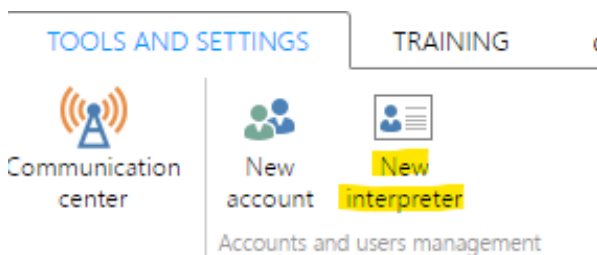


# NEW VENDOR PROCESS

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

\* **Confirm password**  
Confirm password to avoid errors

**Add**

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 SETTING

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 ☒ ?

ENABLE RUSH RATE ☒ ?

ENABLE EMERGENCY RATE ☐ ?

ENABLE SPECIAL RATE ☐ ?

ENABLE BLOCK RATE ☐ ? BETA ALWAYS USE START TIME FOR COMPENSATION ☐ ?

ENABLE OVERTIME RATE ☐ ? BETA COMBINE SERVICE AND TRAVEL TIME ☐ ?

SE VENDOR SETTINGS FOR COMPENSATION ☐ ?

ONGER TIME AS MINIMUM COMPENSATION ☐ ?

LONGER TIME WHEN LESS THAN REQUIRED ☐ ?

USE TRAVEL TIME INCREMENT ☐ ?

SOURCE LANGUAGE/SERVICE  ?

TARGET LANGUAGE/SERVICE  ?

**CREATE CUSTOM RATE** **RESET TO DEFAULT RATE**

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

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"/>            |

SAVE CHANGES

VENDOR SKILLS

AMERICAN SIGN LANGUAGE X

ENGLISH (SRC) X

## 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

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

?

\*
FIRST NAME
Joye

?

\*
LAST NAME
,LLC.

?

NICKNAME

?

GENDER
N/A

?

?

\*
COUNTRY
United States

?

\*
ADDRESS
8002 NE Hwy 99

?

\*
CITY
Vancouver

?

\*
STATE
Washington

?

\*
ZIP CODE
98665

?

\*
TIME ZONE
Pacific Time Zone

?

LOCATION IS OBSERVING DAYLIGHT SAVING

?

BRANCH
Main office

?

\*
E-MAIL
request@signingresources.com

?

SKYPE

?

MOBILE PHONE NUMBER

877
512
2246
?

AREA CODE

PHONE NUMBER

AREA CODE
EXTENSION

INTERNATIONAL PHONE

?

PRIMARY ADDRESS

SECONDARY ADDRESS

COUNTRY
United States

ADDRESS
8002 NE Hwy 99

?

CITY
Vancouver

?

STATE
Washington

?

ZIP CODE
98665

?

### Profile Tax ID Password

GENERAL

PROFILE :: TAX ID :: PASSWORD

SmartID™

SKILLS

RATES AND INVOICES

EXCLUSION LIST

VENDOR NOTES

TA

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

request@signingresources.com

?

INTERNAL RATING

5

?

\* SSN / EIN

264147390

?

COUNTRY OF ORIGIN

?

THIS IS EIN

☐ ?

VENDOR ID

?

COLOR

☐ ?

SAVE CHANGES

+ SHOW PASSWORD RESET OPTIONS