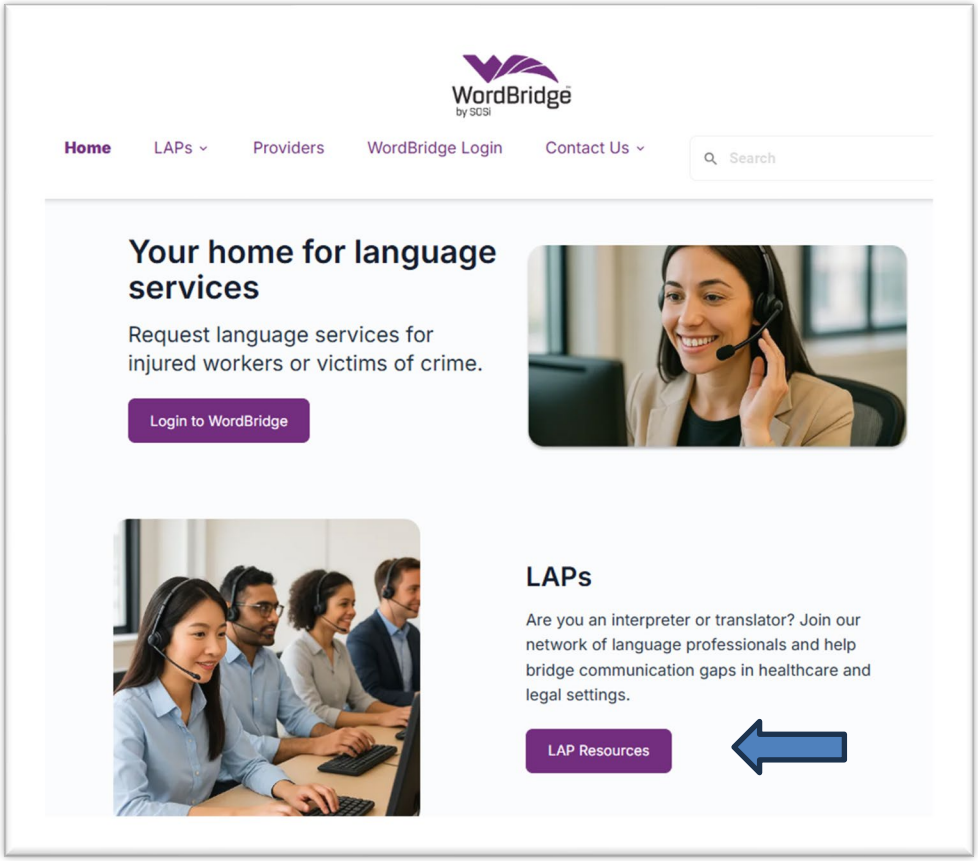
LAP WordBridge Registration - Instructions

1. If you have already registered on the wordbridge.io website, please skip down to **step #7**

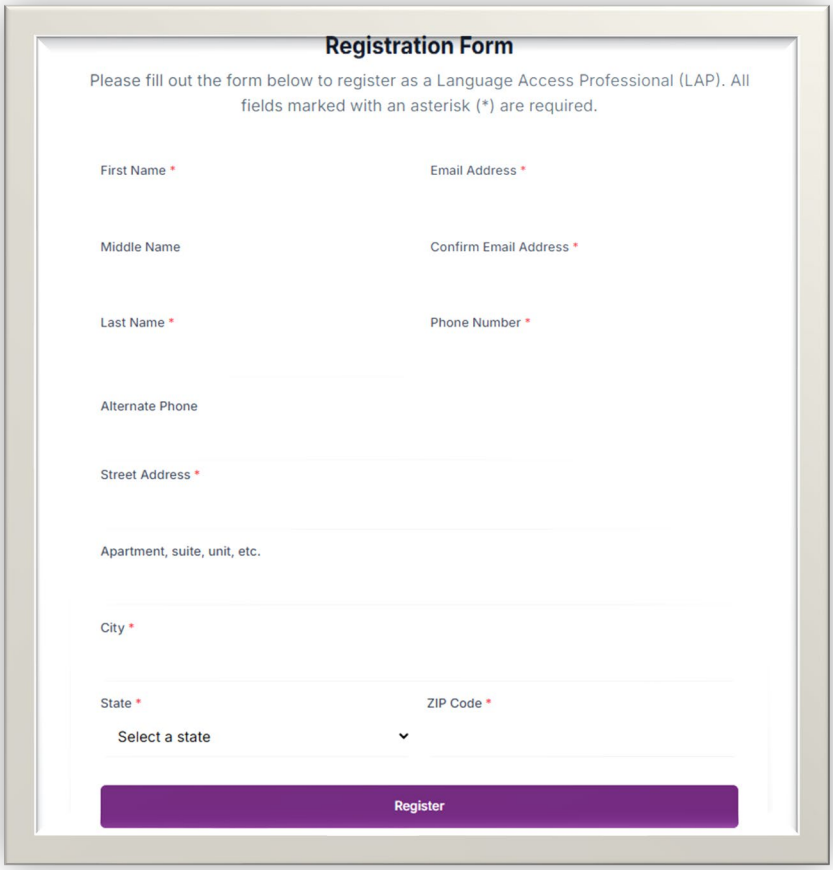
2. https://wordbridge.io



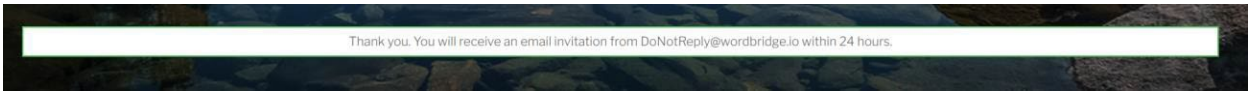
3. Click on "**LAP Resources**," and then "**Register Here**"

NOTE: For candidates who reside outside of the US, we are aware of the issue with some fields on the Registration Form not allowing you to continue with the process and are currently working on a solution. In the meantime you can go ahead and register using a generic address/state/zip code as this has no negative effect on our data for the time being.

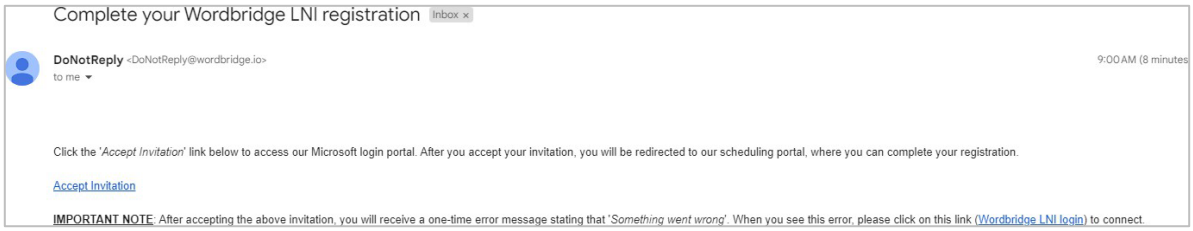
4. Complete the Interpreter (LAP) Registration Form
    - First Name (required)
    - Middle Name
    - Last Name (required)
    - Email Address (required)
    - Retype Email Address (required)
    - Street Address (required)
    - Suite/Apartment
    - City (required)
    - State (required)
    - Zip Code (required)
    - Country (required)
    - Mobile Phone Number (required)
    - Alternate Phone Number



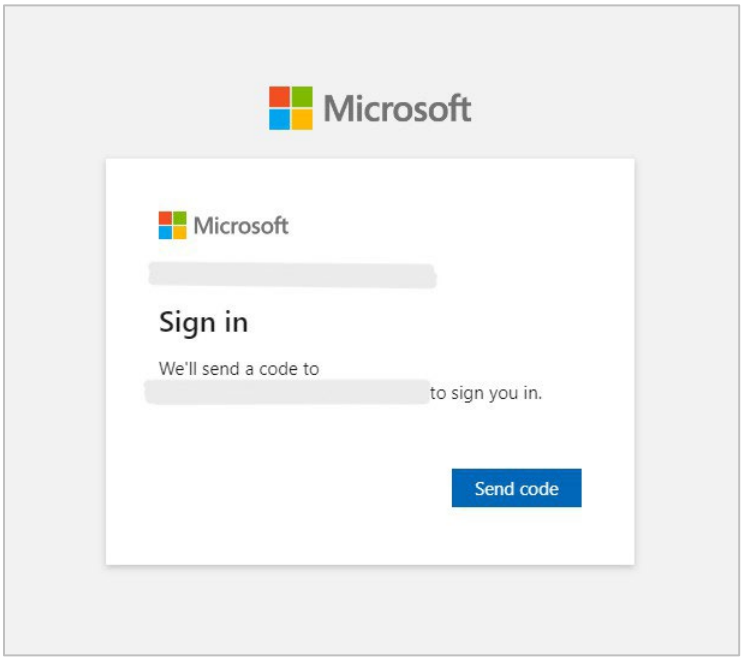
5. Click "**Register**"
6. You will receive the following confirmation message after successfully completing and submitting the registration form and then the page will automatically redirect to the "Registration Completed!" page



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



8. Click on “**Send Code**”



9. Check your email for the account verification code

Your WordbridgeLNI account verification code Inbox ×

WordbridgeLNI (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me

WordbridgeLNI

Account verification code

To access **WordbridgeLNI**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

29547567

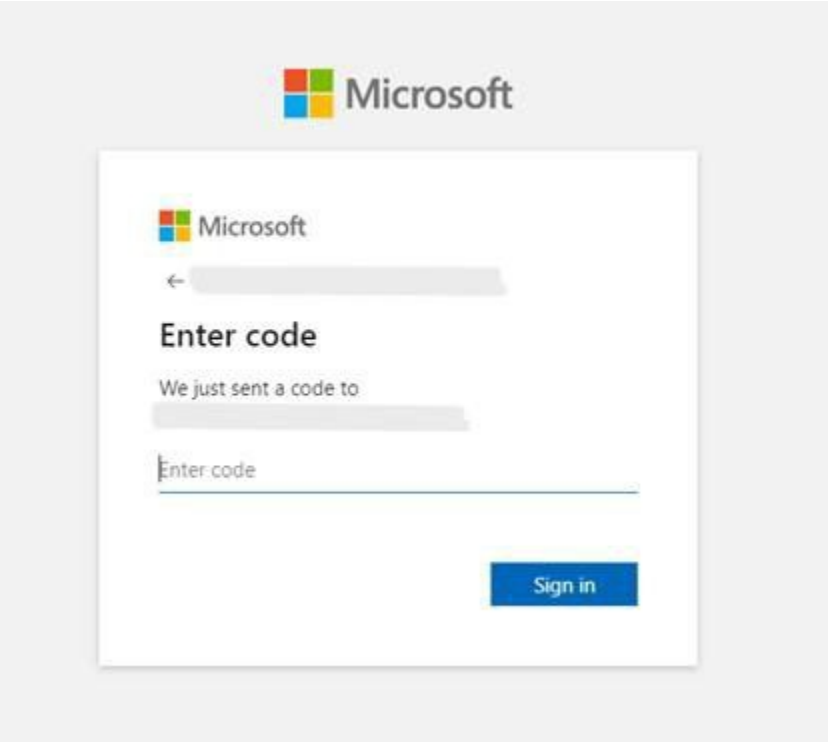
If you didn't request a code, you can ignore this email.

Privacy Statement

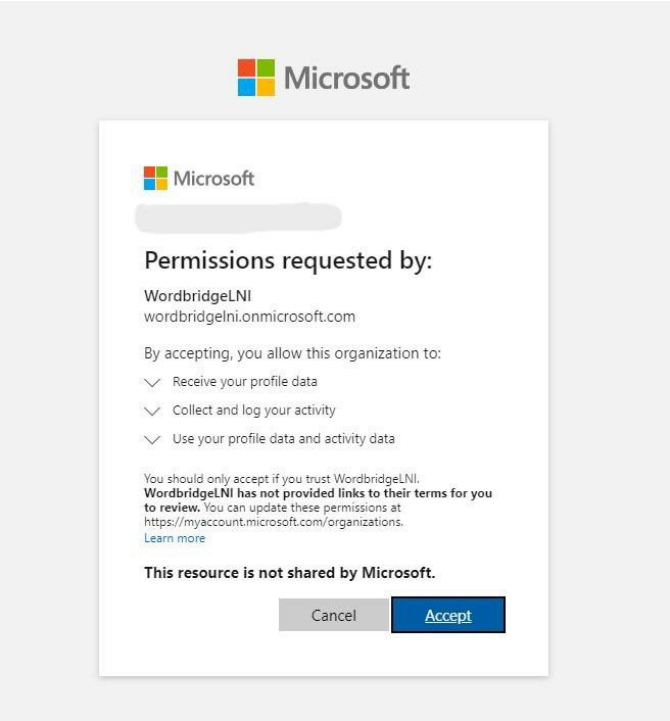
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Reply Forward

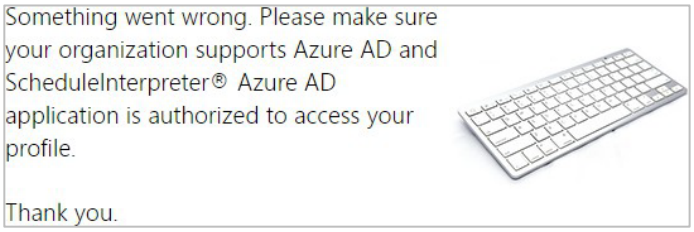
10. Enter the code provided in the email and click on "**Sign In**"



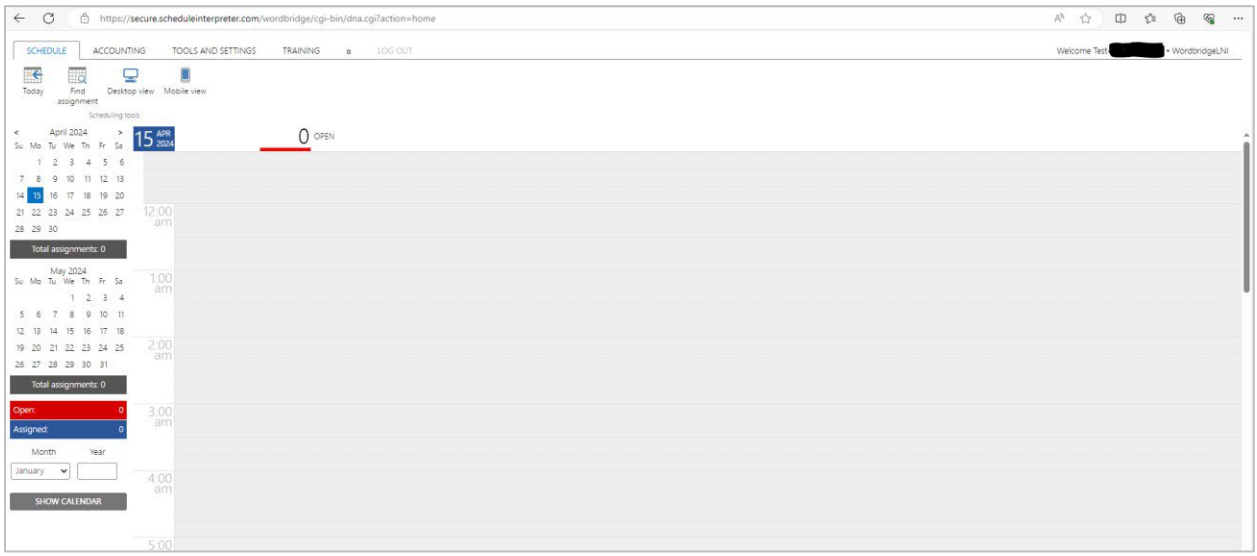
11. Click on "**Accept**"



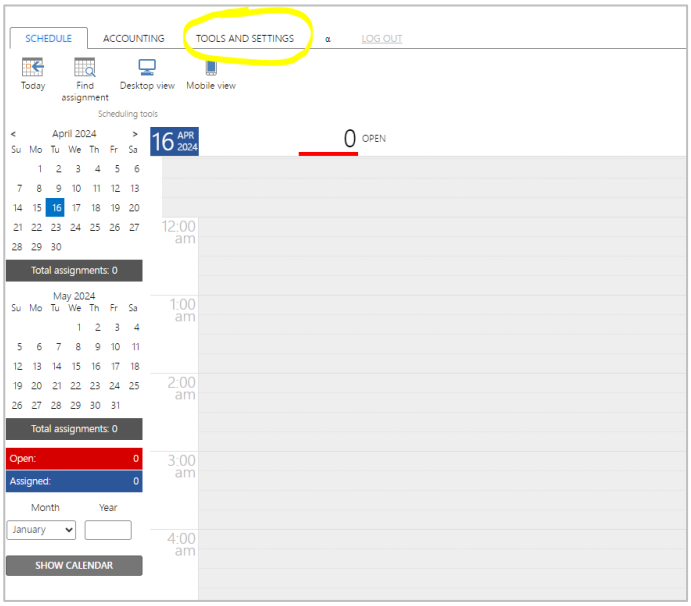
12. You will be redirected and sent this notification popup



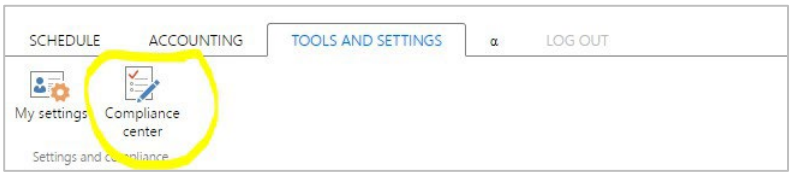
13. Open new window and go to https://scheduleinterpreter.com/wordbridge - You will automatically be redirected to the WordBridge/Schedule Interpreter home page



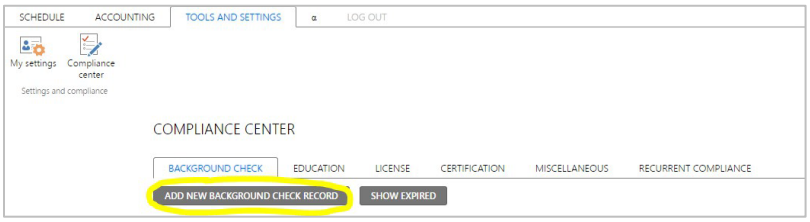
14. Click on the "**Tools and Settings**" tab



15. Click on the "**Compliance Center**" icon.

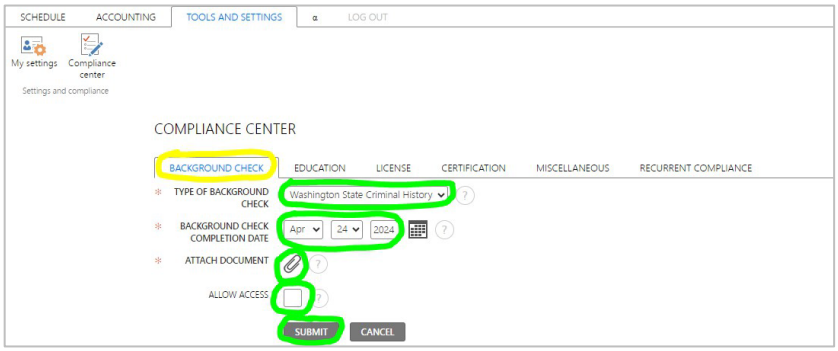


16. Click on "**Add New Background Check Record**"

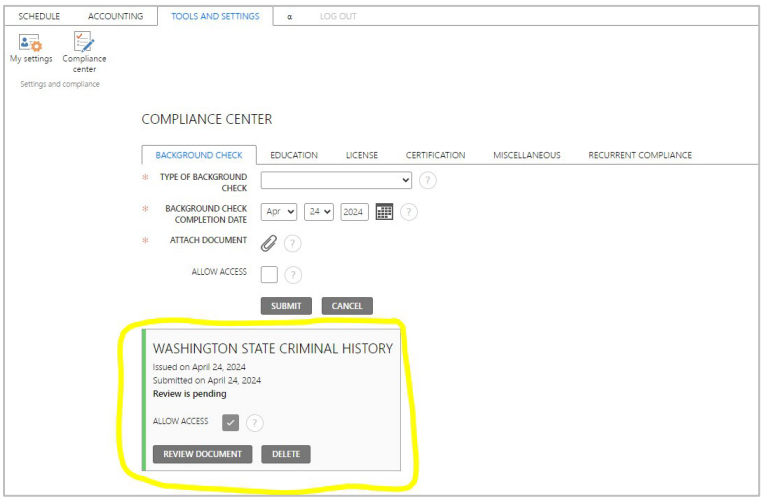


17. Click on the "**Type of Background Check**" menu dropdown and select "Washington State Criminal History". Enter the Background Check Completion Date. Click on the Paperclip icon to upload your background check document (must be in PDF format). Click on the "Allow Access" box. Click on "Submit".

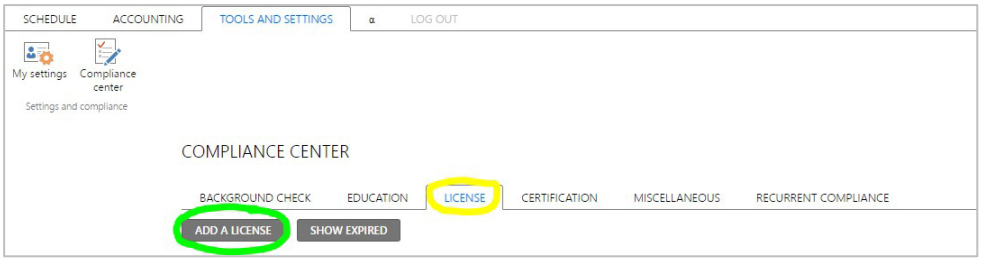
    Only a WATCH background check with Name and Date of Birth will be accepted.



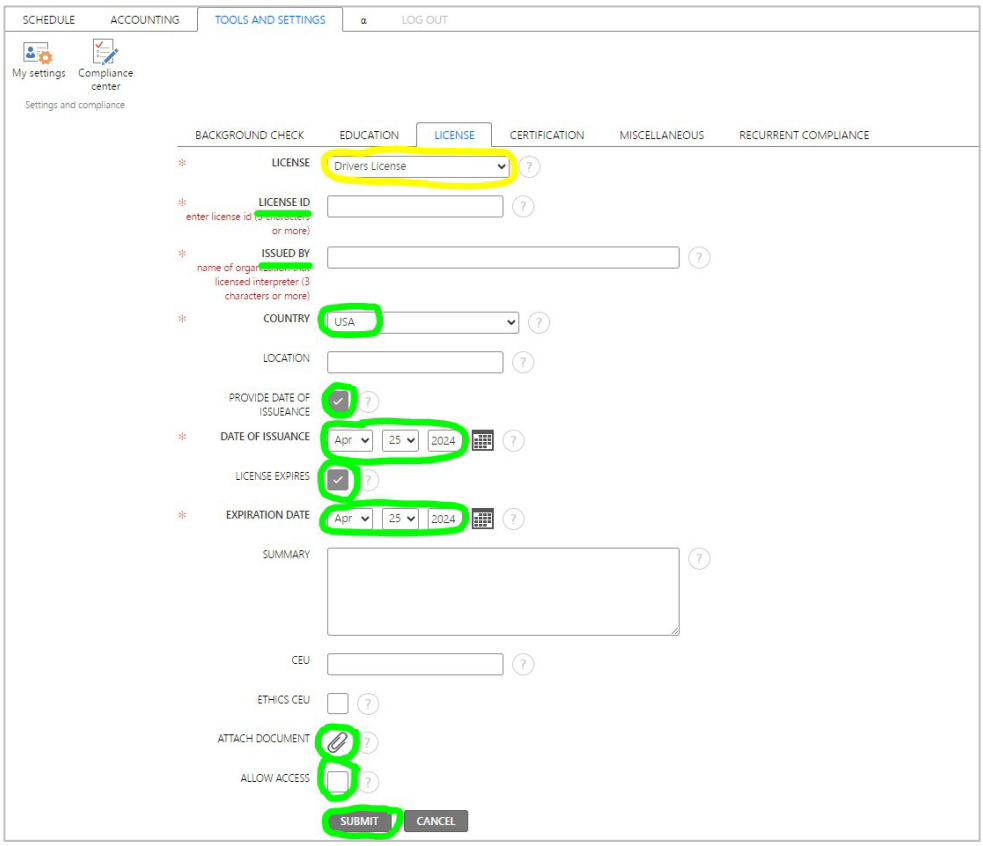
18. If you have successfully uploaded a New Background Check Record, you will now see it listed and marked green



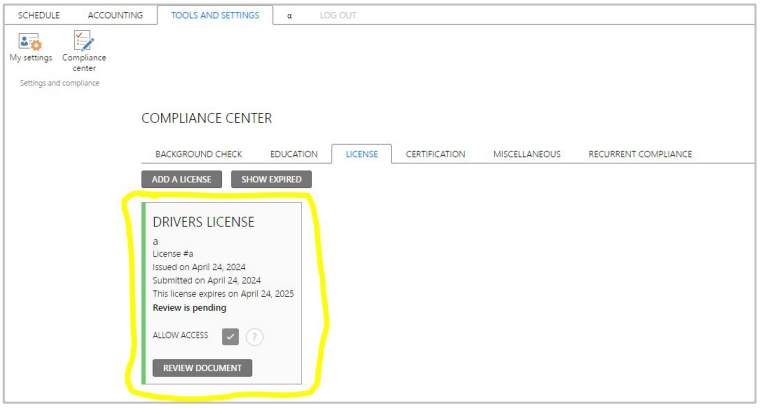
19. Click on the "**License**" tab and click on "**Add a License**"



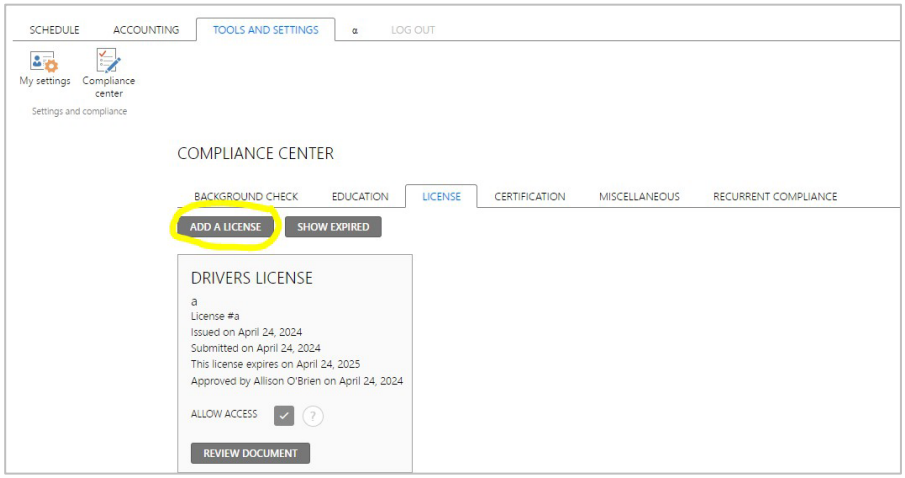
20. Click on the "**License**" menu dropdown and select "**Driver's License**" - Enter your Driver's License # in the "License ID" field. Enter the issuing State in the "Issued By" field. Select "USA" from the "Country" dropdown menu. Click on the "Provide Date of Issuance" box and enter the "Date of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



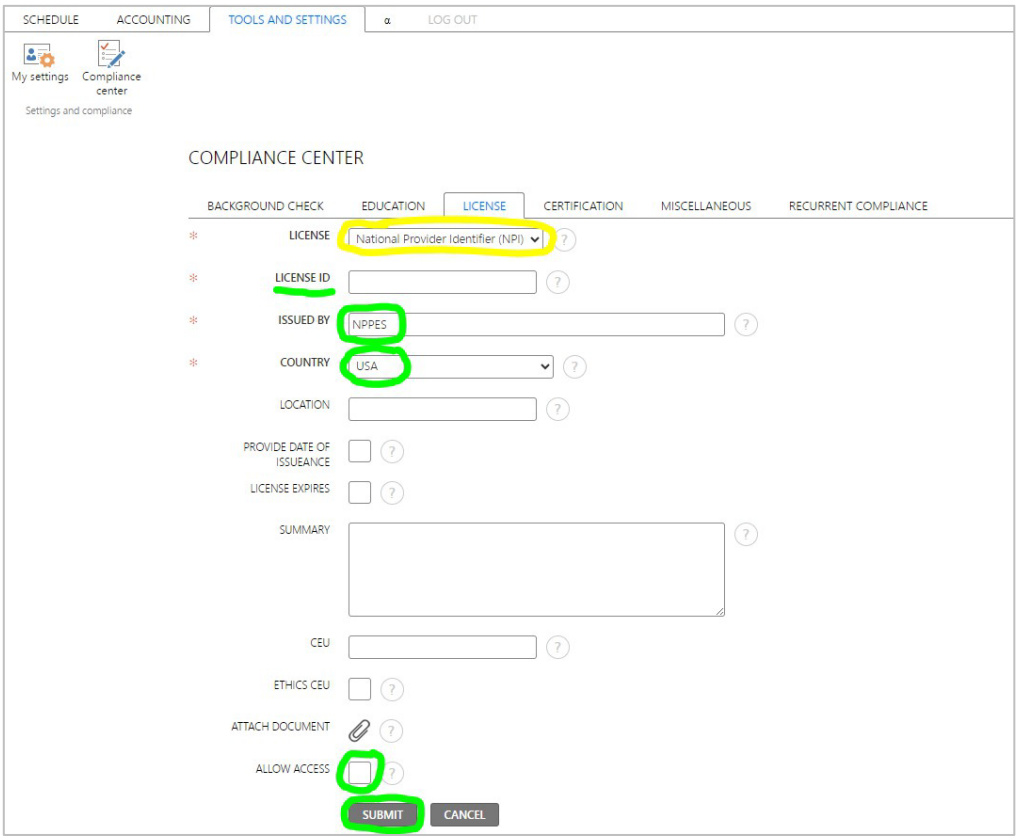
21. If you have successfully submitted your Driver's License, you will now see it listed and marked green



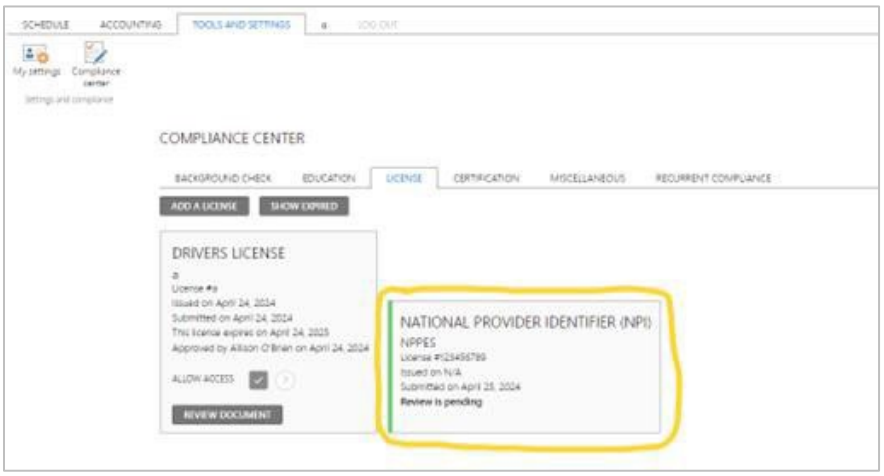
22. To input your National Provider Identifier (**NPI**), Click on "**Add a License**"



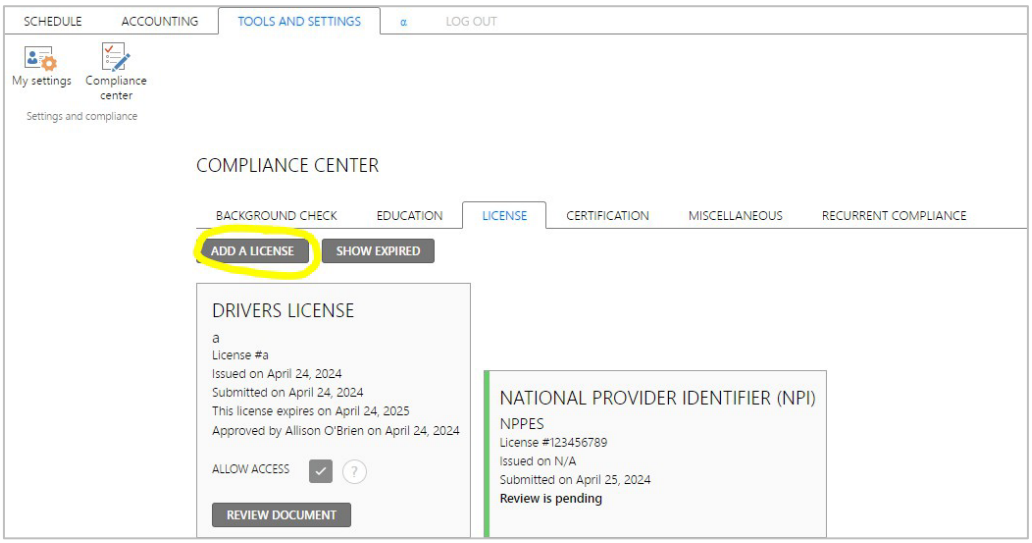
23. Click on the "**License**" menu dropdown and select "**National Provider Identifier (NPI)**". Enter your NPI# under "License ID" and enter "NPPES" under "Issued By". Click on the "Country" menu dropdown and select "USA". Click on the "**Allow Access**" box. Click on "**Submit**".



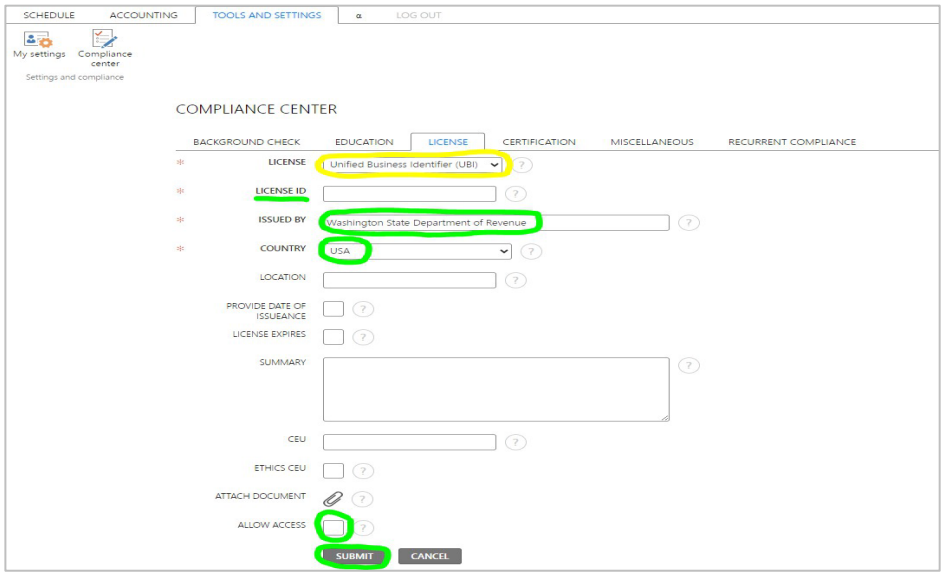
24. If you have successfully uploaded your NPI, you will now see it listed, highlighted with a green bar.



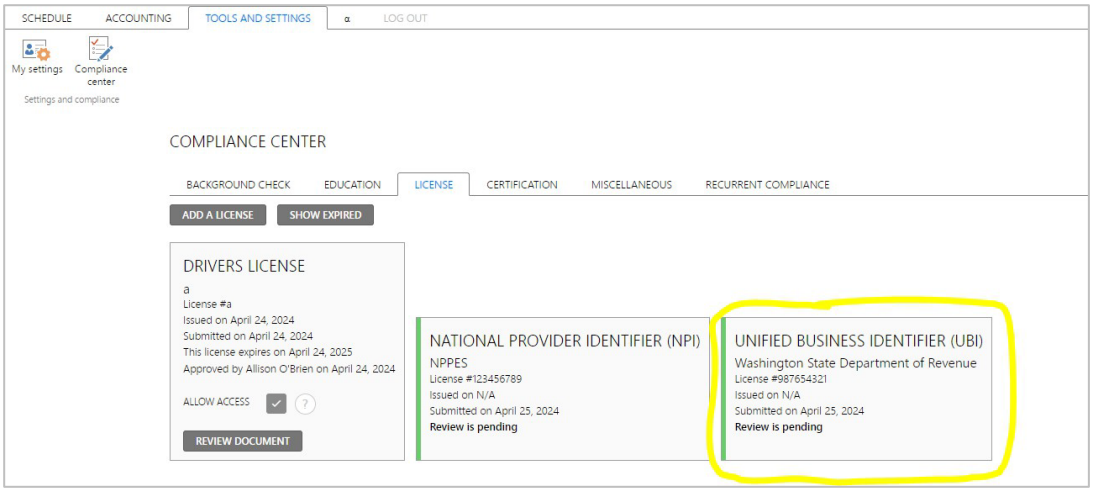
25. To add Unified Business Identifier (UBI), c lick "**Add a License**"



26. Click on the "**License**" menu dropdown and 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**".

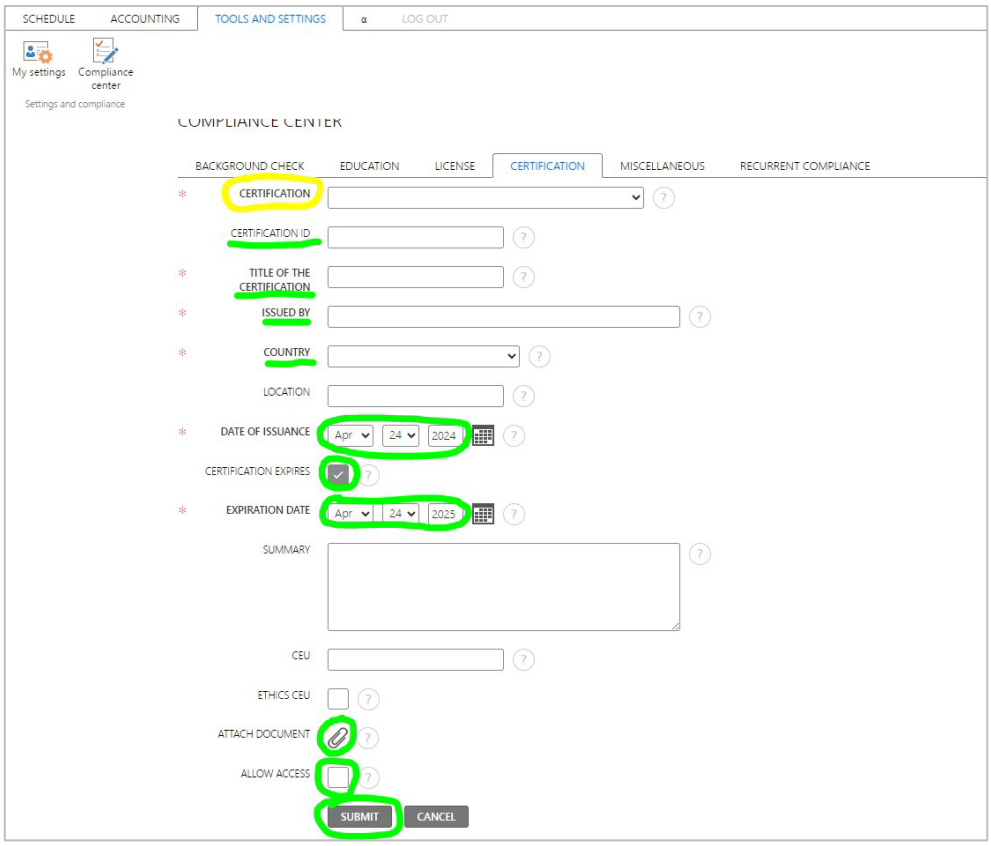


27. If you have successfully uploaded your UBI, you will now see it listed and marked green

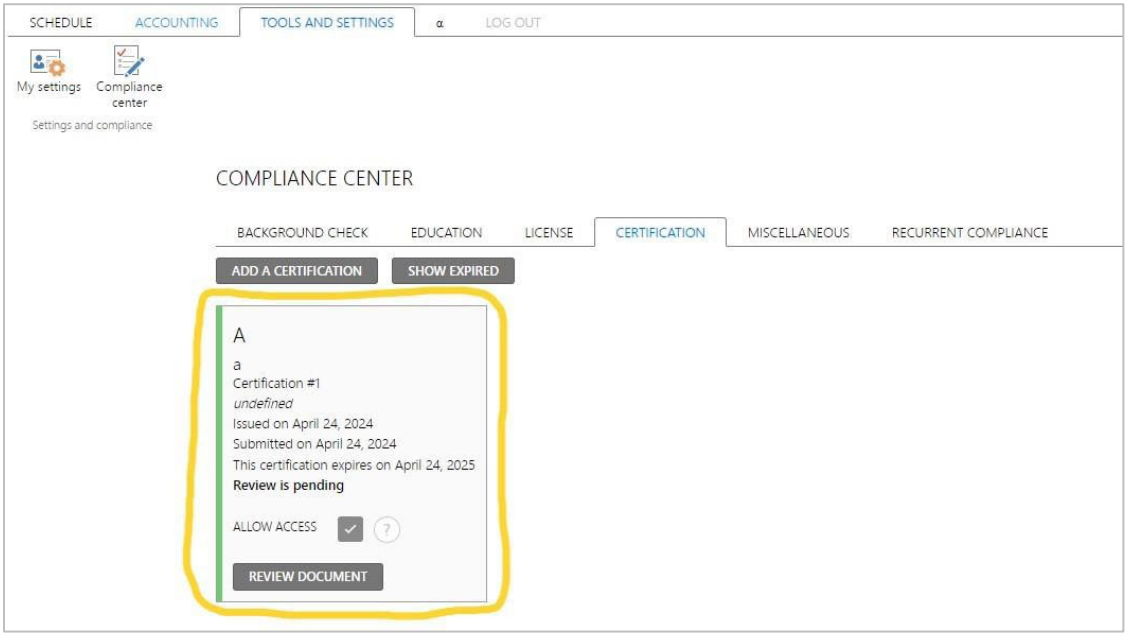


28. To add your certification, click on the "**Certification**" tab and click on "**Add a Certification**"

29. Click on the "**Certification**" menu dropdown and select the appropriate valid certification that you have obtained. Enter the "Certification ID" (if applicable), the "Title of the Certification" and "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 and 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**".



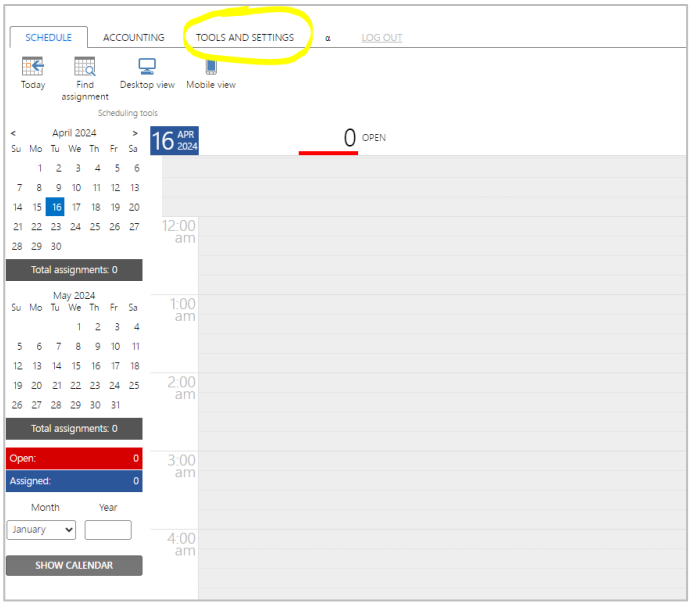
30. If you have successfully uploaded a Certification, you will now see it listed and marked green



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

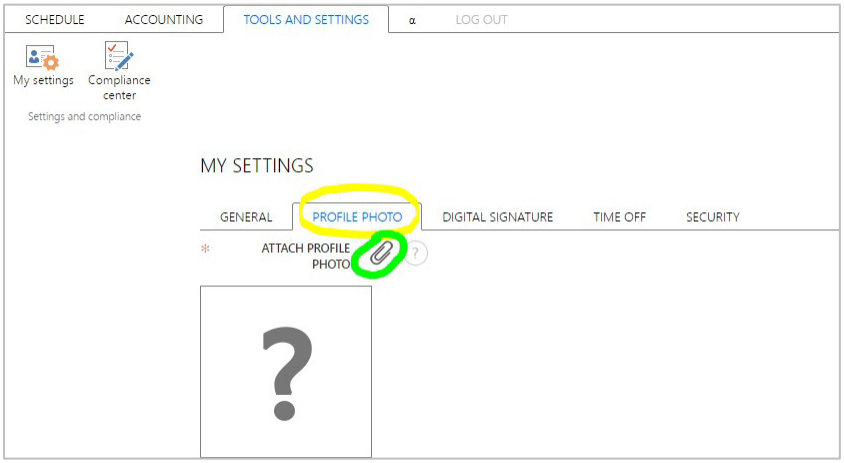
Steps #32-37 are OPTIONAL and can be found under "My Settings" – feel free to update if you wish

32. Click on the "**Tools and Settings**" tab

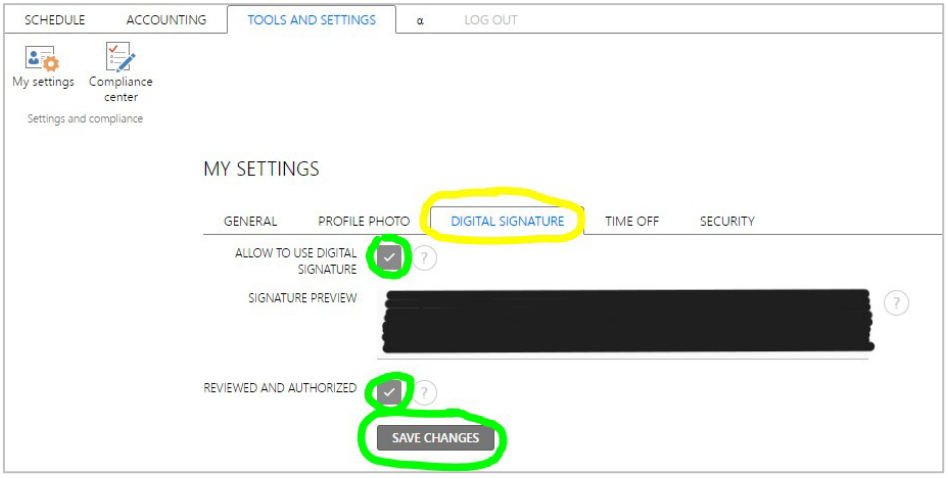


33. Click on the "**My Settings**" icon

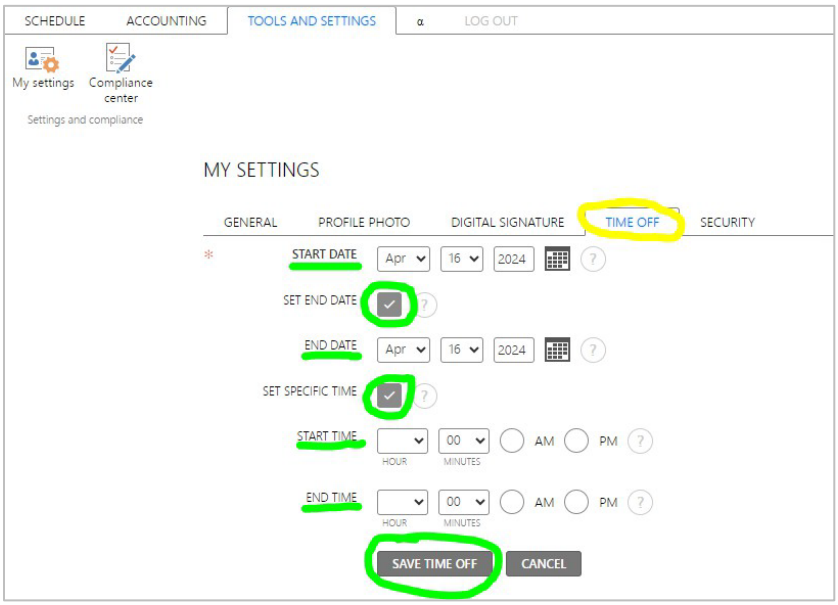
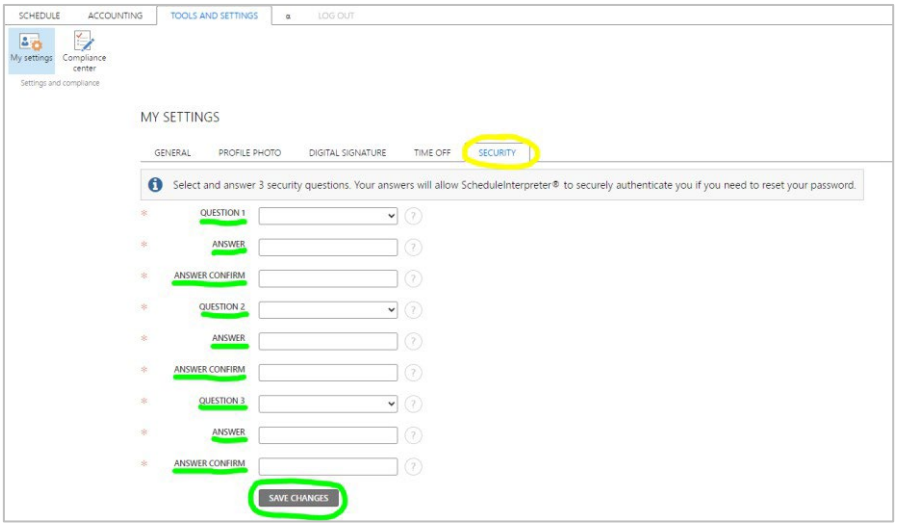
34. **Optional** Click on the "**Profile Photo**" tab and then **click on the paperclip icon to upload your profile photo from your device (PNG or JPG files only)**



35. **Optional** Click on the "**Digital Signature**" tab and 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 and 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**".



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