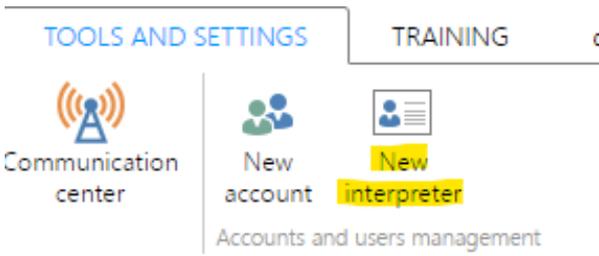


NEW VENDOR PROCESS

TOOLS AND SETTINGS > New Interpreter



New Contractor

General

New contractor

General information

Title

* **First name**
Interpreter or translator's first name

* **Last name**
Interpreter or translator's last name

Operates as business
Interpreter is using business name

* **User name**
User name is used to login and must be unique ⚠ User name is already used

* **E-mail**
E-mail is used to send notifications and paperwork

* **Skype**
Skype address used for free video and audio communication

* **Password**
Password should be between 8 and 12 characters

* **Password**
Confirm password to avoid errors

All data that is keyed into SI will automatically be transferred into Quickbooks - this includes daily edits, revisions, updates

Rates and Invoices (on-site and remote)

VENDORS | .LLC., JOYE - SIGNING RESOURCES & INTERPRETERS | MY SETTINGS | GLOBAL SETTI

GENERAL | PROFILE :: TAX ID :: PASSWORD | SmartID™ | SKILLS | **RATES AND INVOICES**

ON-SITE SETTINGS | ON-SITE RATES | VIS SETTINGS | VIS RATES | VRI SETTINGS | VRI

ON-SITE PROVIDER	<input checked="" type="checkbox"/> ?	ENABLE INITIATION FEE	<input type="checkbox"/> ?
ENABLE RUSH RATE	<input checked="" type="checkbox"/> ?	ENABLE RUSH FEE	<input type="checkbox"/> ?
ENABLE EMERGENCY RATE	<input type="checkbox"/> ?	ENABLE EMERGENCY FEE	<input type="checkbox"/> ?
ENABLE SPECIAL RATE	<input type="checkbox"/> ?	COMPENSATE MINIMUM TIME AT INITIAL RATE	<input type="checkbox"/> ?
IA ENABLE BLOCK RATE	<input type="checkbox"/> ? BETA	ALWAYS USE START TIME FOR COMPENSATION	<input type="checkbox"/> ?
ENABLE OVERTIME RATE	<input type="checkbox"/> ? BETA	COMBINE SERVICE AND TRAVEL TIME	<input type="checkbox"/> ?
SE VENDOR SETTINGS FOR COMPENSATION	<input type="checkbox"/> ?	LONGER TIME WHEN LESS THAN REQUIRED	<input type="checkbox"/> ?
ONGER TIME AS MINIMUM COMPENSATION	<input type="checkbox"/> ?	USE TRAVEL TIME INCREMENT	<input type="checkbox"/> ?
SOURCE LANGUAGE/SERVICE	English (src) ?		
TARGET LANGUAGE/SERVICE	American Sign Language ?		

DEFAULT

RATE	PAY ID	START TIME	END TIME	MINIMUM PAID	PAY INCREMENT	REGULAR	RUSH
Morning hours	MH	12:00 AM	8:00 AM	2 hours	1 hour	\$ 80.00	\$ 80.00
Business hours	BH	8:00 AM	5:00 PM	2 hours	1 hour	\$ 80.00	\$ 80.00
Evening hours	EH	5:00 PM	12:00 AM	2 hours	1 hour	\$ 80.00	\$ 80.00
Morning hours (weekend)	MHW	12:00 AM	8:00 AM	2 hours	1 hour	\$ 80.00	\$ 80.00
Business hours (weekend)	BHW	8:00 AM	5:00 PM	2 hours	1 hour	\$ 80.00	\$ 80.00
Evening hours (weekend)	EHW	5:00 PM	12:00 AM	2 hours	1 hour	\$ 80.00	\$ 80.00

ACTIVE TIME PERIOD: Default ? **NEW ATP**

ON CALL SERVICE ? **SAVE CHANGES** **CANCEL CHANGES**

ENGLISH/AMERICAN SIGN LANG.

RATE	PAY ID	START TIME	END TIME	MINIMUM PAID	PAY INCREMENT	REGULAR	RUSH
Morning hours	MH	12:00 AM	8:00 AM	2 hours	1 hour	\$ 80.00	\$ 80.00

Travel Rates | Mileage

Modifiers

ON-SITE SETTINGS **ON-SITE RATES** VIS SETTINGS VIS RATES

RATES **BETA** SERVICE TAGS **MODIFIERS SETTINGS** MODIFIERS

MODIFIERS TYPES

Full day 4 hours	EDIT	DELETE
Full day 6 hours	EDIT	DELETE

ADD NEW MODIFIER TYPE

Vendor Tags & Appointment Qualification Tags (Q-TAGS)

Vendor Tags:

Appointment Qualification Tags (Q-Tags):

VENDOR TAGS | **APPOINTMENT QUALIFICATION TAGS - Q-TAGS**

APPOINTMENT Q-TAGS

A LIST | **ASL CERTIFIED** | ATA | ADMINISTRATIVE CERTIFIED | B LIST | BACKGROUND CHECK | CCMI NBCMI MEDICAL CERTIFIED | COURT CERTIFIED | DEAF CERTIFIED | **EDUCATION**

HAS EQUIPMENT | QUALIFIED | REGISTERED LANGUAGE CERTIFIED | VACCINATED

Note: Federal Interpreter's need to also be selected as Court if in CA also include Admin tags. Education Interpreter's that are also Court if in CA also need to include Court, Admin

Skills

VENDORS | **LLC_JOYE - SIGNING RESOURCES & INTERPRETERS** | MY SETTINGS | GLOBAL SETTINGS

GENERAL | PROFILE :: TAX ID :: PASSWORD | SmartID™ | **SKILLS** | RATES AND INVOICES | EXCLUSION LIST | VENDOR

LANGUAGES / SERVICES

LANGUAGE	
1 Afghani	<input type="checkbox"/>
2 Afrikaans	<input type="checkbox"/>
3 Albanian	<input type="checkbox"/>
4 American Sign Language	<input checked="" type="checkbox"/>
5 American Sign Language - Education	<input type="checkbox"/>
6 American Sign Language Med-Legal	<input type="checkbox"/>
7 Amharic	<input type="checkbox"/>
8 Arabic	<input type="checkbox"/>
9 Arabic - Education	<input type="checkbox"/>
10 Arabic Med-Legal	<input type="checkbox"/>
11 Aramaic	<input type="checkbox"/>
12 Armenian	<input type="checkbox"/>
13 Armenian Med-Legal	<input type="checkbox"/>
14 Assyrian	<input type="checkbox"/>

VENDOR SKILLS

- AMERICAN SIGN LANGUAGE X
- ENGLISH (SRC) X

SAVE CHANGES

Exclusion List

GENERAL | PROFILE :: TAX ID :: PASSWORD | SmartID™ | SKILLS | RATES AND INVOICES | **EXCLUSION LIST** | VENDOR NOTES

i Using checkboxes, select accounts to prevent or allow vendor to provide services to. Use following rules to configure vendor's profile.
 Allow - will allow vendor to provide services to selected accounts, vendor will not be able to provide services to any newly added accounts.
 Disallow - will prevent vendor to provide services to selected accounts, vendor will be able to provide services to any newly added accounts.

PERMISSION Allow Disallow ?

SELECT ACCOUNTS

ACCOUNT	SELECT
1 AAA / Metro Litigation Los Angeles	<input type="checkbox"/>
2 AAA / Metro Litigation Los Angeles Northern CA Rates	<input type="checkbox"/>
3 AAA / Metro Litigation Los Angeles OOS Rates	<input type="checkbox"/>
4 AAA / Metro Litigation Los Angeles Southern CA Rates	<input type="checkbox"/>
5 AAA / Subrogation Unit Costa Mesa	<input type="checkbox"/>
6 AAA / Subrogation Unit Costa Mesa Northern CA Rates	<input type="checkbox"/>
7 AAA / Subrogation Unit Costa Mesa OOS Rates	<input type="checkbox"/>
8 AAA / Subrogation Unit Costa Mesa Southern CA Rates	<input type="checkbox"/>

SELECT ALL | CLEAR SELECTION | SAVE

Vendor Notes

NOTES



SAVE CHANGES

Updating General & Tax ID

General

GENERAL PROFILE :: TAX ID :: PASSWORD SmartID™ SKILLS RATES AND INVOICES EXCLUSION LIST VENDOR NOTES TA

SALUTATION ? *

E-MAIL ?

* FIRST NAME ? SKYPE ?

* LAST NAME ? MOBILE PHONE NUMBER ?
AREA CODE

NICKNAME ?

PHONE NUMBER ?
AREA CODE EXTENSION

GENDER ? INTERNATIONAL PHONE ?

PRIMARY ADDRESS **SECONDARY ADDRESS**

* COUNTRY ? COUNTRY

* ADDRESS ? ADDRESS ?

* CITY ? CITY ?

* STATE ? STATE ?

* ZIP CODE ? ZIP CODE ?

* TIME ZONE ?

LOCATION IS OBSERVING DAYLIGHT SAVING ?

BRANCH ?

Profile Tax ID Password

PROFILE STATUS Confirm at login Activated Blocked Deactivated ?

SEND E-MAILS ?

ALLOW SELF-ASSIGN ?

SEND TEXT MESSAGES ?

BLOCK FROM PUBLIC LISTING ?

SEND PUSH NOTIFICATIONS ?

RESET TEXT AUTHORIZATION ?

HIRE/START DATE ?

FIRE/END DATE ?

* USER NAME ?

INTERNAL RATING ?

* SSN / EIN ?

COUNTRY OF ORIGIN ?

THIS IS EIN ?

VENDOR ID ?

COLOR ?

SAVE CHANGES

+ SHOW PASSWORD RESET OPTIONS

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