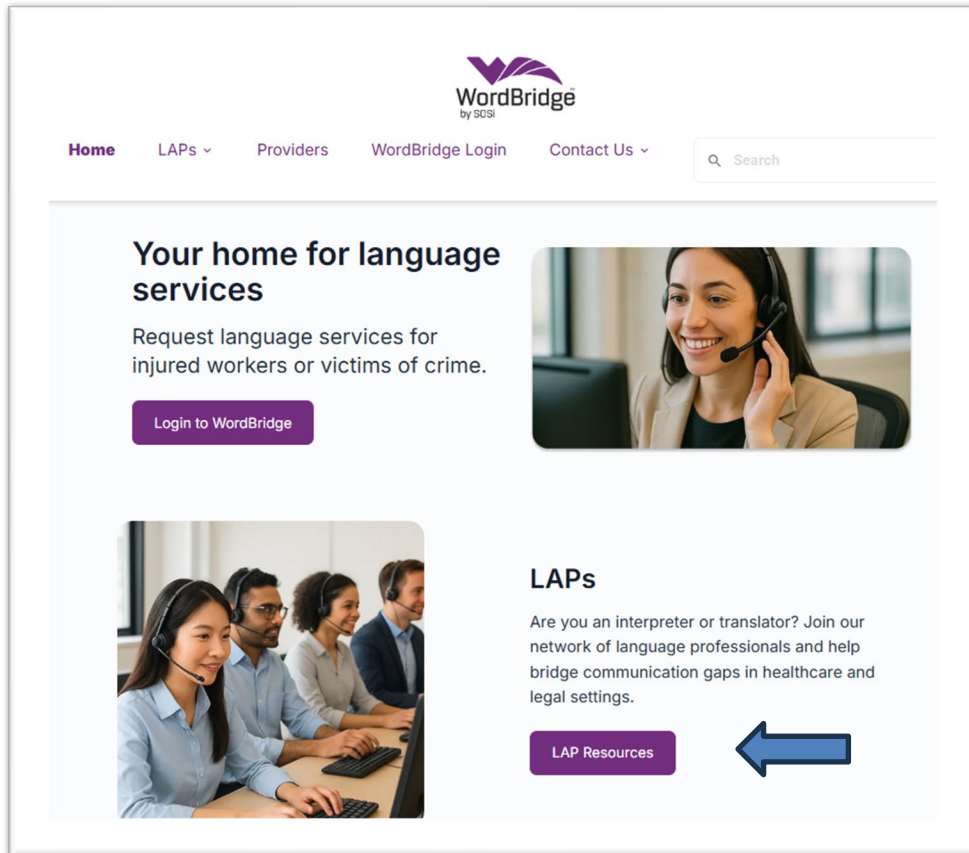


LAP WordBridge Registration - Instructions

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



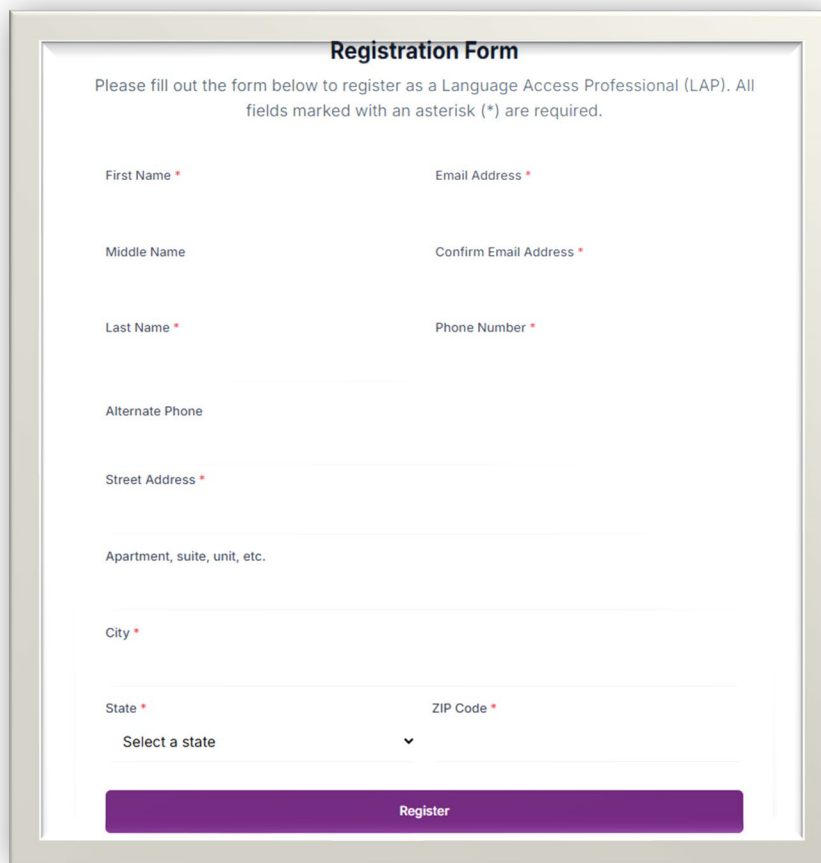
3. Click on **"LAP Resources,"** and then **"Register Here"**



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

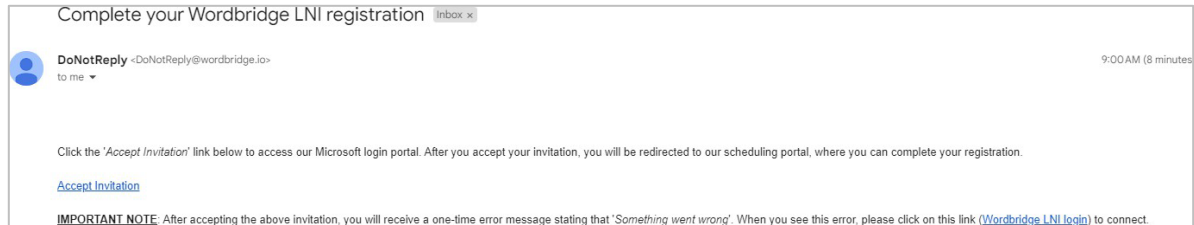


The image shows a web-based registration form titled "Registration Form". The form is enclosed in a light gray border. At the top, it says "Please fill out the form below to register as a Language Access Professional (LAP). All fields marked with an asterisk (*) are required." The form fields are arranged in two columns. The left column contains: "First Name *" (with a red asterisk), "Middle Name", "Last Name *" (with a red asterisk), "Alternate Phone", "Street Address *" (with a red asterisk), "Apartment, suite, unit, etc.", "City *" (with a red asterisk), "State *" (with a red asterisk), and a dropdown menu labeled "Select a state". The right column contains: "Email Address *" (with a red asterisk), "Confirm Email Address *" (with a red asterisk), "Phone Number *" (with a red asterisk), and "ZIP Code *" (with a red asterisk). At the bottom of the form is a purple button labeled "Register".

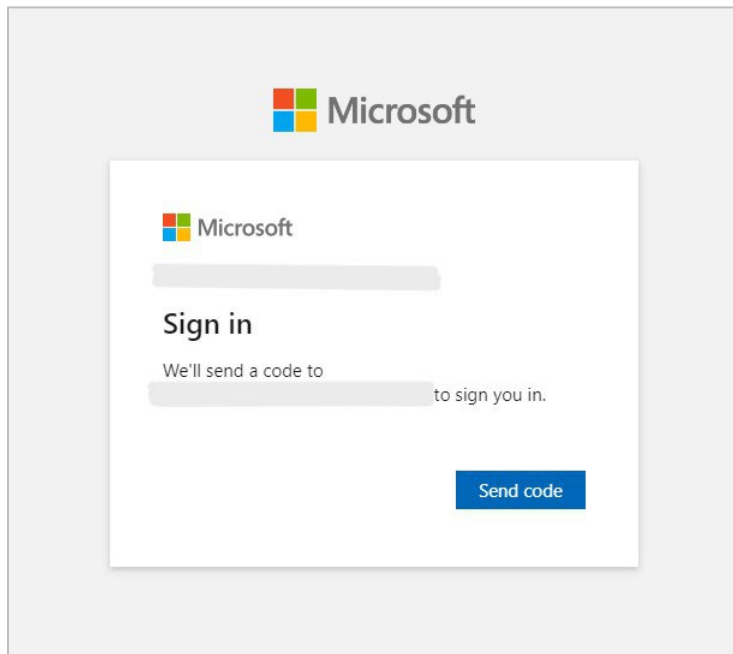
5. Click **“Register”**

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 x



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](#)

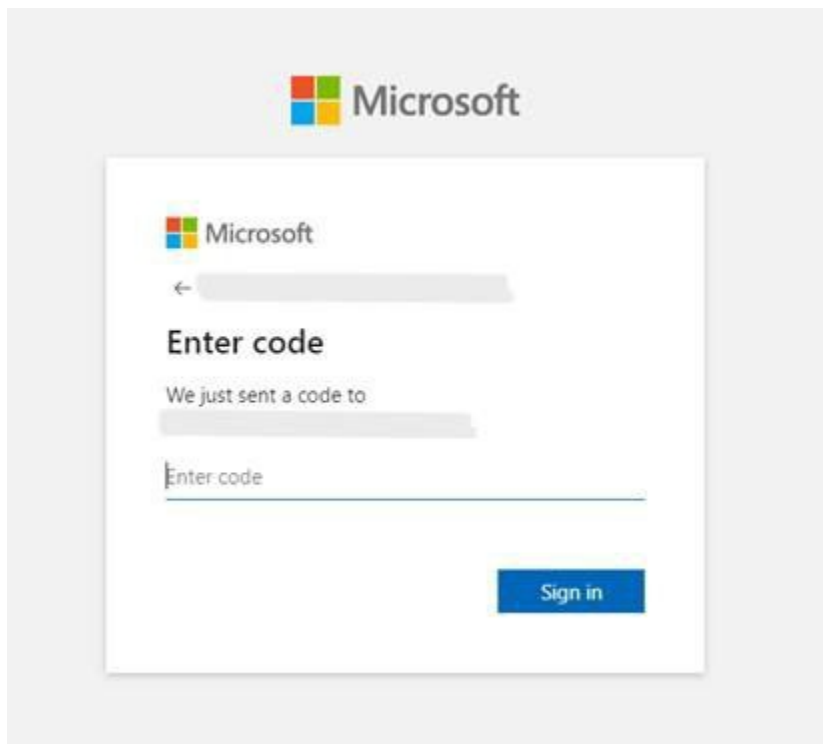
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

↩ Reply

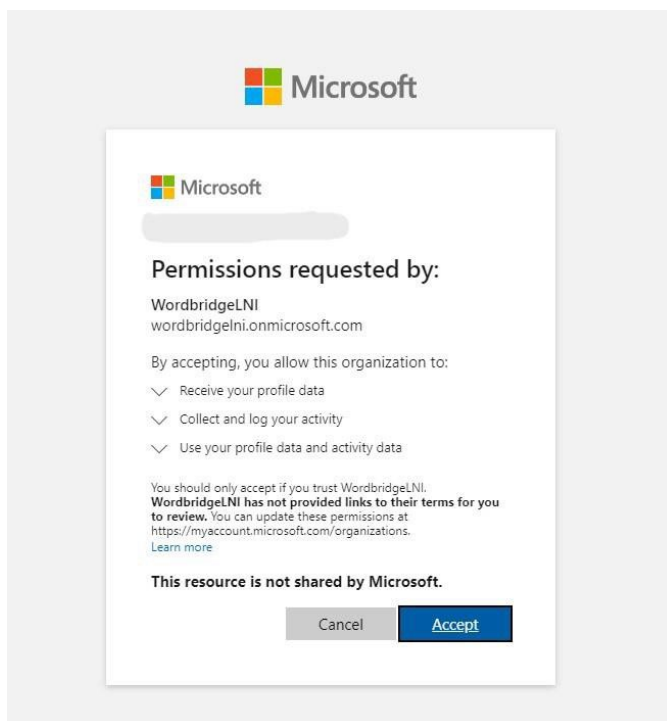
➦ Forward



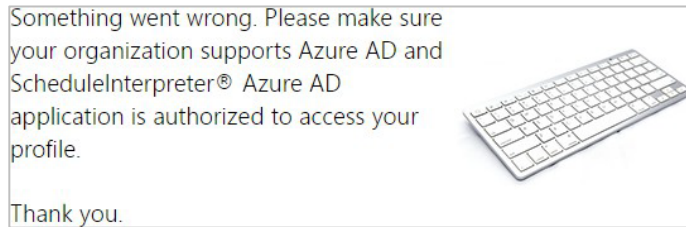
10. Enter the code provided in the email and click on **“Sign In”**



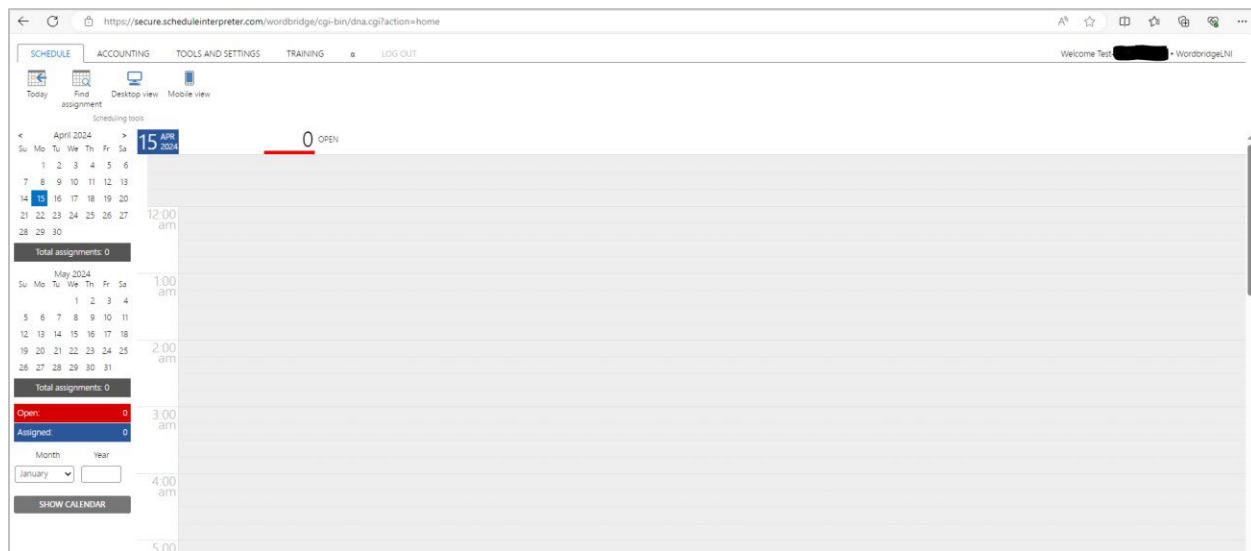
11. Click on **“Accept”**



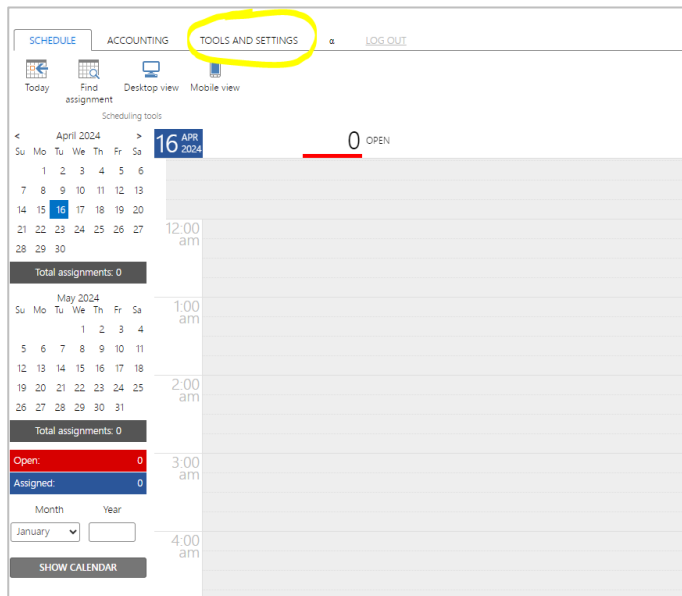
12. You will be redirected and sent this notification popup



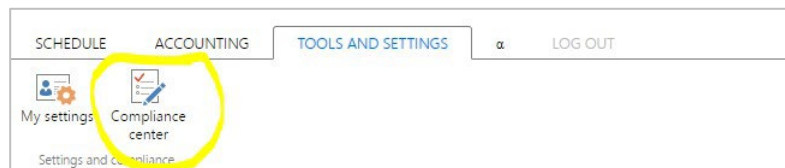
13. Open new window and go to <https://scheduleinterpreter.com/wordbridge> - You will automatically be redirected to the WordBridge/Schedule Interpreter home page



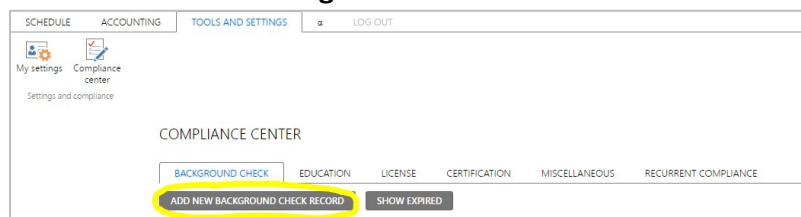
14. Click on the “Tools and Settings” tab



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.

SCHEDULE ACCOUNTING **TOOLS AND SETTINGS** 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** 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 and click on “Add a License”

SCHEDULE ACCOUNTING **TOOLS AND SETTINGS** LOG OUT

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION **LICENSE** CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

ADD A LICENSE SHOW EXPIRED

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”.

SCHEDULE ACCOUNTING **TOOLS AND SETTINGS** α LOG OUT

My settings Compliance center
Settings and compliance

BACKGROUND CHECK EDUCATION **LICENSE** CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

* **LICENSE** Drivers License ?

* **LICENSE ID** enter license id (3 characters or more) ?

* **ISSUED BY** name of organization (licensed interpreter (3 characters or more)) ?

* **COUNTRY** USA ?

LOCATION ?

PROVIDE DATE OF ISSUANCE ?

* **DATE OF ISSUANCE** Apr 25 2024 ?

LICENSE EXPIRES ?

* **EXPIRATION DATE** Apr 25 2024 ?

SUMMARY ?

CEU ?

ETHICS CEU ?

ATTACH DOCUMENT ?

ALLOW ACCESS ?

SUBMIT CANCEL

21. If you have successfully submitted your Driver's License, 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 LICENSE SHOW EXPIRED

DRIVERS LICENSE

α

License #α

Issued on April 24, 2024

Submitted on April 24, 2024

This license expires on April 24, 2025

Review is pending

ALLOW ACCESS ?

REVIEW DOCUMENT

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

The screenshot shows the 'COMPLIANCE CENTER' interface with the 'LICENSE' tab selected. A yellow circle highlights the 'ADD A LICENSE' button. Below it, a 'DRIVERS LICENSE' entry is displayed with the following details:

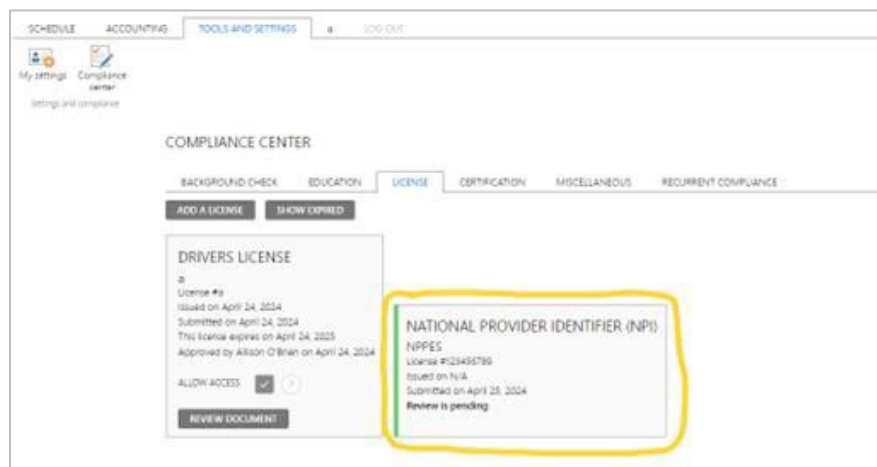
- License #a
- Issued on April 24, 2024
- Submitted on April 24, 2024
- This license expires on April 24, 2025
- Approved by Allison O'Brien on April 24, 2024
- ALLOW ACCESS: ☒ ?
- REVIEW DOCUMENT button

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**”.

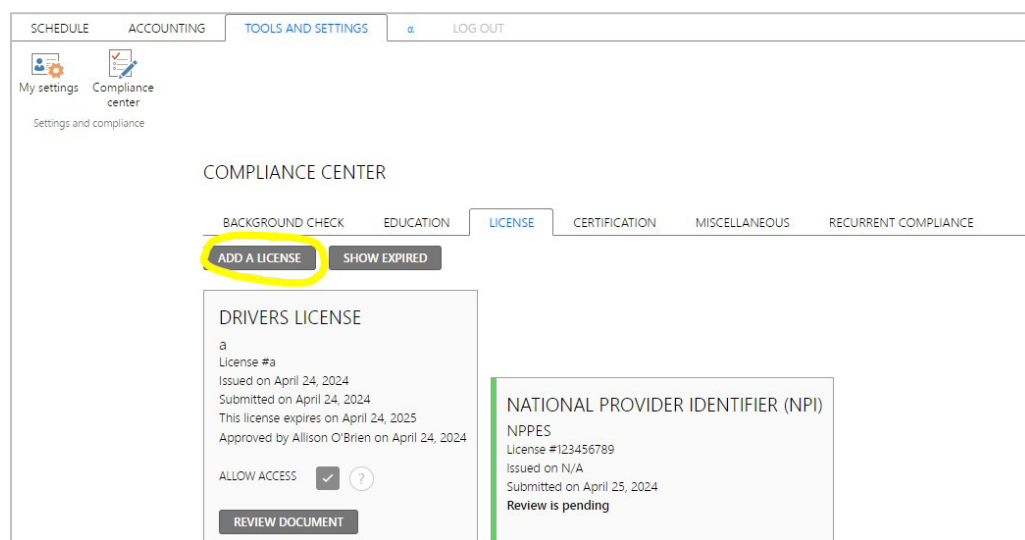
The screenshot shows the 'COMPLIANCE CENTER' interface with the 'LICENSE' tab selected. The form fields are as follows:

- 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** and **CANCEL** buttons

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), click **“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”**.

SCHEDULE ACCOUNTING **TOOLS AND SETTINGS** [LOG OUT](#)

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION **LICENSE** CERTIFICATION MISCELLANEOUS RECURRENT COMPLIANCE

LICENSE Unified Business Identifier (UBI) ?

LICENSE ID ?

ISSUED BY Washington State Department of Revenue ?

COUNTRY USA ?

LOCATION ?

PROVIDE DATE OF ISSUANCE ☐ ?

LICENSE EXPIRES ☐ ?

SUMMARY ?

CEU ?

ETHICS CEU ☐ ?

ATTACH DOCUMENT ?

ALLOW ACCESS ☒ ?

SUBMIT CANCEL

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

SCHEDULE ACCOUNTING **TOOLS AND SETTINGS** [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

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

ALLOW ACCESS ☒ ?

REVIEW DOCUMENT

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

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

SCHEDULE ACCOUNTING **TOOLS AND SETTINGS** [LOG OUT](#)

My settings Compliance center
Settings and compliance

COMPLIANCE CENTER

BACKGROUND CHECK EDUCATION LICENSE **CERTIFICATION** MISCELLANEOUS RECURRENT COMPLIANCE

ADD A CERTIFICATION **SHOW EXPIRED**

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**”.

The screenshot shows the 'COMPLIANCE CENTER' interface with the 'CERTIFICATION' tab selected. The form contains the following fields and controls, many of which are highlighted with green circles or rectangles:

- CERTIFICATION**: A dropdown menu highlighted with a green circle.
- CERTIFICATION ID**: A text input field highlighted with a green circle.
- TITLE OF THE CERTIFICATION**: A text input field highlighted with a green circle.
- ISSUED BY**: A text input field highlighted with a green circle.
- COUNTRY**: A dropdown menu highlighted with a green circle.
- LOCATION**: A text input field.
- DATE OF ISSUANCE**: A date picker set to April 24, 2024, highlighted with a green circle.
- CERTIFICATION EXPIRES**: A checkbox that is checked, highlighted with a green circle.
- EXPIRATION DATE**: A date picker set to April 24, 2025, highlighted with a green circle.
- SUMMARY**: A large text area.
- CEU**: A text input field.
- ETHICS CEU**: A checkbox.
- ATTACH DOCUMENT**: A paperclip icon highlighted with a green circle.
- ALLOW ACCESS**: A checkbox highlighted with a green circle.
- SUBMIT** and **CANCEL**: Buttons at the bottom, with 'SUBMIT' highlighted by a green rectangle.

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

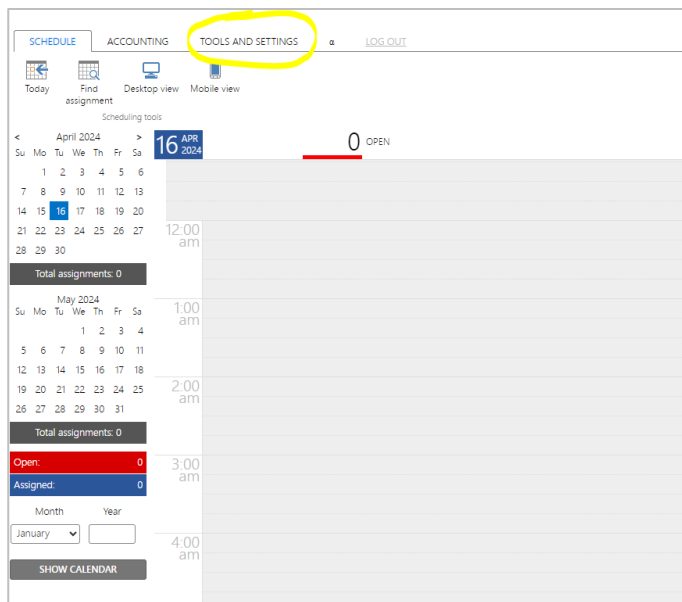
The screenshot shows the 'COMPLIANCE CENTER' interface with the 'CERTIFICATION' tab selected. The list of certifications is displayed, and one certification is highlighted with a yellow rectangle:

- ADD A CERTIFICATION** and **SHOW EXPIRED**: Buttons at the top of the list.
- Certification #1**: The first entry in the list, highlighted with a yellow rectangle.
- Issued on April 24, 2024**: The date of issuance.
- Submitted on April 24, 2024**: The date of submission.
- This certification expires on April 24, 2025**: The expiration date.
- Review is pending**: The status of the certification.
- ALLOW ACCESS**: A checkbox that is checked, highlighted with a green circle.
- REVIEW DOCUMENT**: A button at the bottom of the entry.

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)**

The screenshot shows the 'MY SETTINGS' page with the 'TOOLS AND SETTINGS' tab selected. Under 'MY SETTINGS', the 'PROFILE PHOTO' tab is highlighted with a yellow circle. Below this tab, the 'ATTACH PROFILE PHOTO' label is circled in green, with a paperclip icon next to it. A large box with a question mark is positioned below the label.

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”**

The screenshot shows the 'MY SETTINGS' page with the 'DIGITAL SIGNATURE' tab highlighted by a yellow circle. Under this tab, the 'ALLOW TO USE DIGITAL SIGNATURE' checkbox is checked and circled in green. Below it, the 'REVIEWED AND AUTHORIZED' checkbox is also checked and circled in green. A 'SIGNATURE PREVIEW' section shows a blacked-out signature. At the bottom, a 'SAVE CHANGES' button is circled in green.

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”**.

The screenshot shows the 'MY SETTINGS' page with the 'TIME OFF' tab selected. The 'START DATE' is set to April 16, 2024. The 'SET END DATE' and 'SET SPECIFIC TIME' checkboxes are checked. The 'START TIME' and 'END TIME' are both set to 00:00. The 'SAVE TIME OFF' button is highlighted.

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”**

The screenshot shows the 'MY SETTINGS' page with the 'SECURITY' tab selected. It displays three security questions, each with a dropdown menu for the question, an input field for the answer, and an input field for the answer confirmation. The 'SAVE CHANGES' button is highlighted.