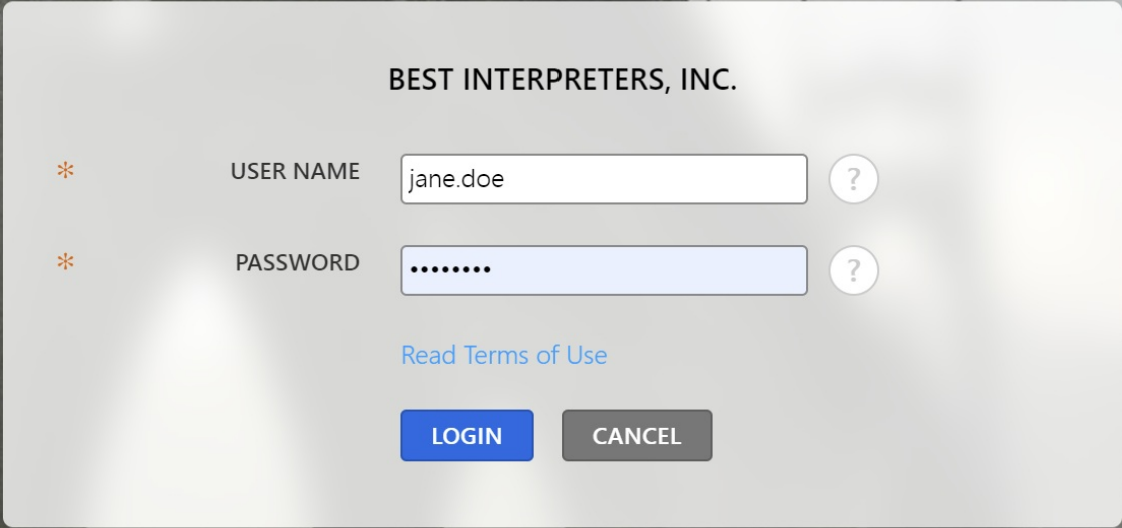


# MY SETTINGS - VENDORS

## 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.**



The image shows a login form for 'BEST INTERPRETERS, INC.' overlaid on a background image of a bridge. The form has a title 'BEST INTERPRETERS, INC.' at the top. Below it, there are two input fields: 'USER NAME' with the value 'jane.doe' and 'PASSWORD' with masked characters '.....'. Each field has an orange asterisk icon to its left and a circular help icon with a question mark to its right. Below the password field is a blue link 'Read Terms of Use'. At the bottom of the form are two buttons: a blue 'LOGIN' button and a grey 'CANCEL' button.

**BEST INTERPRETERS, INC.**

\* USER NAME  ?

\* 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**.



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



RECEIVE E-MAILS

☒

\*

COUNTRY



\*

ADDRESS



\*

CITY



\*

STATE



\*

ZIP



\*

MOBILE PHONE  
NUMBER



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 receive 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

CONFIRM

CLOSE

## 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

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                 | <input type="text"/> | ? |
|   | please select the question |                      |   |
| * | ANSWER                     | <input type="text"/> | ? |
|   | enter your answer          |                      |   |
| * | ANSWER CONFIRM             | <input type="text"/> | ? |
|   | confirm your answer        |                      |   |
| * | QUESTION 2                 | <input type="text"/> | ? |
|   | please select the question |                      |   |
| * | ANSWER                     | <input type="text"/> | ? |
|   | enter your answer          |                      |   |
| * | ANSWER CONFIRM             | <input type="text"/> | ? |
|   | confirm your answer        |                      |   |
| * | QUESTION 3                 | <input type="text"/> | ? |
|   | please select the question |                      |   |
| * | ANSWER                     | <input type="text"/> | ? |
|   | enter your answer          |                      |   |
| * | ANSWER CONFIRM             | <input type="text"/> | ? |
|   | 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                         | <input type="text" value="United States"/> ?  | COUNTRY           | <input type="text" value="United States"/> ?      |
| * ADDRESS                         | <input type="text" value="1234 E Main Street"/> ?   | ADDRESS           | <input type="text" value="1234 E Main Street"/> ? |
| * CITY                            | <input type="text" value="Chicago"/> ?  | CITY              | <input type="text" value="Chicago"/> ?            |
| * STATE                           | <input type="text" value="Illinois"/> ?   | STATE             | <input type="text" value="Illinois"/> ?           |
| * ZIP                             | <input type="text" value="60007"/> ?  | ZIP CODE          | <input type="text" value="60007"/> ?              |
| * MOBILE PHONE NUMBER             | <input type="text" value="317"/> <input type="text" value="410"/> <input type="text" value="1414"/> ?<br><small>AREA CODE</small> |                   |   |
| PHONE NUMBER                      | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ?<br><small>AREA CODE EXTENSION</small>       |                   |   |
| INTERNATIONAL PHONE               | <input type="text"/> ?  |                   |   |
| <b>SAVE CHANGES</b> <b>CANCEL</b> |   |                   |   |

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

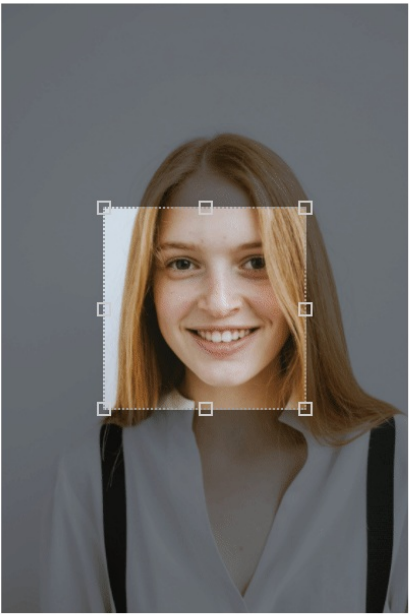
TIME OFF

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](#)

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

\*

QUESTION 1



\*

ANSWER



\*

ANSWER CONFIRM



\*

QUESTION 2



\*

ANSWER



\*

ANSWER CONFIRM



\*

QUESTION 3



\*

ANSWER



\*

ANSWER CONFIRM

[SAVE CHANGES](#)

🔄Revision #6

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✎Updated Fri, Jan 14, 2022 9:22 PM by Ana Mehdaova