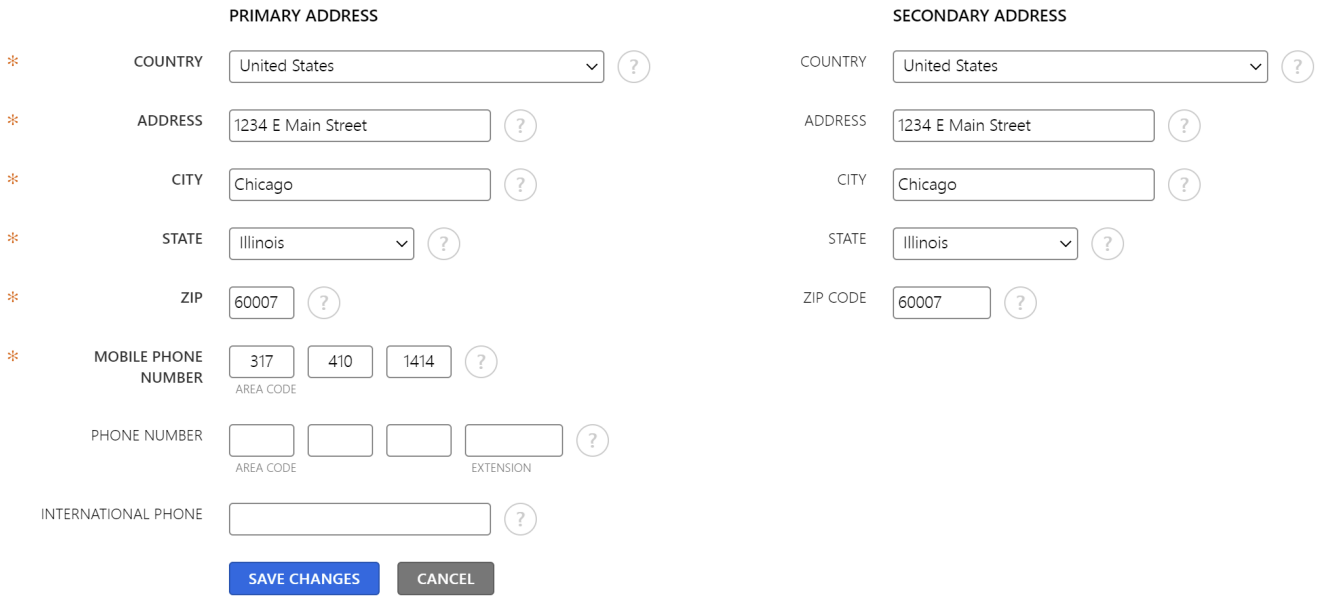


GENERAL

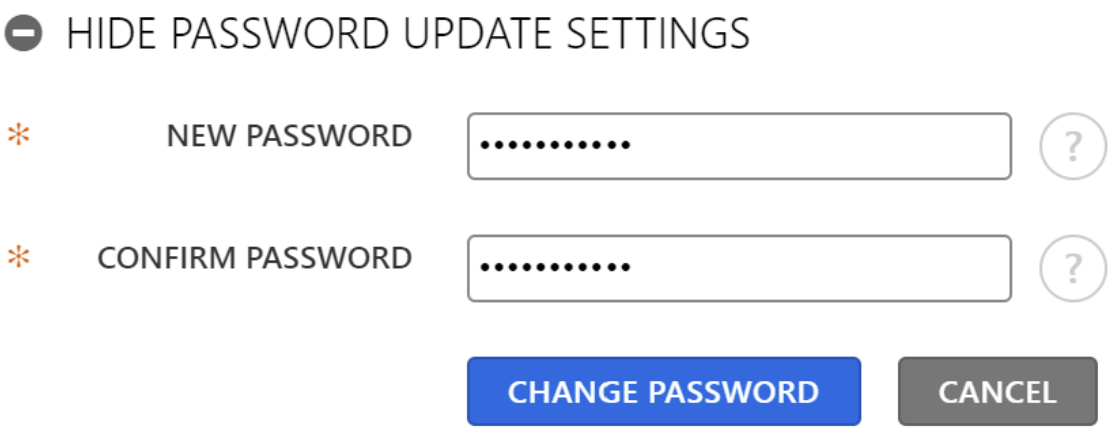
Under the General tab, you are able to review or update your name, email address, phone number, primary and secondary address, and update your password. You can also opt out of receiving notifications via email.

> Keep in mind that when unchecking the receive e-mails box, you may miss important notifications about new appointments, changes in your schedule, and important reminders.

If you make any updates to your profile, don't forget to click SAVE CHANGES.



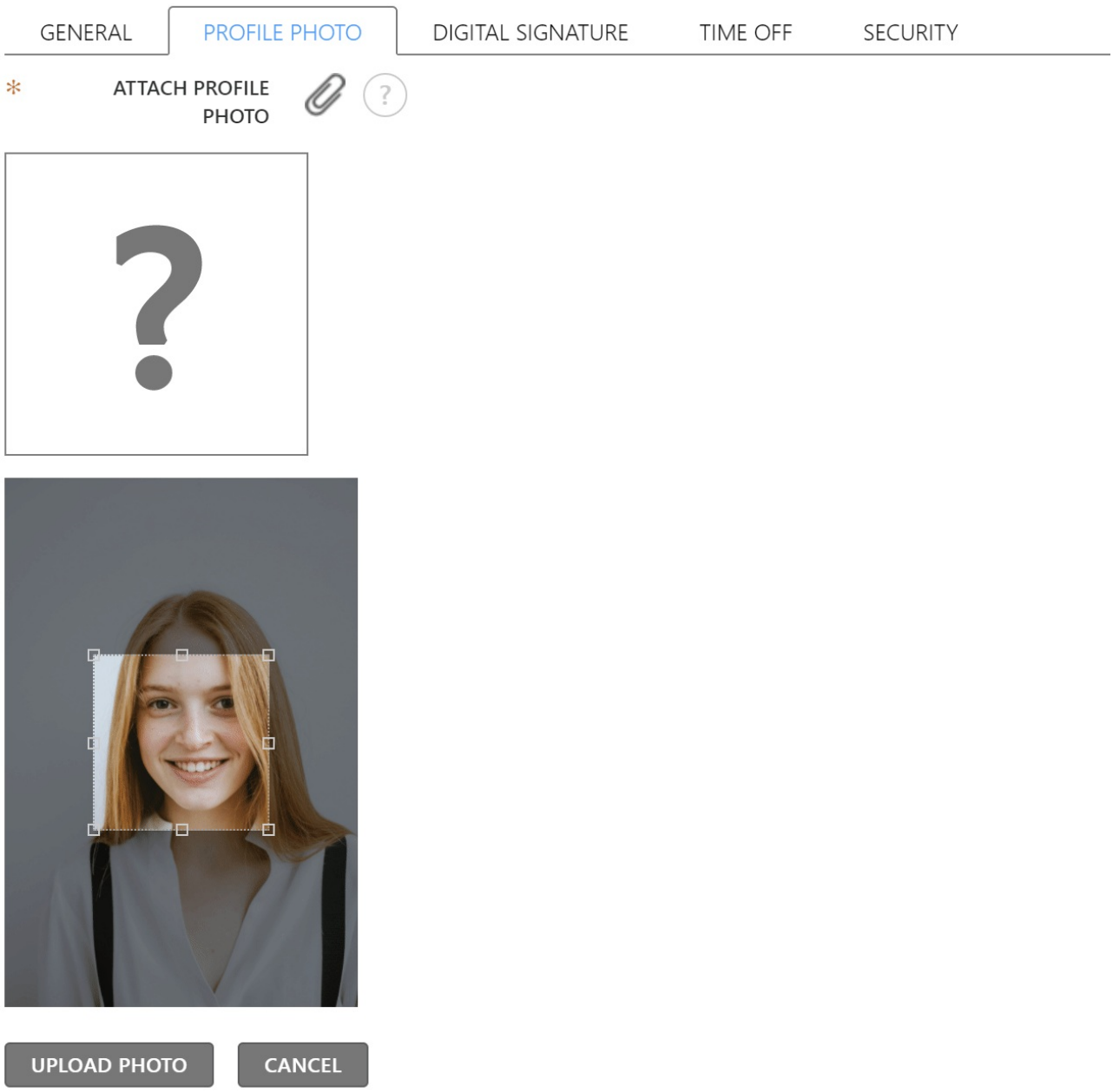
If you choose to update your password, don't forget to click CHANGE PASSWORD.



PROFILE PHOTO

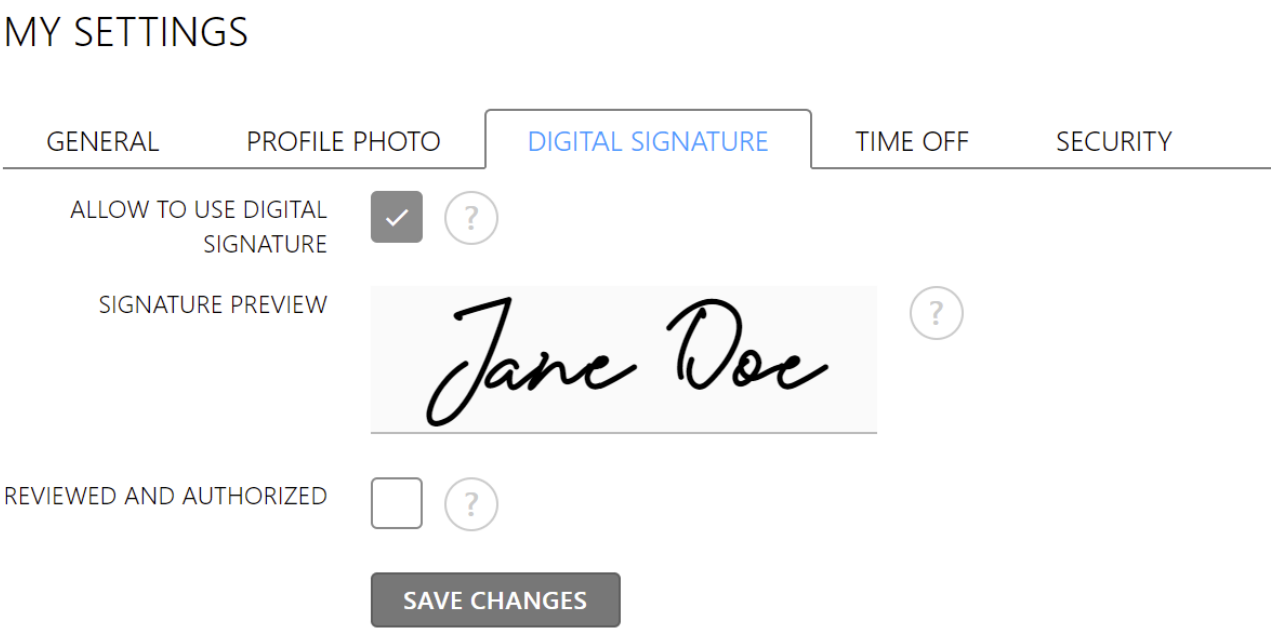
Before you begin, consider reviewing our personal picture guidelines.

To upload your photo, click PROFILE PHOTO, then click the paperclip icon next to ATTACH PROFILE PHOTO. Locate the photo you wish to upload on your device, frame it, if needed, then click UPLOAD PHOTO.

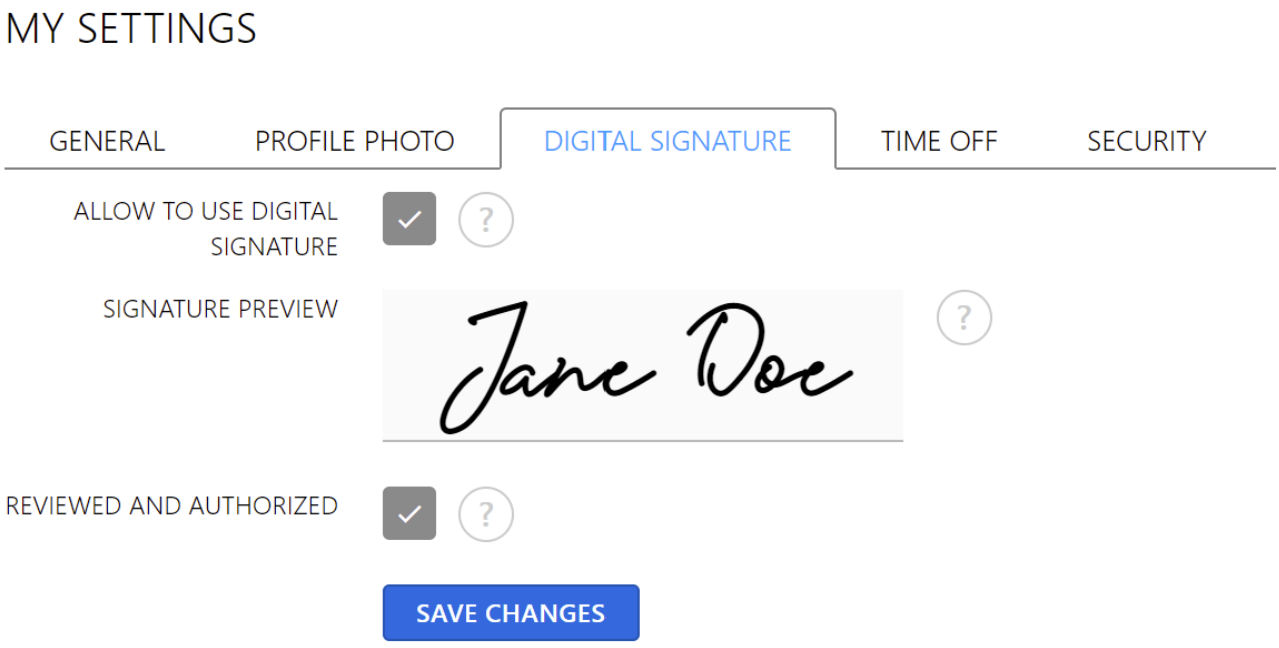


DIGITAL SIGNATURE

When checking the ALLOW TO USE DIGITAL SIGNATURE box, ScheduleInterpreter® will create a digital signature of your name that, if allowed, can be used to sign electronic documents submitted by you.

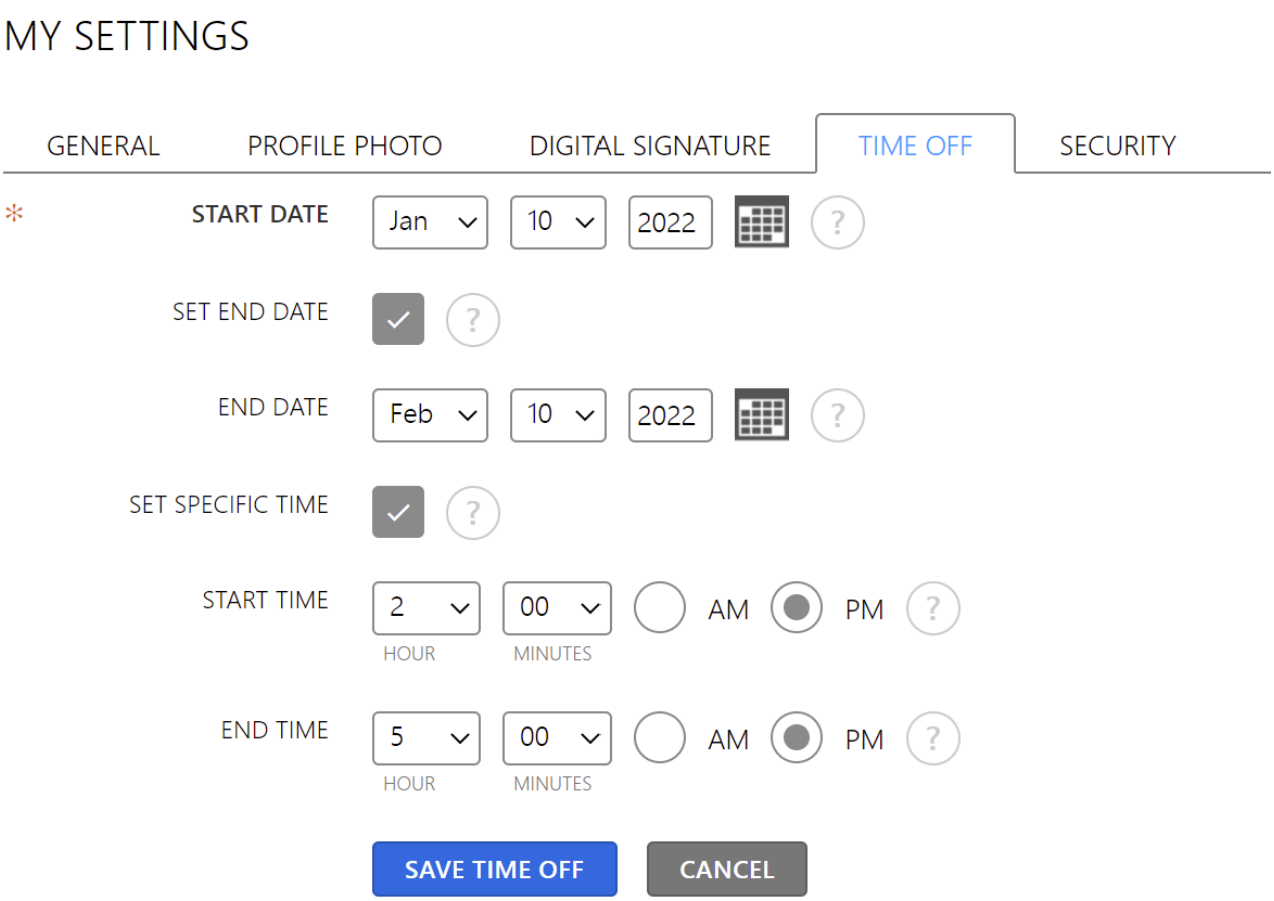


Once you have reviewed the digital signature, and you want to grant ScheduleInterpreter® authorization to use above signature to sign electronic documents submitted by you, check the REVIEWED AND AUTHORIZED box, then click SAVE CHANGES.



TIME OFF

The TIME OFF tab allows you to set specific time periods when you are not available to work. You can select your time off start date, end date, and specific times. Once you have selected your time off dates and times, click SAVE TIME OFF.



Keep in mind, during your time off dates and times, you will not be receiving notifications about new assignments.

SECURITY

If you want to change the security questions and answers that you selected when you first logged in to your account, you may do so under the SECURITY tab.

Once you updated your three (3) questions and answers, click SAVE CHANGES.

MY SETTINGS

GENERAL | PROFILE PHOTO | DIGITAL SIGNATURE | TIME OFF | SECURITY

Select and answer 3 security questions. Your answers will allow ScheduleInterpreter® to securely authenticate you if you need to reset your password.

* QUESTION 1	In what city or town was your fi
* ANSWER	Chicago
* ANSWER CONFIRM	Chicago
* QUESTION 2	What is the name of your first p
* ANSWER	Clifford
* ANSWER CONFIRM	Clifford
* QUESTION 3	Where did you go on your first
* ANSWER	France
* ANSWER CONFIRM	France

SAVE CHANGES

Revision #6
Created Mon, Jan 10, 2022 7:40 PM by Ana Mehdaova
Updated Fri, Jan 14, 2022 9:22 PM by Ana Mehdaova