Getting Started with interpretingWorks: Enrolling and Scheduling

How to enroll (Provider)

1. You need your email address.
2. Go to **www.interpreting.works/Lni**.
3. Click the **Provider** button to start your registration process.
4. Wait for your activation email from support@interpreting.works and complete the registration process.
5. If you have any questions, contact interpretingWorks at 1-800-905-0896 ext. 5.

How to enroll (Interpreter)

1. You need your email address.
2. Go to **www.interpreting.works/Lni**.
3. Click the **Interpreter** button to start your registration process.
4. Wait for your activation email from support@interpreting.works and complete the registration process.
5. You will need to upload the following documents in PDF form: driver's license, W-9, background check, DSHS certificate, and photo.
6. If you have any questions, contact interpretingWorks at 1-800-905-0896 ext. 5.

How to schedule an interpreter (Provider)

1. Log into **www.interpreting.works/Lni**.
2. Click on New Booking.
3. Complete the scheduling form. Select location, language, time, date, the gender of preference if it is required, and a special note if it is necessary.
4. Submit your request and you will receive a confirmation email.
5. The system will send your request to all the interpreters who are available to cover it.
6. You will receive an email confirming your request acceptance with the interpreter's name.
7. Print the **work order** from the confirmation email or the system. It will include your unique QR code (see example at right). To save time, you can print your unique QR code, frame it and place it in an easily accessible location for the interpreter to check in and out.
8. Once your encounter is completed, you will receive an email requesting your feedback to help interpretingWorks to serve you better.
9. interpretingWorks's system will send you a report every morning with updated information on your pending and current requests.
10. If you have any questions, contact us through our chat box, email support@interpreting.works, or call interpretingWorks at 1-800-905-0896 ext. 5.

What to do when the interpreter arrives at your office (Provider)

1. The interpreter should arrive before the encounter start time.
2. You should present the **work order** to the interpreter, and they will read the QR code with their phone to check in. If it's not possible to check in electronically, write down the check-in time on the work order.
3. After the encounter is complete, perform the check-out the same way the check-in was done. If you had to do a manual check-in, sign the work order to validate the service (this will serve as your check-out).
4. Give the completed work order to the interpreter.
5. Interpreter uploads the manual check-in/out form into the system.
6. After the encounter is finished, you will receive an email requesting your feedback.

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