# 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.
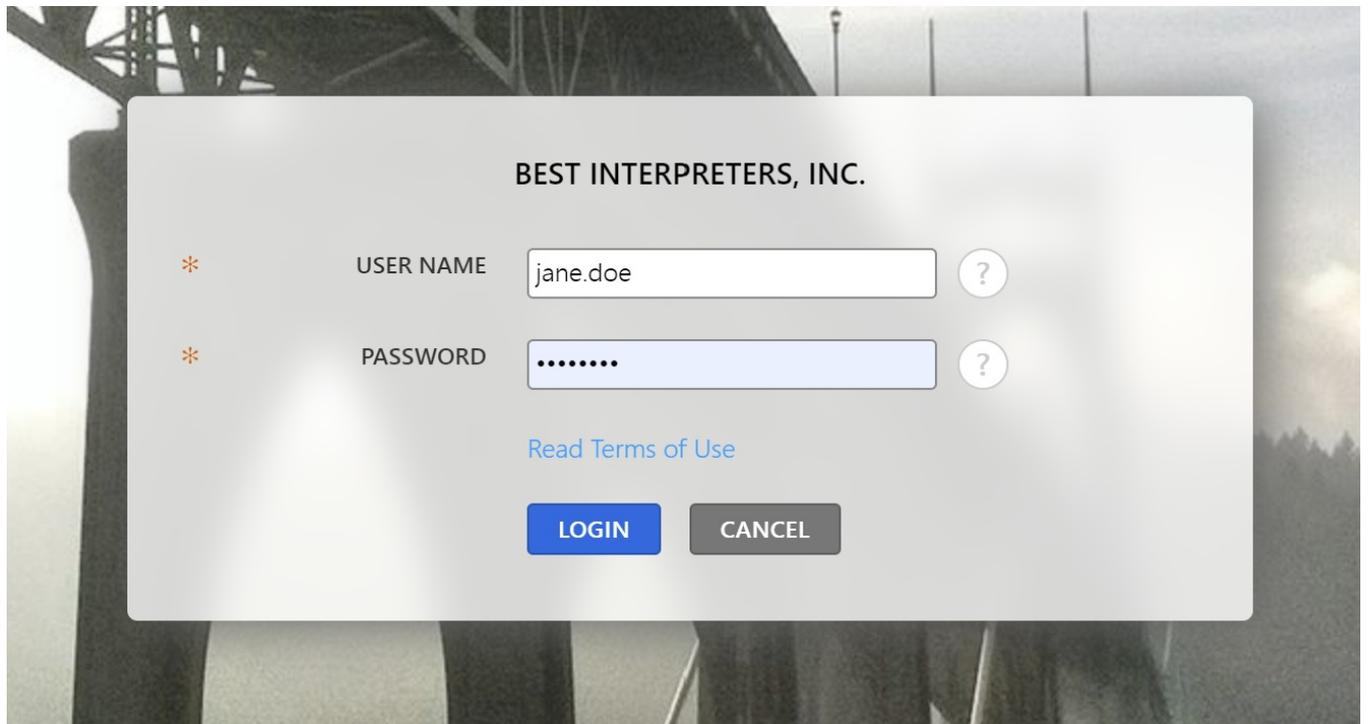
BEST INTERPRETERS, INC.

✱	USER NAME	jane.doe	?
✱	PASSWORD	••••••••	?

Read Terms of Use

LOGIN   CANCEL

UPDATE MY PASSWORD

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

ℹ️ Before you continue please confirm accuracy of your contact information. This screen appears only once, when you login to your profile first time. Thank you.

NAME

Jane | Doe | ?
SALUTATION | FIRST NAME | LAST NAME

✱ E-MAIL

jane.doe@gmail.com | ?

RECEIVE E-MAILS

✓ | ?

✱ COUNTRY

United States | ?

✱ ADDRESS

1234 E Main Street | ?

✱ CITY

Chicago | ?

✱ STATE

Illinois | ?

✱ ZIP

60007 | ?

✱ MOBILE PHONE NUMBER

123 | 456 | 7890 | ?
AREA CODE

INTERNATIONAL PHONE

| ?

UPDATE YOUR PASSWORD

?

✱ NEW PASSWORD

•••••••••• | ?

✱ CONFIRM PASSWORD

•••••••••• | ?

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.

UPDATE YOUR PASSWORD   (?)

✳   NEW PASSWORD   [••••••••••]   (?)

✳   CONFIRM PASSWORD   [••••••••••]   (?)

SUBMIT

NEW PASSWORD

Create your new password. Remember, the password should be between 8 and 30 characters. Make your password hard to guess to ensure your account is well protected. Best practice calls for mixture of numbers and letters. Passwords are case sensitive.

Password can contain letters, numbers, *dash* "-", *underscore* "_" and *dot* "." symbols.

Example of a good passwords **gvMEaBr3ak**

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.

TEXT MESSAGE AUTHORIZATION

By listing or updating my cellular phone information, and clicking ALLOW TO TEXT button I authorize ScheduleInterpreter.com, Inc. to call or send SMS and MMS text messages using an automatic telephone dialing system or prerecorded messages to my cell phone number to deliver information related to the services I provide. Additionally, I authorize ScheduleInterpreter.com, Inc. to follow up in order to remind me of upcoming and past due assignments or provide messages that assist me with the services I provide. If I do not want to receive calls, SMS or MMS text messages, I can unsubscribe by using MY SETTINGS option in my profile. I understand standard text messaging rates and fees from my mobile carrier may apply. T-Mobile users: make sure your phone is properly configured to recieve MMS notifications. Instructions for Apple iPhone and Google Android are available in the community.

✳   MY PROVIDER   [⌄]   (?)

ALLOW TO TEXT   **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 .

TEXT MESSAGE SENT

We just sent you a text message with a pin number. Wait for the text message to arrive and enter 6 character pin below to confirm.

✳ **CONFIRMATION PIN**   012345

CONFIRM   **CLOSE**

SECURITY QUESTIONS

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

ℹ 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

GENERAL   PROFILE PHOTO   DIGITAL SIGNATURE   TIME OFF   SECURITY

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

✳	QUESTION 1 please select the question	▢ ▾	?
✳	ANSWER enter your answer	▢	?
✳	ANSWER CONFIRM confirm your answer	▢	?
✳	QUESTION 2 please select the question	▢ ▾	?
✳	ANSWER enter your answer	▢	?
✳	ANSWER CONFIRM confirm your answer	▢	?
✳	QUESTION 3 please select the question	▢ ▾	?
✳	ANSWER enter your answer	▢	?
✳	ANSWER CONFIRM confirm your answer	▢	?

SAVE CHANGES

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.

My settings   Compliance center
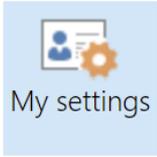
Settings and compliance

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 .

	PRIMARY ADDRESS		SECONDARY ADDRESS	
＊ COUNTRY	United States ▾ ?	COUNTRY	United States ▾ ?
＊ ADDRESS	1234 E Main Street ?	ADDRESS	1234 E Main Street ?
＊ CITY	Chicago ?	CITY	Chicago ?
＊ STATE	Illinois ▾ ?	STATE	Illinois ▾ ?
＊ ZIP	60007 ?	ZIP CODE	60007 ?

＊ MOBILE PHONE NUMBER   317   410   1414   ?
AREA CODE

PHONE NUMBER   [ ] [ ] [ ]   [ ] ?
AREA CODE   EXTENSION

INTERNATIONAL PHONE   [ ] ?

SAVE CHANGES   CANCEL

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

⊖ HIDE PASSWORD UPDATE SETTINGS

✳   NEW PASSWORD   ··········   ?

✳   CONFIRM PASSWORD   ··········   ?

CHANGE PASSWORD   CANCEL

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 .

MY SETTINGS

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

* ATTACH PROFILE
PHOTO
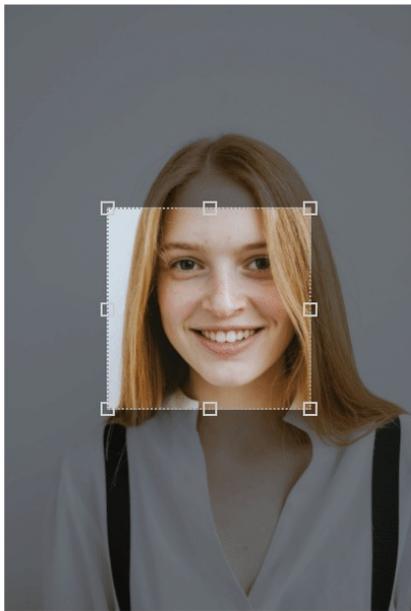
UPLOAD PHOTO   **CANCEL**

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.

MY SETTINGS

GENERAL	PROFILE PHOTO	DIGITAL SIGNATURE	TIME OFF	SECURITY

ALLOW TO USE DIGITAL SIGNATURE ☑ ?

SIGNATURE PREVIEW

Jane Doe ?

REVIEWED AND AUTHORIZED ☐ ?

SAVE CHANGES

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 .

MY SETTINGS

GENERAL	PROFILE PHOTO	DIGITAL SIGNATURE	TIME OFF	SECURITY

ALLOW TO USE DIGITAL SIGNATURE ☑ ?

SIGNATURE PREVIEW

Jane Doe ?

REVIEWED AND AUTHORIZED ☑ ?

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.

MY SETTINGS

GENERAL	PROFILE PHOTO	DIGITAL SIGNATURE	TIME OFF	SECURITY

* **START DATE** Jan ▾ | 10 ▾ | 2022 | 🗓 | (?)

SET END DATE ✓ (?)

END DATE Feb ▾ | 10 ▾ | 2022 | 🗓 | (?)

SET SPECIFIC TIME ✓ (?)

START TIME 2 ▾ | 00 ▾ | ○ AM ⦿ PM (?)
HOUR | MINUTES

END TIME 5 ▾ | 00 ▾ | ○ AM ⦿ PM (?)
HOUR | MINUTES

SAVE TIME OFF CANCEL

⚠ 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

ℹ️ 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 ⌄	?
✳ ANSWER	Clifford	?
✳ ANSWER CONFIRM	Clifford	?
✳ QUESTION 3	Where did you go on your first ⌄	?
✳ ANSWER	France	?
✳ ANSWER CONFIRM	France	?

SAVE CHANGES