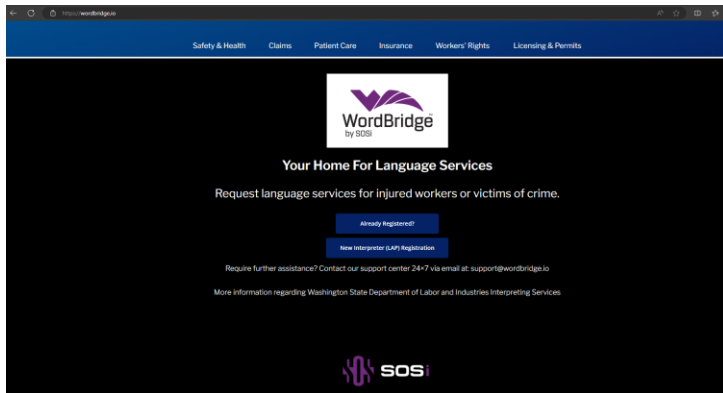
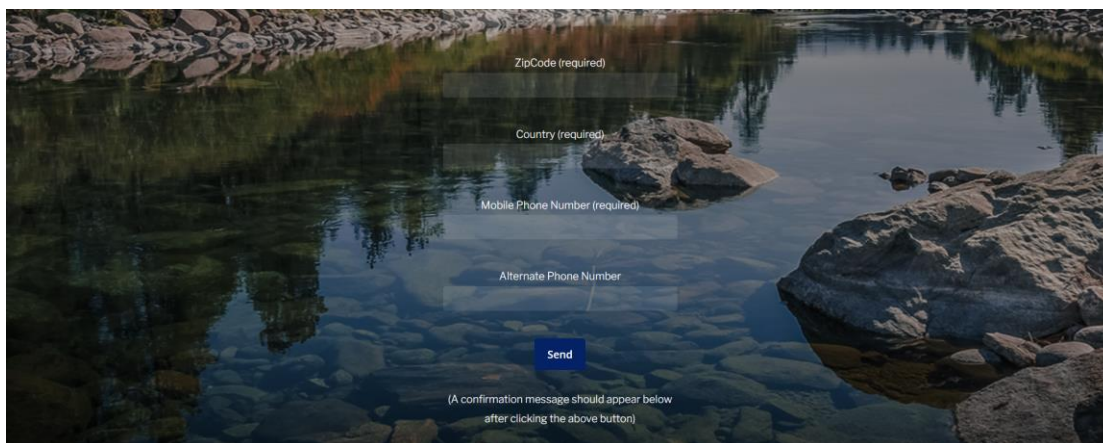
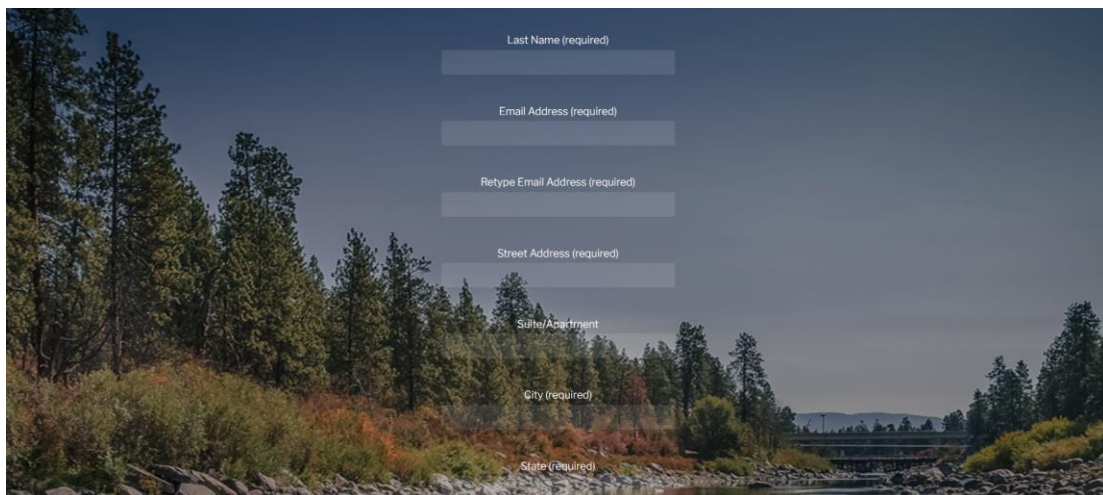
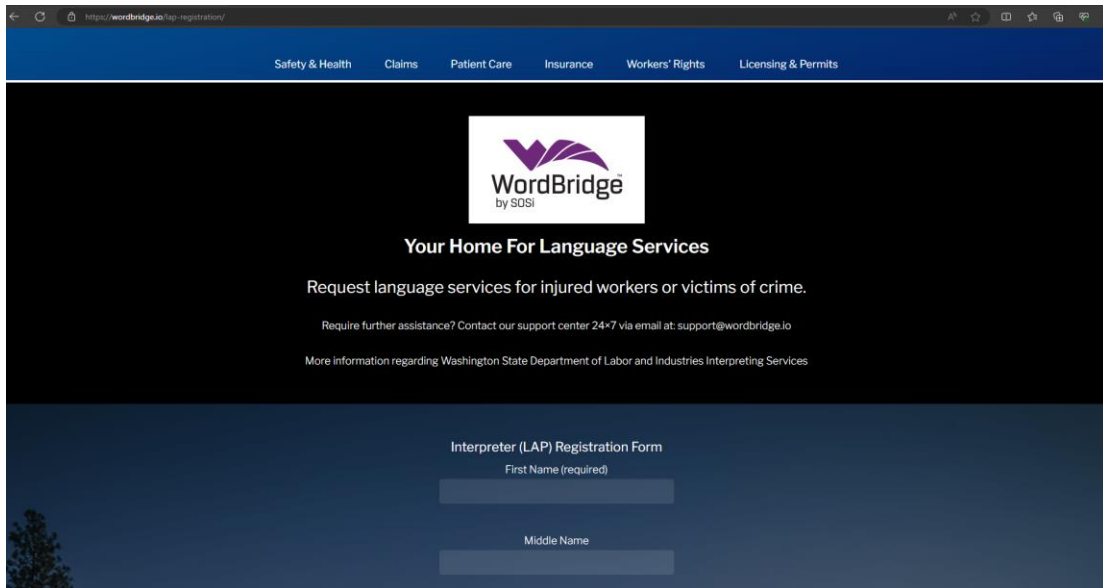


LAP WordBridge Registration - Instructions

1. If you have already registered on the wordbridge.io website, please skip down to **step #7**
2. <https://wordbridge.io>

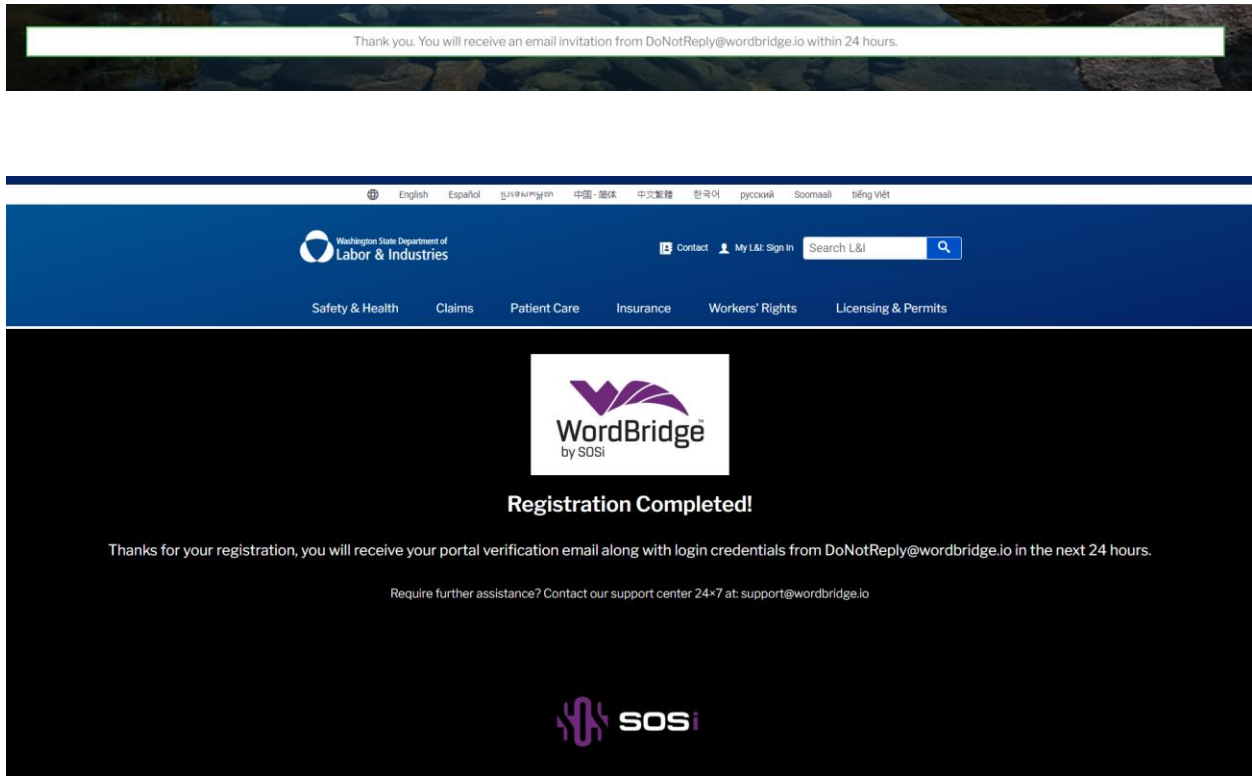


3. Click on “New Interpreter (LAP) Registration” & scroll down to the form fields
4. Complete the Interpreter (LAP) Registration Form
 - First Name (required)
 - Middle Name
 - Last Name (required)
 - Email Address (required)
 - Retype Email Address (required)
 - Street Address (required)
 - Suite/Apartment
 - City (required)
 - State (required)
 - Zip Code (required)
 - Country (required)
 - Mobile Phone Number (required)
 - Alternate Phone Number

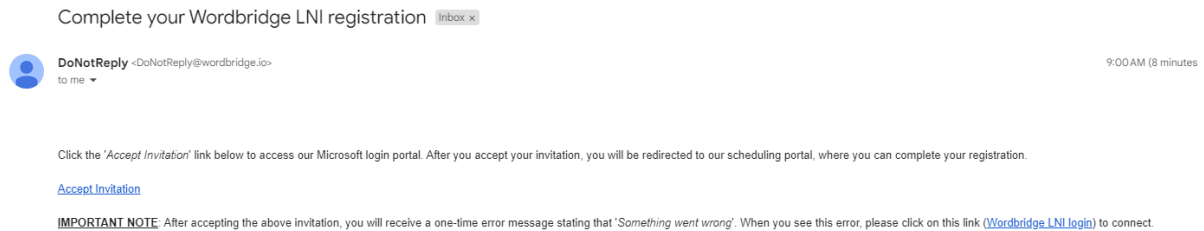


5. Click "Send"

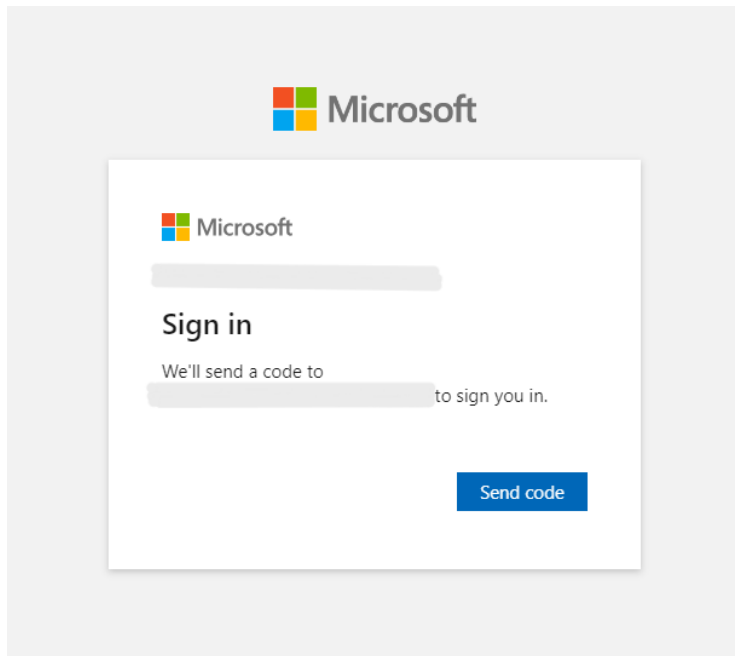
- You will receive the following confirmation message after successfully completing & submitting the registration form and then the page will automatically redirect to the “Registration Completed!” page



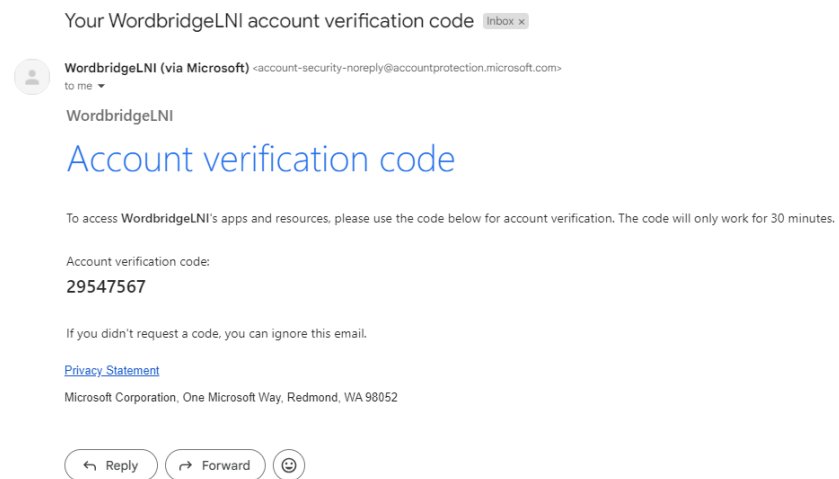
- Within the next 24hrs, you will receive the “Complete your WordBridge LNI registration” email. Open the email & click “Accept Invitation”



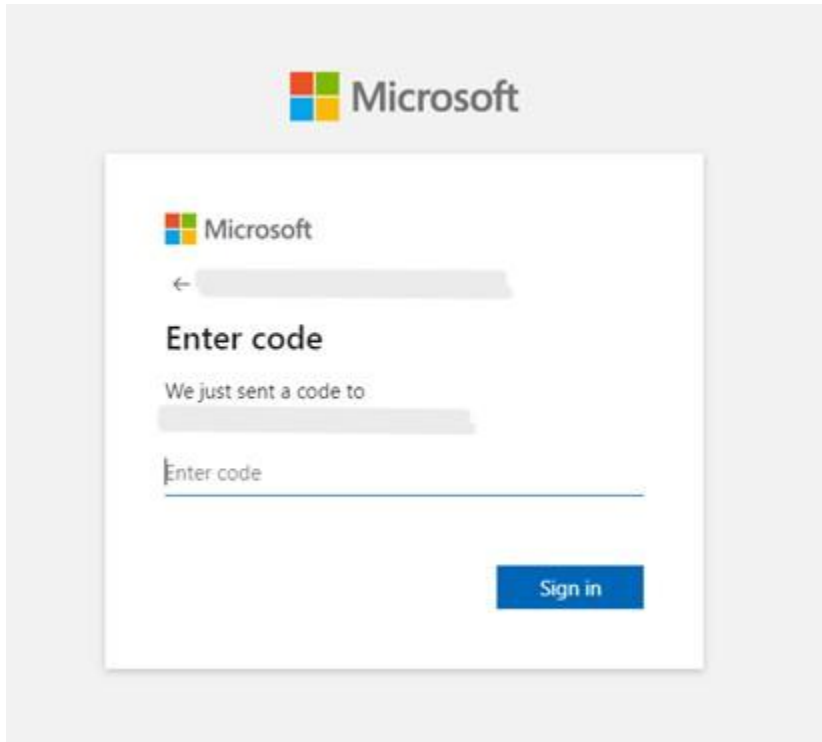
8. Click on “Send Code”



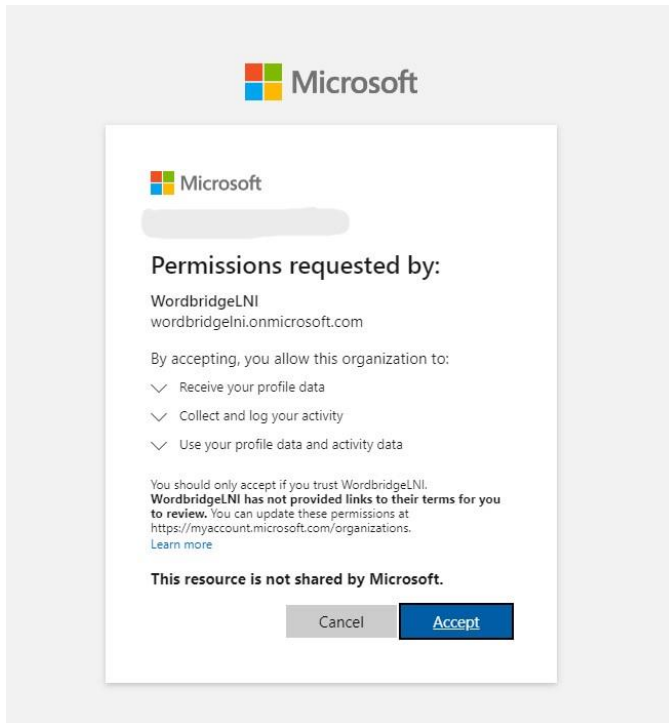
9. Check your email for the account verification code



10. Enter the code provided in the email & click on “Sign In”



11. Click on “Accept”



12. You will be redirected and sent this notification popup

Something went wrong. Please make sure your organization supports Azure AD and ScheduleInterpreter® Azure AD application is authorized to access your profile.

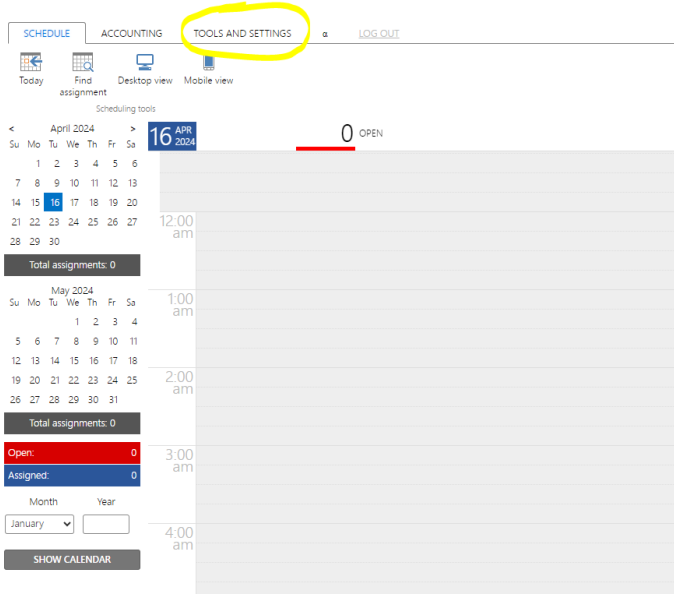


Thank you.

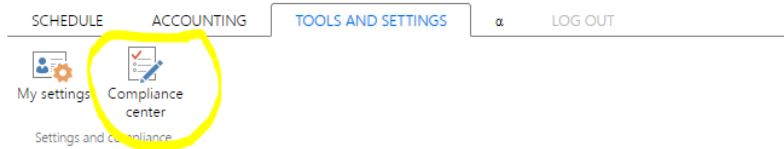
13. Open new window & Go to <https://scheduleinterpreter.com/wordbridge> - You will automatically be redirected to the WordBridge/Schedule Interpreter home page

A screenshot of a web browser displaying the Schedule Interpreter interface. The browser's address bar shows the URL: https://secure.scheduleinterpreter.com/wordbridge/cgi-bin/dna.cgi?action=home. The page has a navigation menu with tabs for SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, TRAINING, and LOG OUT. Below the navigation, there are icons for Today, Find assignment, Desktop view, and Mobile view. The main content area features a calendar for April 2024, with the 15th selected. To the right of the calendar, it displays '0 OPEN'. Below the calendar, there are statistics for 'Total assignments: 0', 'Open: 0', and 'Assigned: 0'. At the bottom, there are dropdown menus for 'Month' (set to January) and 'Year', and a 'SHOW CALENDAR' button. The right side of the page shows a vertical timeline with time slots from 12:00 am to 5:00 am.

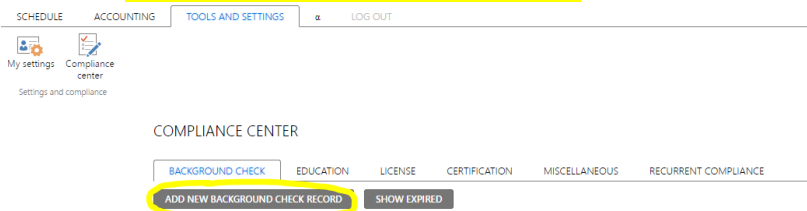
14. Click on the “Tools and Settings” tab



15. Click on the “Compliance Center” icon.



16. Click on “Add New Background Check Record”



17. Click on the “Type of Background Check” menu dropdown & select “Washington State Criminal History”. Enter the Background Check Completion Date. Click on the Paperclip icon to upload your background check document (must be in PDF format). Click on the “Allow Access” box. Click on “Submit”.

Only a WATCH background check with Name & Date of Birth will be accepted.

The WATCH background check will be considered valid if...

- (a) *you are currently registered in InterpretingWorks and the WATCH background check completion date is within the last year*
- OR--
- (b) *you are NOT currently registered in InterpretingWorks and the WATCH background check completion date is within the last 30 days.*

SCHEDULE ACCOUNTING TOOLS AND SETTINGS a LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION LICENSE CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

* TYPE OF BACKGROUND CHECK Washington State Criminal History ?

* BACKGROUND CHECK COMPLETION DATE Apr 24 2024 ?

* ATTACH DOCUMENT ?

ALLOW ACCESS ?

SUBMIT CANCEL

18. If you have successfully uploaded a New Background Check Record, you will now see it listed and marked green

SCHEDULE ACCOUNTING TOOLS AND SETTINGS a LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION LICENSE CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

* TYPE OF BACKGROUND CHECK ?

* BACKGROUND CHECK COMPLETION DATE Apr 24 2024 ?

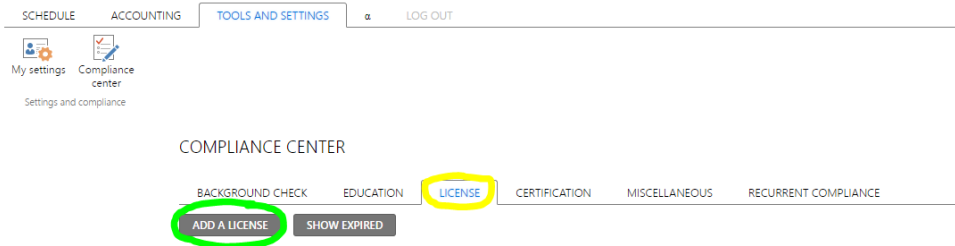
* ATTACH DOCUMENT ?

ALLOW ACCESS ?

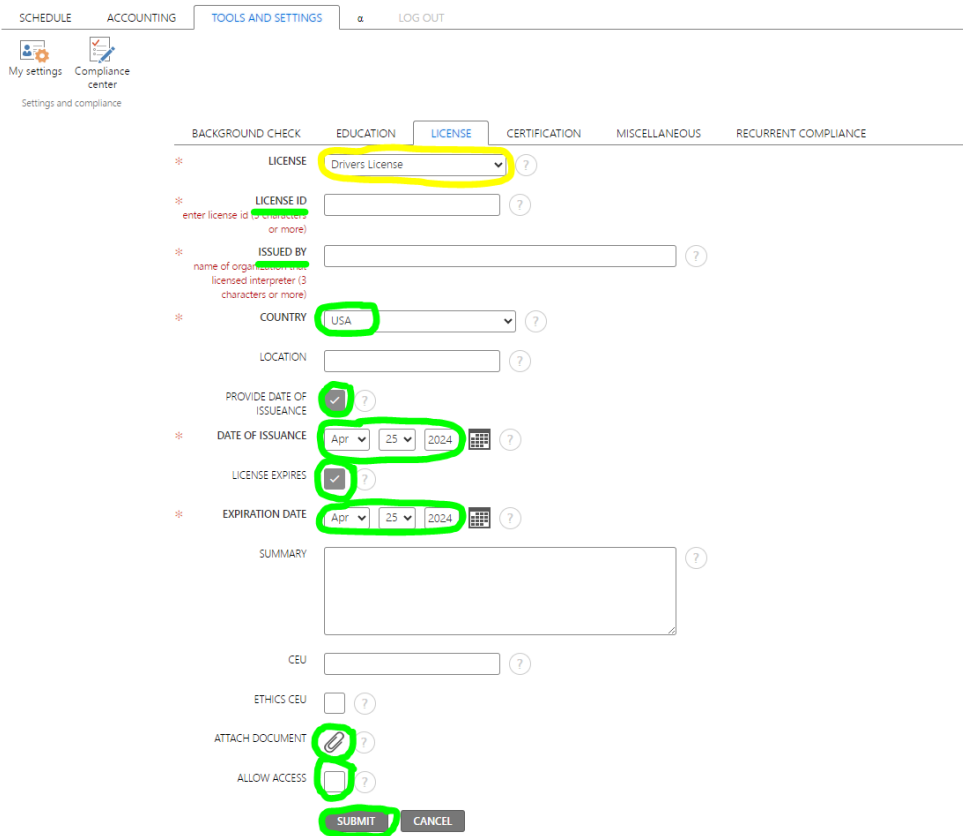
SUBMIT CANCEL

WASHINGTON STATE CRIMINAL HISTORY
Issued on April 24, 2024
Submitted on April 24, 2024
Review is pending
ALLOW ACCESS ?
REVIEW DOCUMENT DELETE

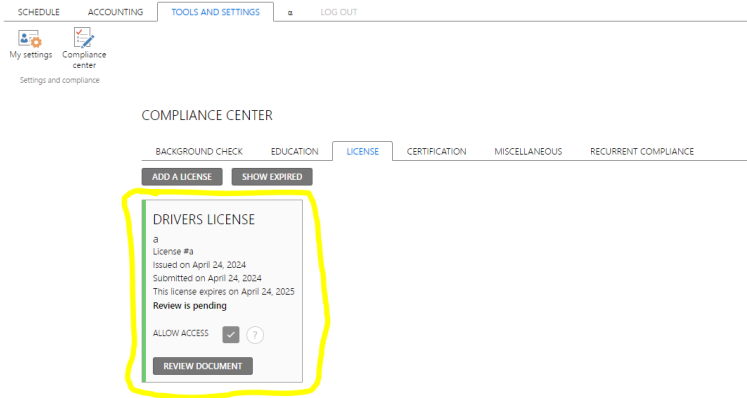
19. Click on the "License" tab & click on "Add a License"



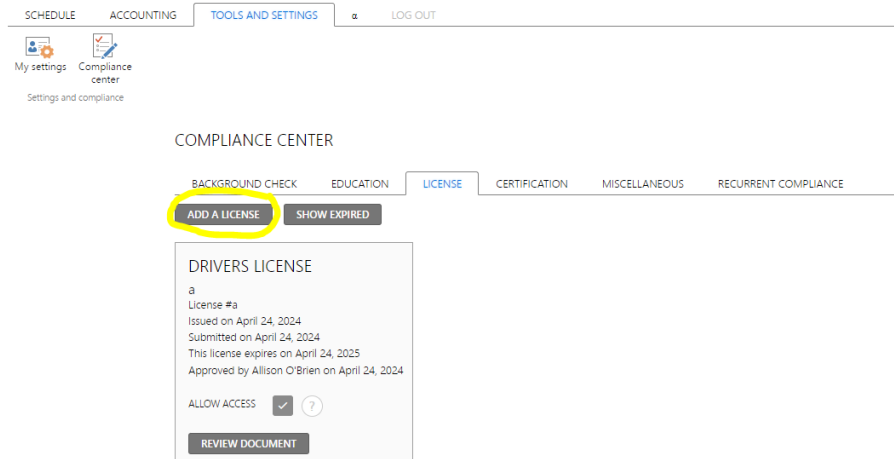
20. Click on the "License" menu dropdown & select "Drivers License" - Enter your Drivers License# in the "License ID" field. Enter the issuing State in the "Issued By" field. Select "USA" from the "Country" dropdown menu. Click on the "Provide Date of Issuance" box & enter the "Date of Issuance". Click on the "License Expires" box and enter in the "Expiration Date". Click on the Paperclip icon to upload a copy of your Drivers License (must be in PDF format). Click on the "Allow Access" box. Click on "Submit".



21. If you have successfully submitted your Driver's License, you will now see it listed and marked green



22. Click on "Add a License"



23. Click on the “License” menu dropdown & select “National Provider Identifier (NPI)”. Enter your NPI# under “License ID” and enter “NPPEs” under “Issued By”. Click on the “Country” menu dropdown and select “USA”. Click on the “Allow Access” box. Click on “Submit”.

SCHEDULE ACCOUNTING TOOLS AND SETTINGS a LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION LICENSE CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

* LICENSE National Provider Identifier (NPI) ?

* LICENSE ID ?

* ISSUED BY NPPEs ?

* COUNTRY USA ?

LOCATION ?

PROVIDE DATE OF ISSUANCE ?

LICENSE EXPIRES ?

SUMMARY ?

CEU ?

ETHICS CEU ?

ATTACH DOCUMENT ?

ALLOW ACCESS ?

SUBMIT CANCEL

24. If you have successfully uploaded your NPI, you will now see it listed and marked green

SCHEDULE ACCOUNTING TOOLS AND SETTINGS a LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

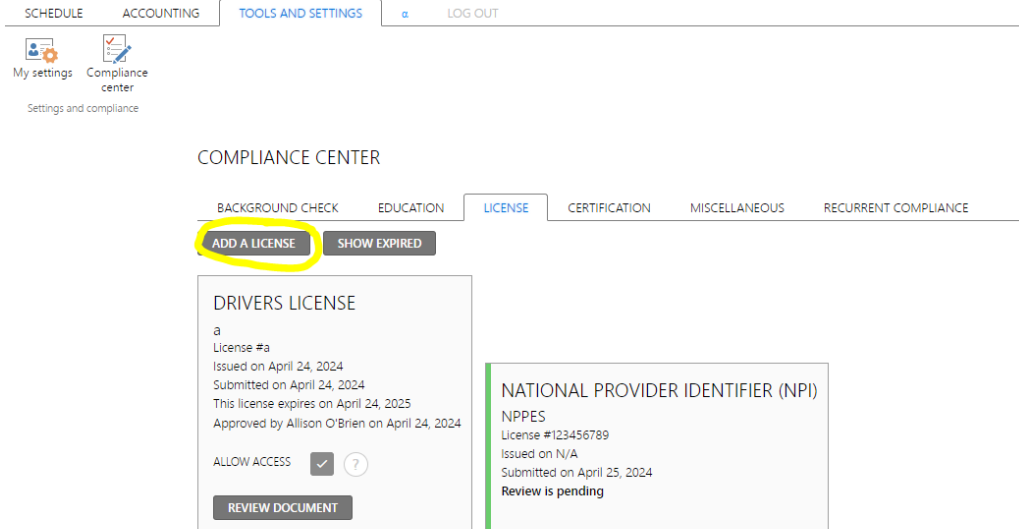
BACKGROUND CHECK EDUCATION LICENSE CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

ADD A LICENSE SHOW EXPIRED

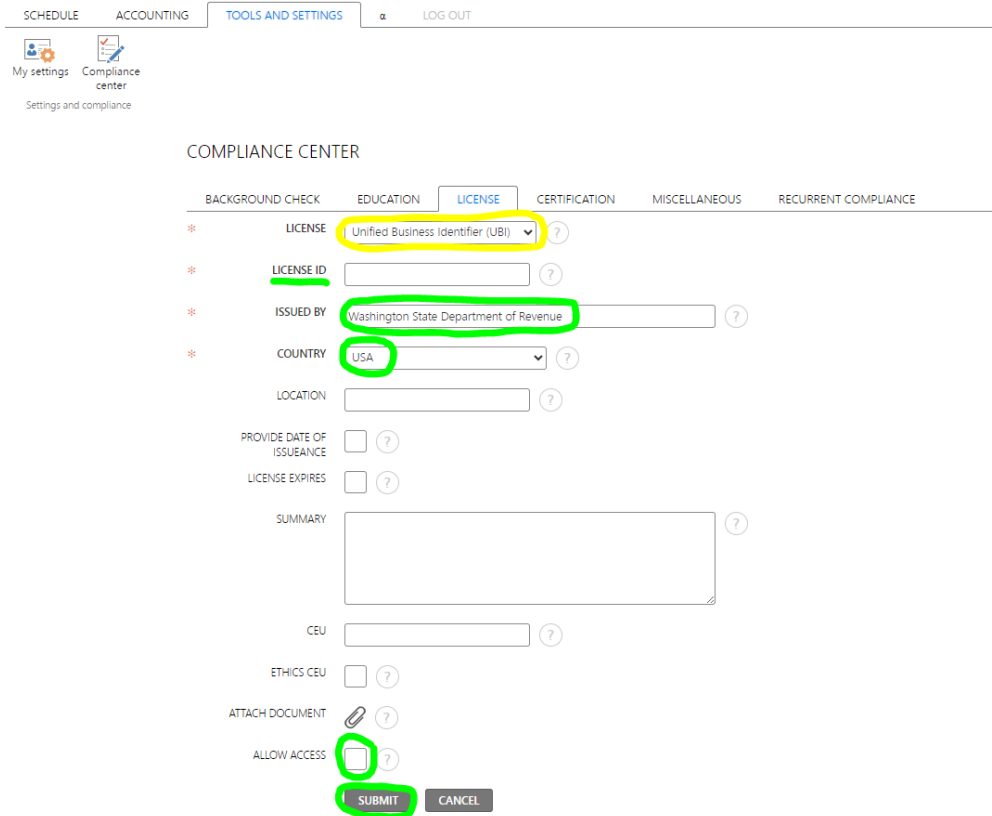
DRIVERS LICENSE
a
License #
Issued on April 24, 2024
Submitted on April 24, 2024
This license expires on April 24, 2025
Approved by Allison O Brian on April 24, 2024
ALLOW ACCESS ?
REVIEW DOCUMENT

NATIONAL PROVIDER IDENTIFIER (NPI)
NPPES
License #123456789
Issued on N/A
Submitted on April 28, 2024
Review is pending

25. Click on “Add a License”



26. Click on the “License” menu dropdown & select “Unified Business Identifier (UBI)”. Enter your UBI# under “License ID” and enter “Washington State Department of Revenue” under “Issued By”. Click on the “Country” menu dropdown and select “USA”. Click on the “Allow Access” box. Click on “Submit”.



27. If you have successfully uploaded your UBI, you will now see it listed and marked green

The screenshot shows the 'COMPLIANCE CENTER' interface. At the top, there are navigation tabs: SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS (selected), and LOG OUT. Below this, there are icons for 'My settings' and 'Compliance center'. The main content area is titled 'COMPLIANCE CENTER' and has sub-tabs: BACKGROUND CHECK, EDUCATION, LICENSE, CERTIFICATION, MISCELLANEOUS, and RECURRENT COMPLIANCE. Below the sub-tabs are buttons for 'ADD A LICENSE' and 'SHOW EXPIRED'. The 'LICENSE' sub-tab is active, displaying three license entries:

- DRIVERS LICENSE**: License #a, Issued on April 24, 2024, Submitted on April 24, 2024, This license expires on April 24, 2025, Approved by Allison O'Brien on April 24, 2024. Includes 'ALLOW ACCESS' (checked) and 'REVIEW DOCUMENT' buttons.
- NATIONAL PROVIDER IDENTIFIER (NPI)**: NPPES License #123456789, Issued on N/A, Submitted on April 25, 2024, Review is pending.
- UNIFIED BUSINESS IDENTIFIER (UBI)**: Washington State Department of Revenue License #987654321, Issued on N/A, Submitted on April 25, 2024, Review is pending. This entry is highlighted with a yellow border.

28. Click on the "Certification" tab & click on "Add a Certification"

The screenshot shows the 'COMPLIANCE CENTER' interface with the 'CERTIFICATION' sub-tab selected and highlighted in yellow. The 'ADD A CERTIFICATION' button is also highlighted in green. The navigation tabs at the top are the same as in the previous screenshot.

29. Click on the “**Certification**” menu dropdown & select the appropriate valid certification that you have obtained. Enter the “**Certification ID**” (if applicable), the “**Title of the Certification**” & **Issued By**” information. Click on the “**Country**” menu dropdown and select the appropriate country that issued the certification. Enter the **Date of Issuance**. Click on “**Certification Expires**” box & enter the “**Expiration Date**” (if applicable). Click on the **Paperclip** icon to upload your certification document (must be in PDF format). Click on the “**Allow Access**” box. Click on “**Submit**”.

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION LICENSE CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

* CERTIFICATION [dropdown] ?

CERTIFICATION ID [text] ?

* TITLE OF THE CERTIFICATION [text] ?

* ISSUED BY [text] ?

* COUNTRY [dropdown] ?

LOCATION [text] ?

* DATE OF ISSUANCE [calendar] ?

CERTIFICATION EXPIRES ?

* EXPIRATION DATE [calendar] ?

SUMMARY [text area] ?

CEU [text] ?

ETHICS CEU ?

ATTACH DOCUMENT ?

ALLOW ACCESS ?

SUBMIT **CANCEL**

30. If you have successfully uploaded a Certification, you will now see it listed and marked green

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION LICENSE CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

ADD A CERTIFICATION SHOW EXPIRED

A

a

Certification #1
undefined

Issued on April 24, 2024
Submitted on April 24, 2024
This certification expires on April 24, 2025

Review is pending

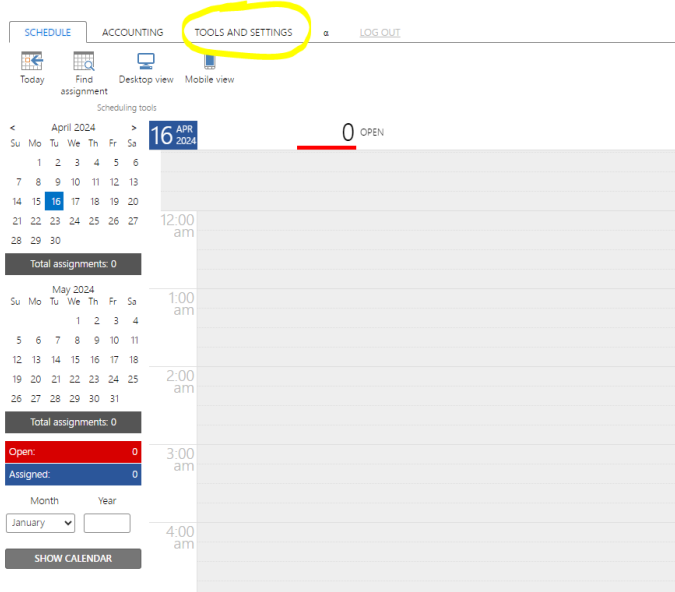
ALLOW ACCESS ?

REVIEW DOCUMENT

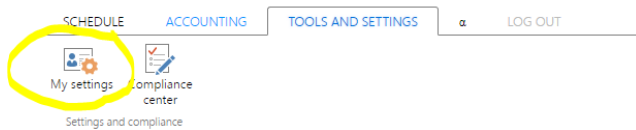
31. Thank you for completing the registration process! Once your information has been reviewed, a member of our team will be reaching out to you with next steps.

****Steps #32-37 are OPTIONAL and can be found under “My Settings” – feel free to update if you wish****

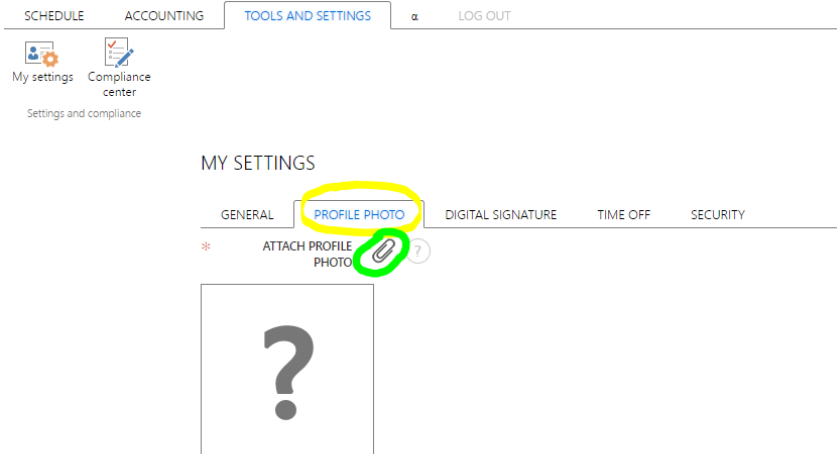
32. Click on the “Tools and Settings” tab



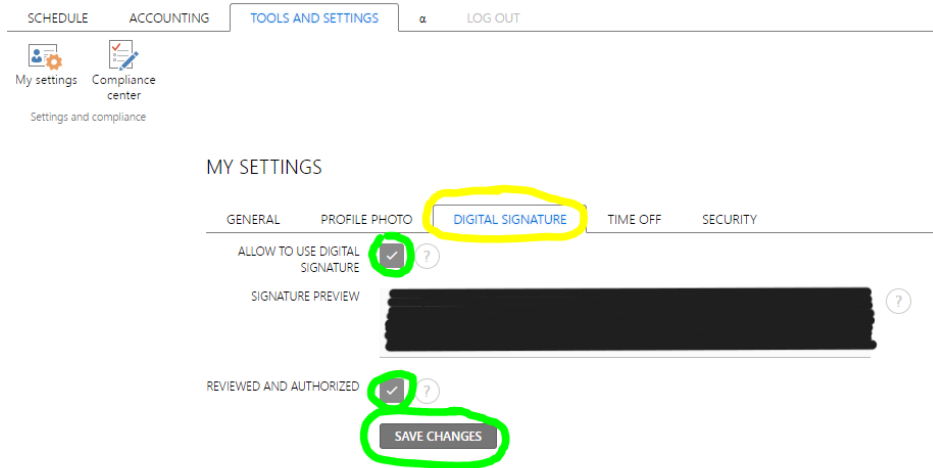
33. Click on the “My Settings” icon



34. ****Optional**** Click on the “**Profile Photo**” tab & then click on the **paperclip icon** to upload your profile photo from your device (PNG or JPG files only)



35. ****Optional**** Click on the “**Digital Signature**” tab & click on the “**Allow to Use Digital Signature**” box and the “**Reviewed and Authorized**” box. Click “**Save Changes**”



36. ****Optional**** Click on the “Time Off” tab & enter in the start date, end date, start time and end time for any time that you do not want work order requests to be sent to you and that you wish to show as Unavailable. Click “Save Time Off”.

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

My settings Compliance center
Settings and compliance

MY SETTINGS

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

* **START DATE** Apr 16 2024 ?

SET END DATE ?

END DATE Apr 16 2024 ?

SET SPECIFIC TIME ?

START TIME HOUR MINUTES AM PM ?

END TIME HOUR MINUTES AM PM ?

SAVE TIME OFF CANCEL

37. ****Optional**** Click on the “Security” tab & choose your (3) security questions from the drop down menu and enter & confirm your (3) answers. Click “Save Changes”

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

My settings Compliance center
Settings and compliance

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