

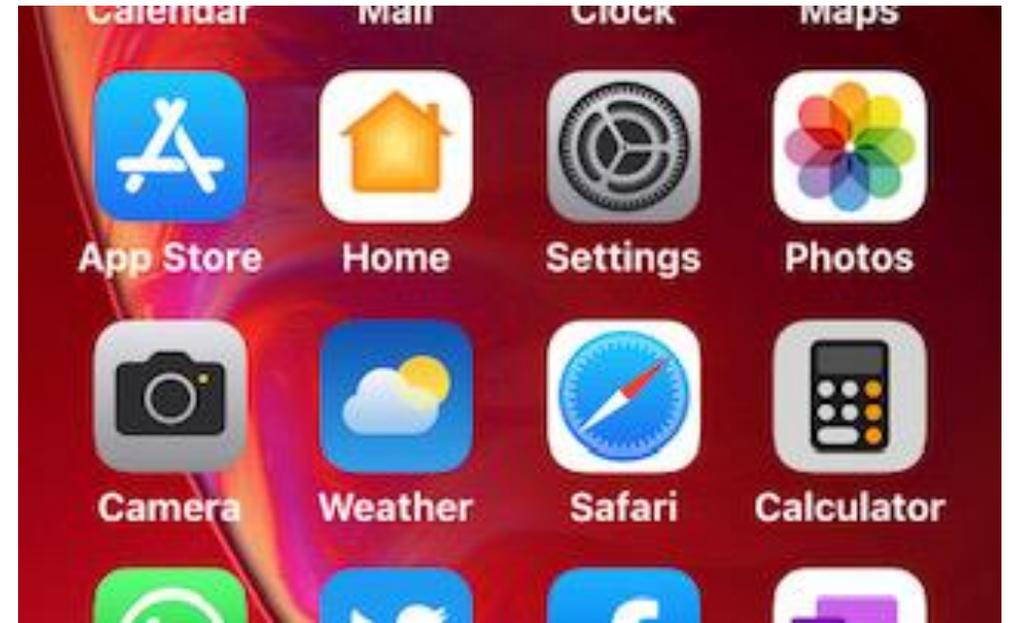


A union of interpreters, run by interpreters, for interpreters.

## **HOW TO CHECK IN & OUT in L&I's scheduling system**

# Adding InterpretingWorks to your iPhone

On your Home Screen,  
open Safari as your web  
browser



# Adding InterpretingWorks to your iPhone

1. In the search box, type interpreting.works
2. Then tap “go”

12:00



## Favorites



Apple



Bing



Google



Yahoo

## Privacy Report

124

In the last seven days, Safari has prevented 124 trackers from profiling you and hidden your IP address from known trackers.

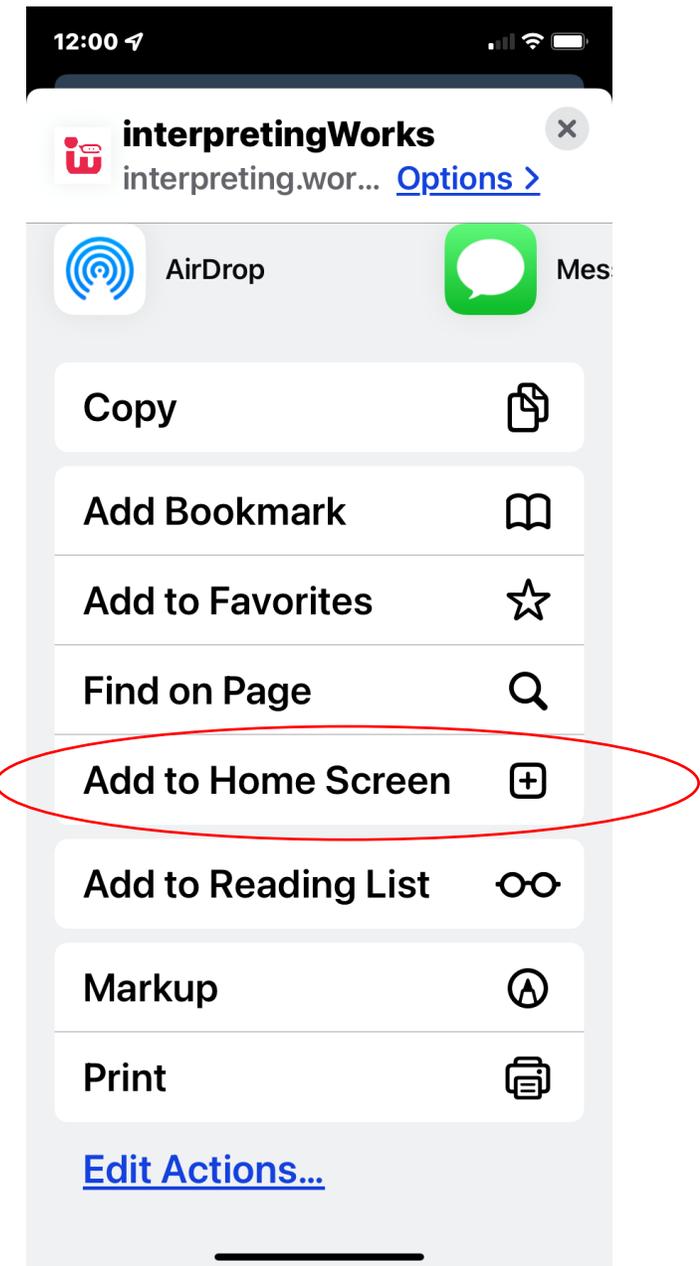
Edit

Search or enter website



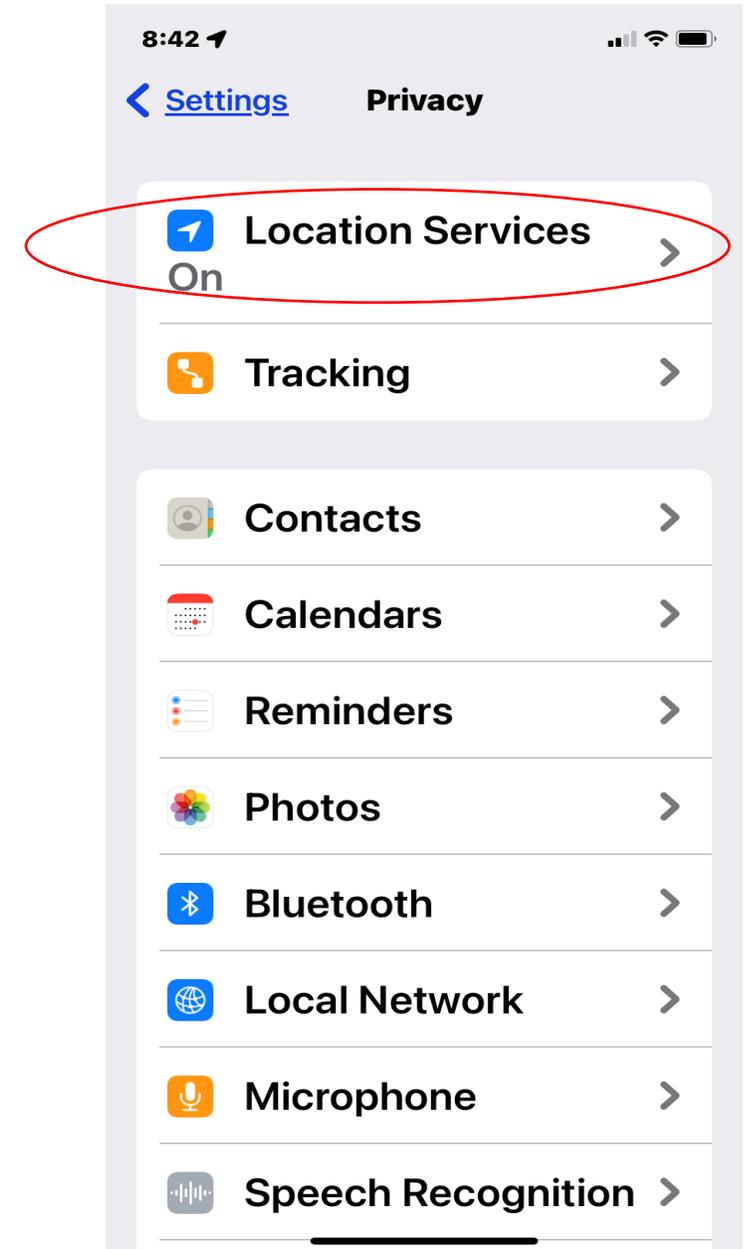
# Adding InterpretingWorks to your iPhone

1. Select “Add to Home Screen”
2. Check your home screen to verify that the IW tile is there



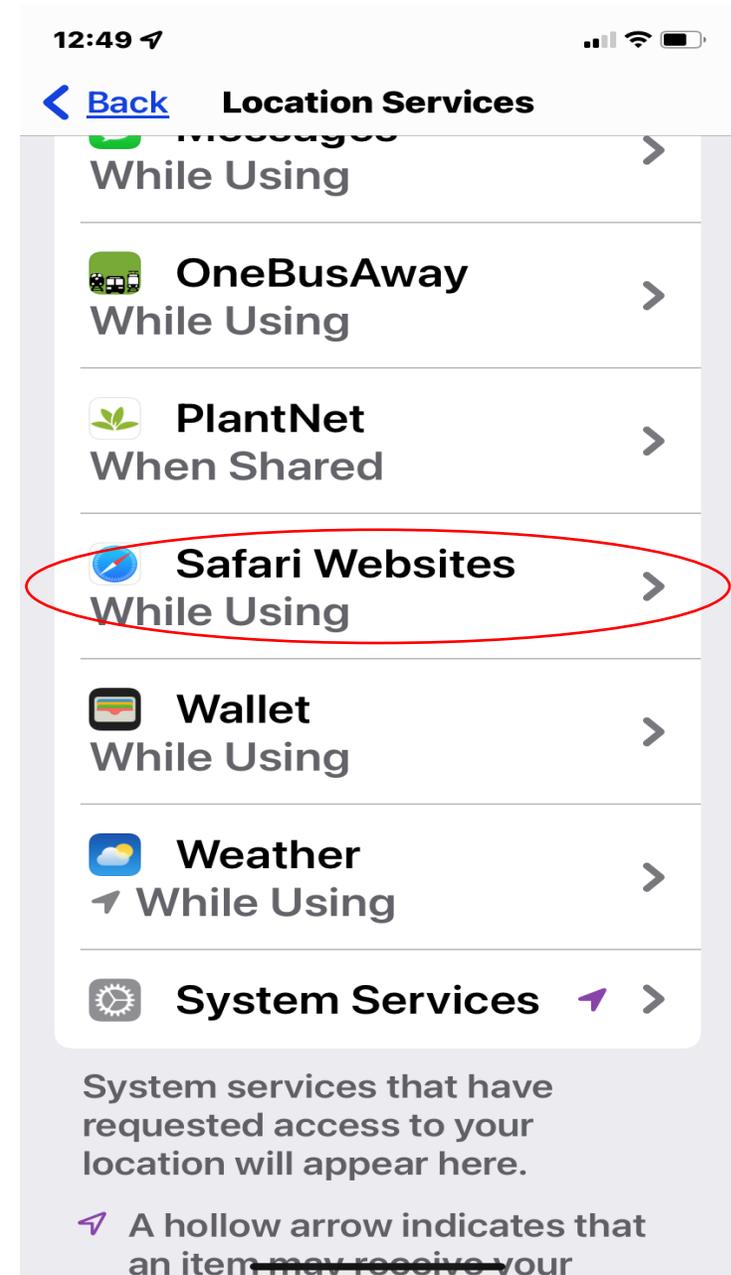
# Enabling your GPS in your iPhone

1. Go to Settings > Privacy > Location Services
2. Turn Location Services on
3. Scroll down to find Safari



# Turn on Safari app

1. Find Safari
2. Tap on Safari
3. Choose “While Using”



# Important tip

- Print your work order and take it with you to the assignment.
- If you are unable to check in through your phone, you can always have the provider check you in and out on the work order.
- It is also a good way of having a record of your assignments.

**Medical Evaluation Specialists, Inc. (MES Solutions)** Event ID#: 5115

Interpreter: [Redacted]

Date: Thu 27th of May 2021 06:18 AM (-07:00)  
Duration: 30 min.  
Service Type: InPerson  
Contact Info: [Redacted]  
Address: [Redacted]  
Description:  
Status: Booked  
Booking: 4500

Other Info:  
• Rendering Provider Name: [Redacted]  
• Appointment Type: (ME)  
Cases:  
• Client full name: [Redacted]

Time In: [Redacted] Time Out: [Redacted]  
Interpreter Signature In: [Redacted] Interpreter Signature Out: [Redacted]  
Provider Stamp In: [Redacted] Provider Stamp Out: [Redacted]

Checkin/Out Code: [Redacted]

QR Code

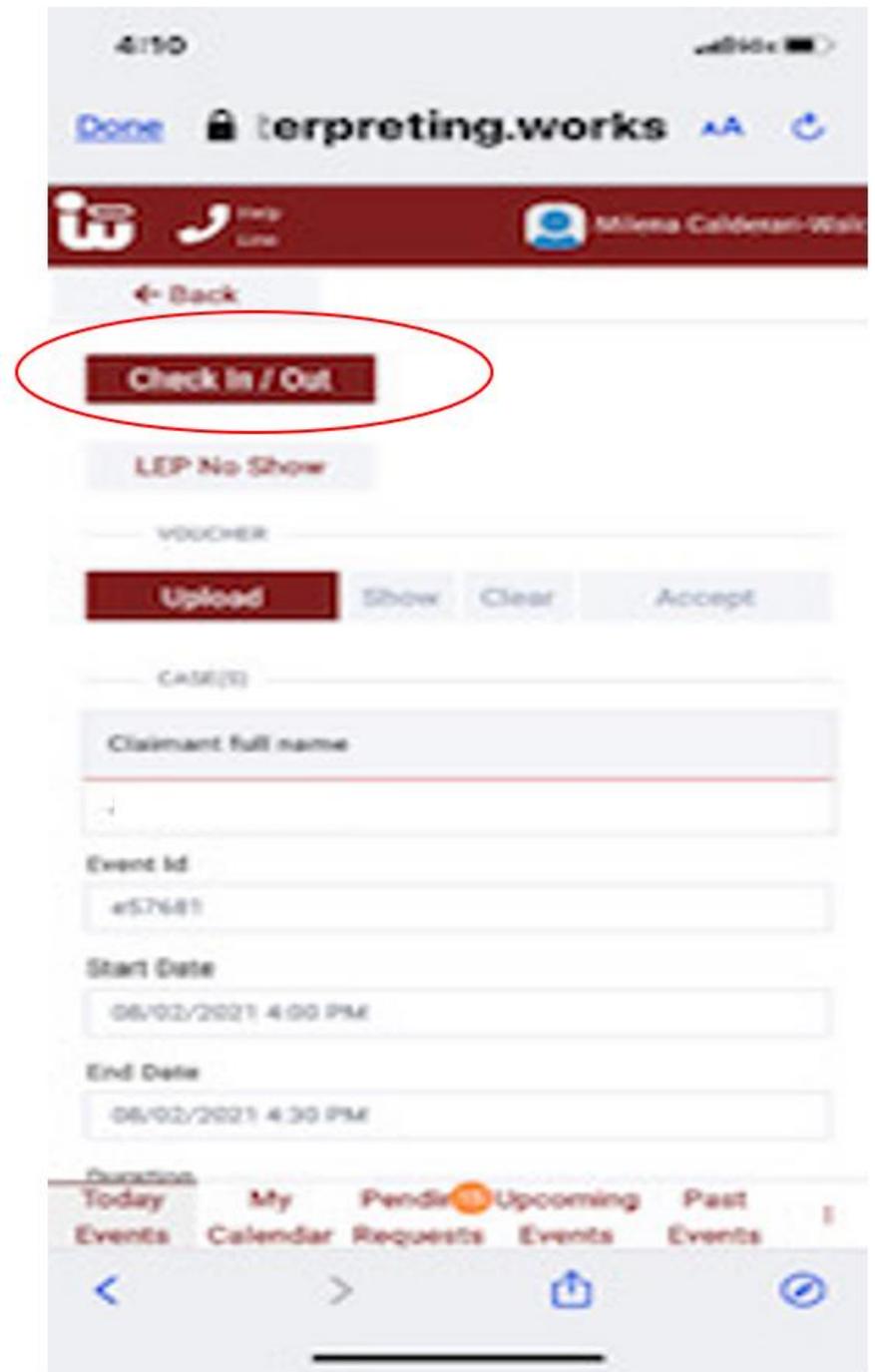
Proudly Powered By InterpretingWorks

# Upon arrival...

15 minutes before the scheduled start time:

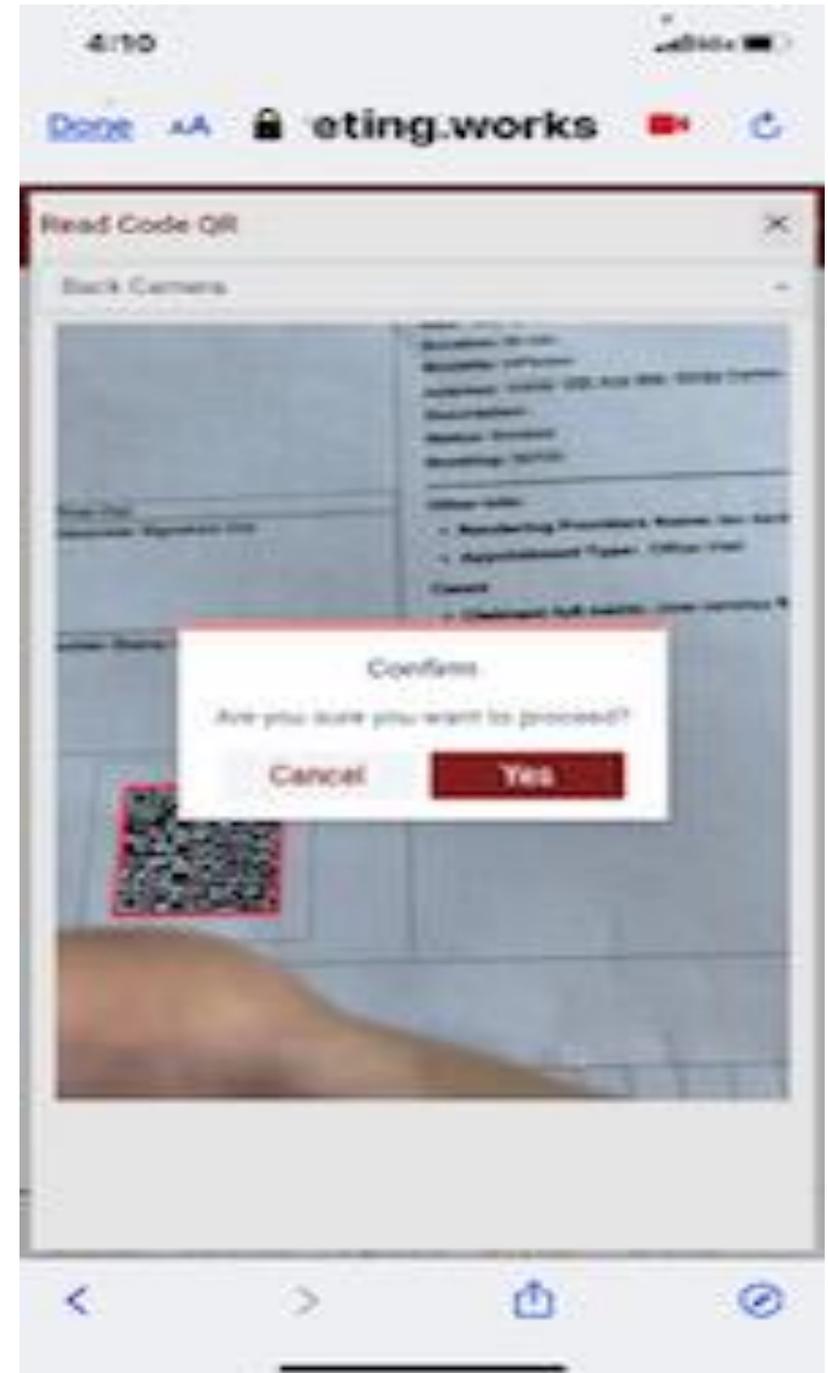
1. Open the IW portal on your phone
2. Go to Today's Events
3. Tap on the assignment
4. Tap the Check In/Out button

If you're too early, the check in function won't open



# QR code verification

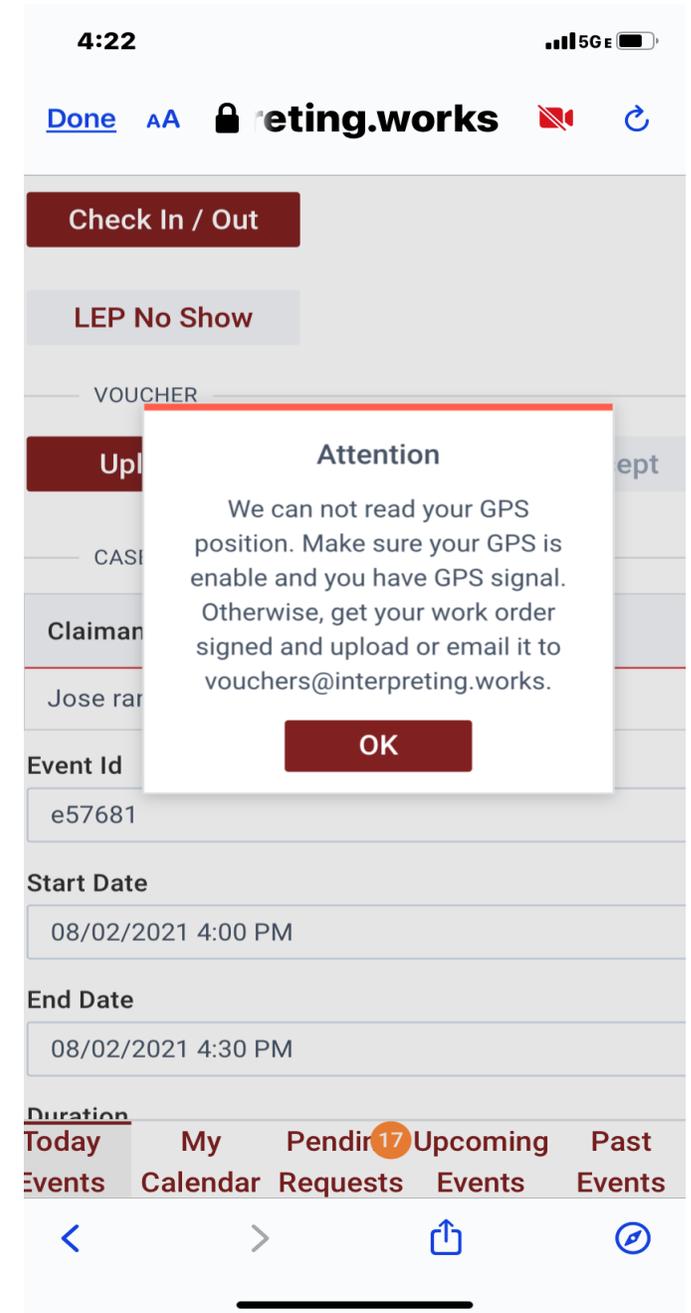
1. Two ways to find the QR code:
  - at the provider's office
  - on your printed work order
2. Place your phone on top of the QR code
3. Wait until the red box appears
4. Confirm by tapping "Yes"
5. Repeat same steps to check out



# Unable to check in through your phone

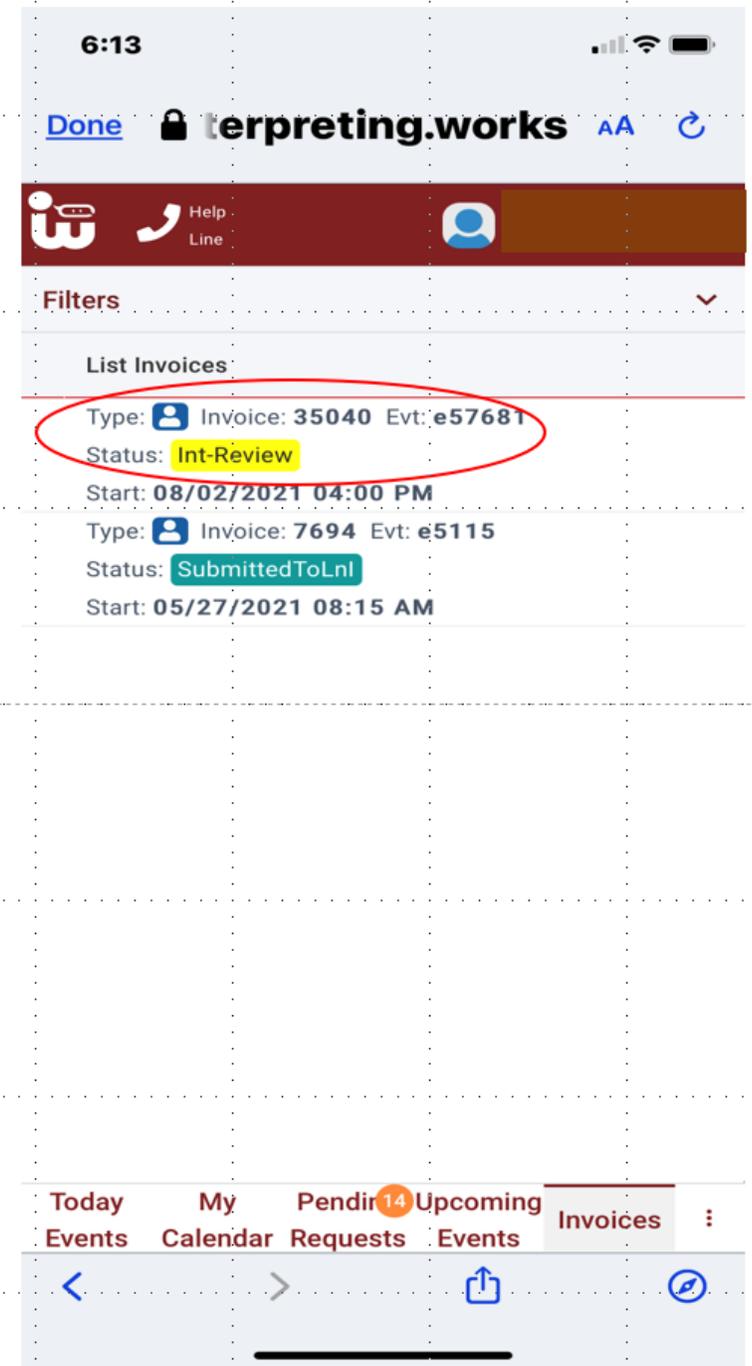
Use the printed work order you brought with you

1. Ask the receptionist to timestamp and sign the designated check in area
2. Sign it yourself
3. Repeat the same steps at check out
4. Take a picture of the completed work order with your phone or scan it. Then upload it through the portal or email it to [vouchers@interpreting.works](mailto:vouchers@interpreting.works) or [support@interpreting.works](mailto:support@interpreting.works)



# Approving invoices

1. Click on the three dots at the bottom of the screen and tap on the Invoice tab
2. Tap the invoice which should say “Int-Review”
3. Review the invoice
4. Where it says “Is this invoice accurate?” select either “Accurate” or “Inaccurate”
  - If it is accurate, then tap “save”
  - If it is inaccurate, provide a phone number and a brief description. Then tap “save”. Someone will contact you to review the information.



# Payment

- 1. Who will pay me?** You will receive payment from IW even though payment depends entirely on L&I.
- 2. When will I be paid?** There is currently no union contract stipulating timelines. Accordingly, you will be paid when L&I decides and after L&I forwards your payment to IW.
- 3. How will I be paid?** You will receive an email from IW alerting you of the deposit.

**From:** [donotreply=interpreting.works@mg.interpreting.works](mailto:donotreply=interpreting.works@mg.interpreting.works) [mailto:donotreply=interpreting.works@mg.interpreting.works]

**Sent:**

**To:**

**Subject:** Invoice payment report



## Invoices payment processed:

• Invoice#: [REDACTED], Booking#: [REDACTED], Event#: [REDACTED], Total Paid: 45.45

**Total transferred to your registered bank account: 45.45**