

If you have not and need a username, please email us at staff@msflowersinterpreters.com. Links to the portal and video links on how to close jobs are at the end of this letter. Please watch the video on closing jobs.

48 Hours: Jobs need to be closed in 48 hours. Emails are automatically sent out reminding you to close jobs; this includes scanning and uploading your *signed* "VOS form" (Verification of Service) (also known as a voucher) through the portal. ***We cannot stop these emails coming through. Feel free to ignore/delete them if your work has been submitted.***

Scanner: If you do not have a scanner for your computer (we encourage using a computer, cell phones are difficult), there is an app for Android and Apple called *CamScanner*. To scan with this app, you **HAVE TO** make sure your form is unwrinkled, in good light, and with no distracting background. ***If it is not readable, it will not be accepted. If it is not fully filled out, it will not be accepted.***

You cannot close a job and then later go back to upload documents. All jobs have to be closed, and VOS forms need to be uploaded at the same time. Should you accidentally close a job without uploading documents, you will need to contact the office to open it again. **Please be diligent; make sure you are ready to close jobs by having your documents with you to upload.**

Maps and Deadlines: *You will have two deadlines per month to submit your work; on the 1st and the 15th of every month (which coincides with payment cycles).* All work that you want to be paid for on the following month must be submitted by midnight on the 1st and 15th. If you do not submit your work by these days, your payment will be pushed out to the next payment cycle.

To submit supporting mileage, you have to upload voucher first. Then click on "INCIDENTALS" tab and click "get mileage" button, and then take a screen shot of that map. This scheduling system does not ENTER the information for you. Take a screen shot of the map, then go back to the first tap and then upload it as *another* method of verification.

Payment Cycle: Payments are made per appointment, on a cycle. We pay two weeks at a time. For example, if you turned in work on January 16th at 6:00am, your payment for that particular work will be sent out *at the end of the next month (February 28th).*

If you turned your work in on January 6th, you've made the deadline. Your payment for that work will be sent out on February 16th.

Intepreters Portal Website: <https://msflowersinterpreters.interpreterintelligence.com/login/auth>

Please navigate to "Interpreters Portal" for videos on closing jobs and using the portal.