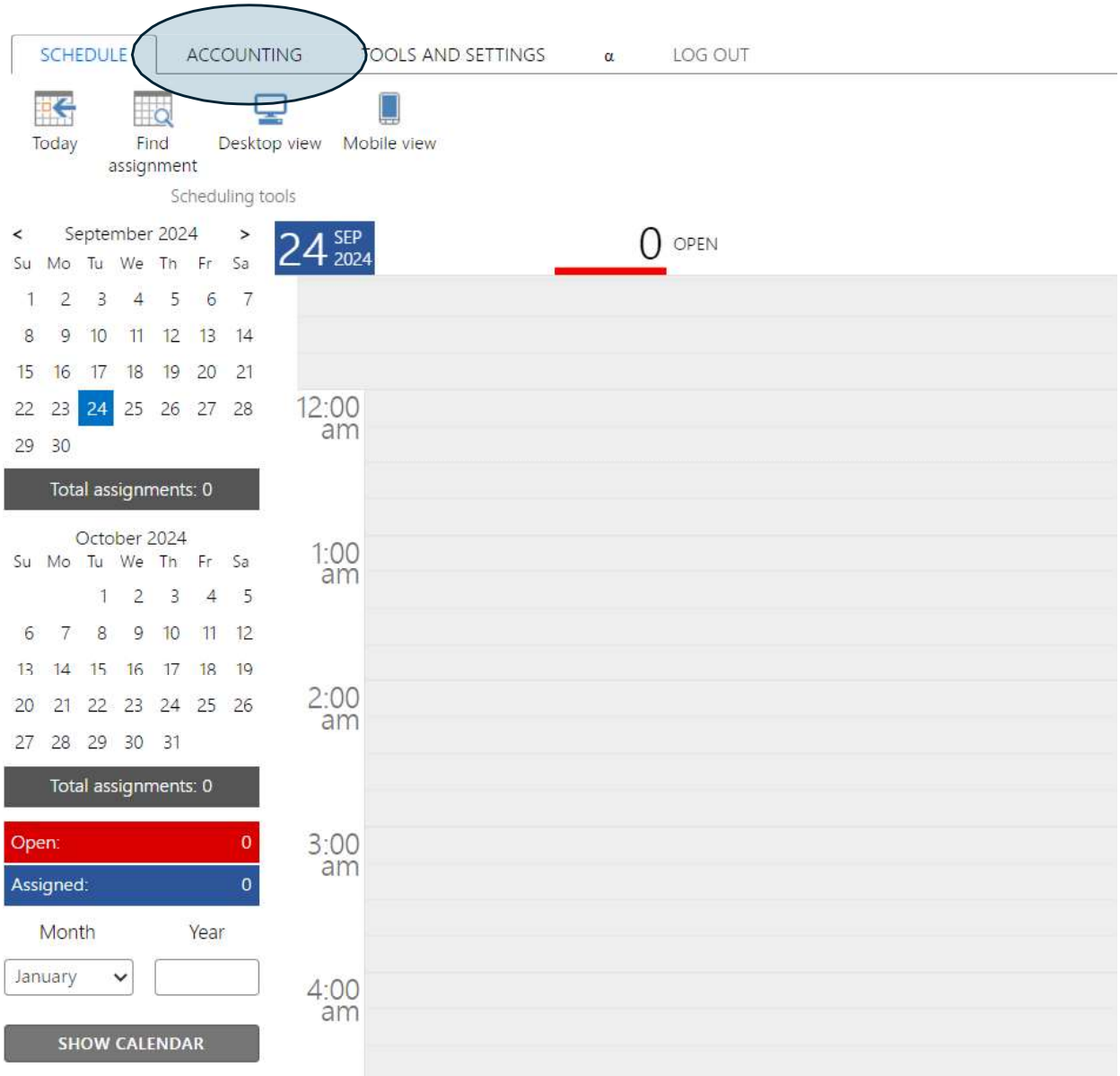
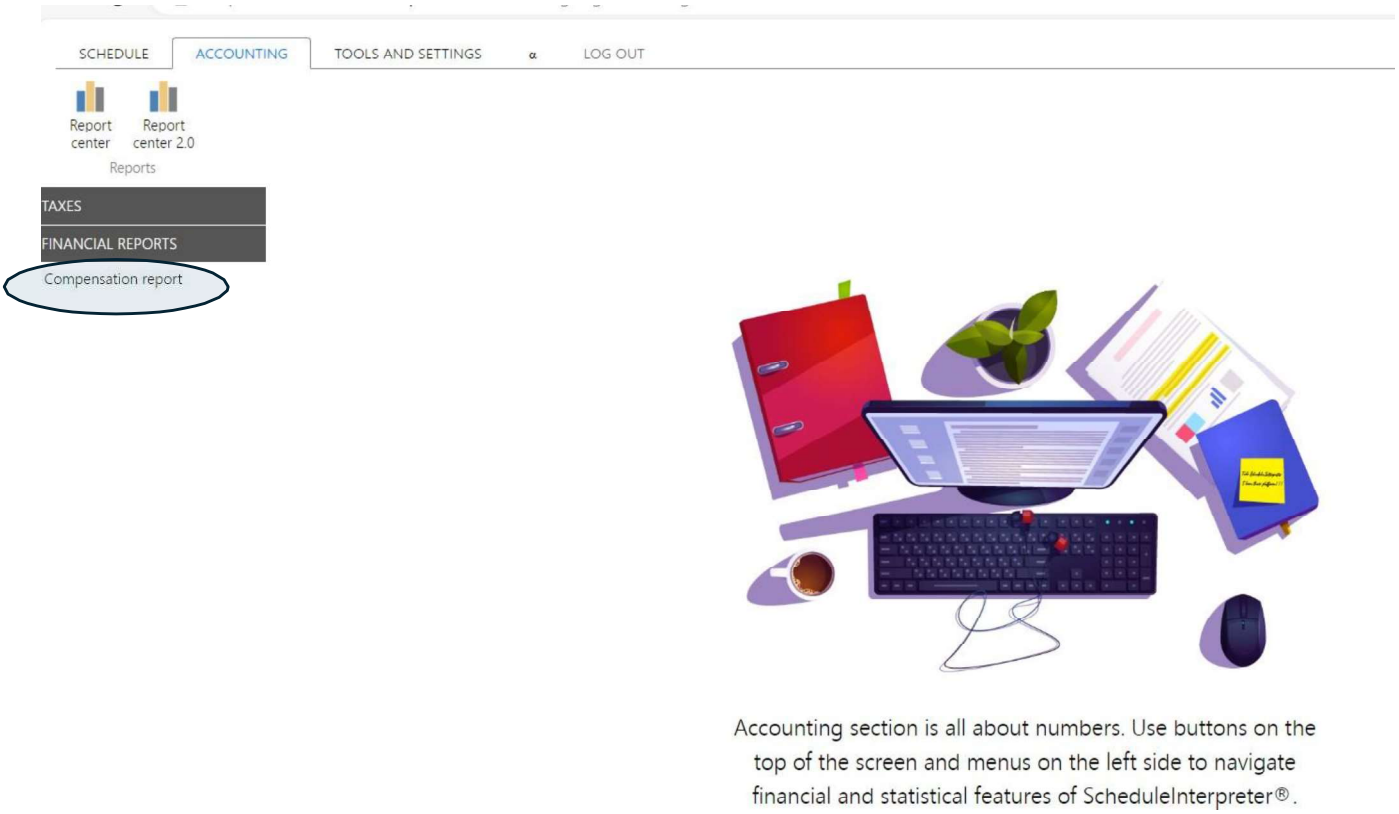
LAP COMPENSATION REPORT

HOW TO ACCESS YOUR COMPENSATION INFORMATION

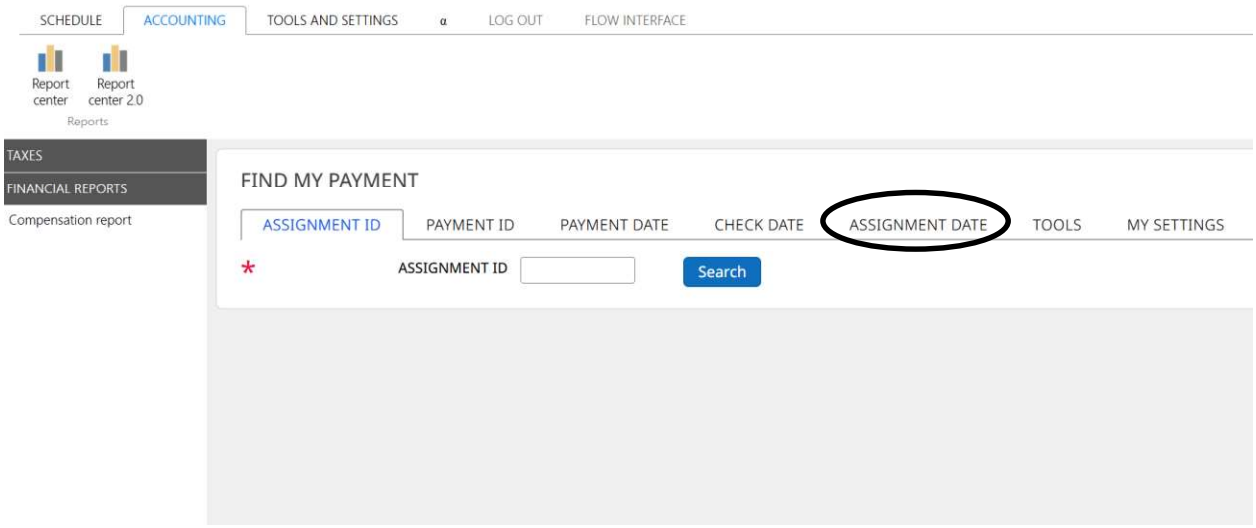
After logging into Wordbridge.io, you will see the screen below, then click on the “Accounting” tab.



Under the Accounting tab, you will see the following screen. Under Financial Reports, click on “Compensation report”.



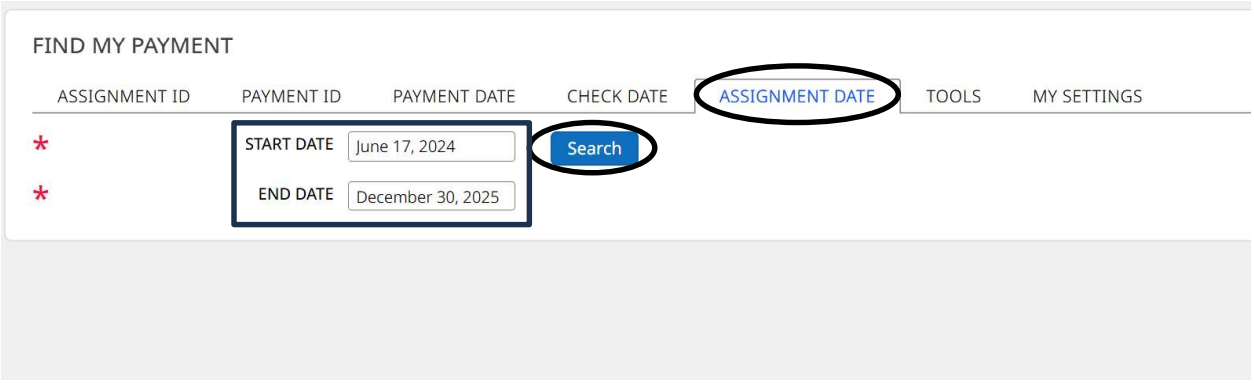
Under Compensation report, you will see the following screen. Here you can search via: “Assignment ID”, “Assignment Date”, “Payment Date“, or Check Date. We recommend “Assignment Date”.



Once clicking on ‘Assignment Date”, you will see the screen below.

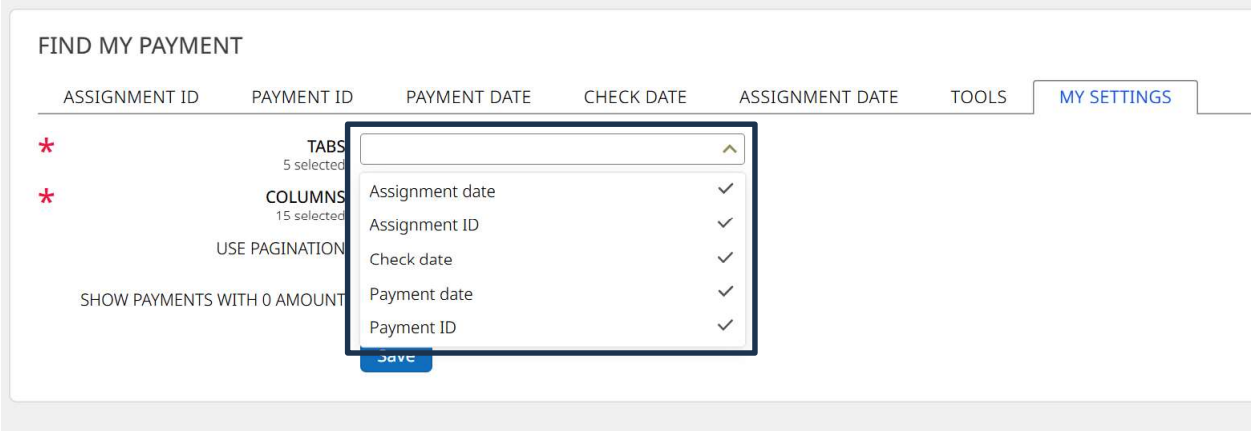
Here you can select the date range to look up compensation information. This Contract rolled out June 17th, 2024 - so this date will be the oldest “start date” that you can use.

Once date range has been selected, click “Search” to see the report:

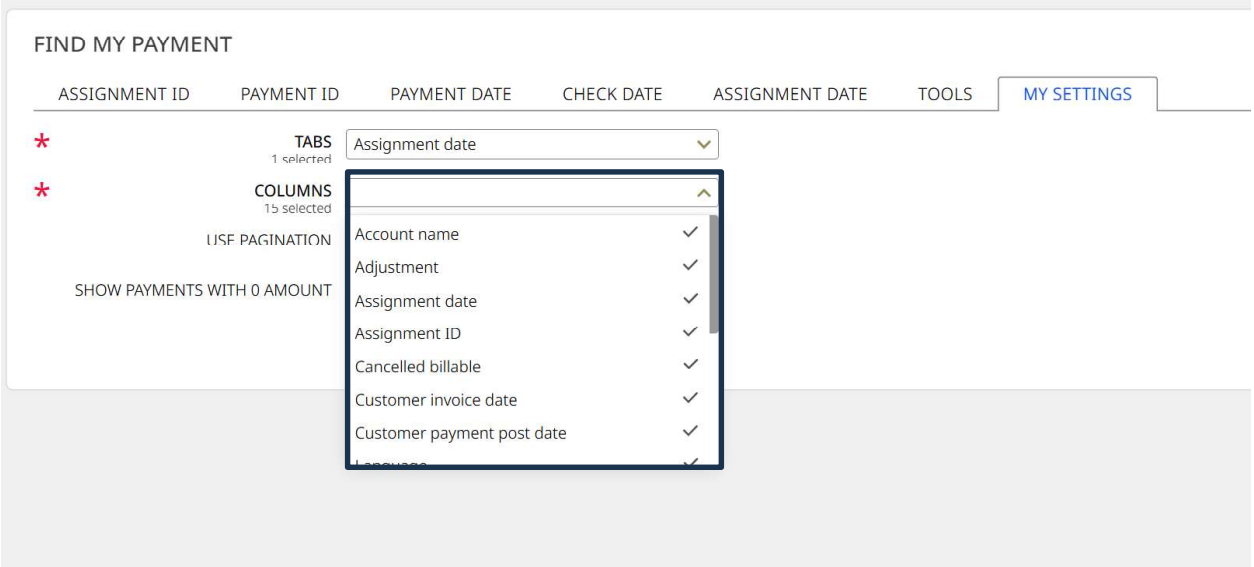


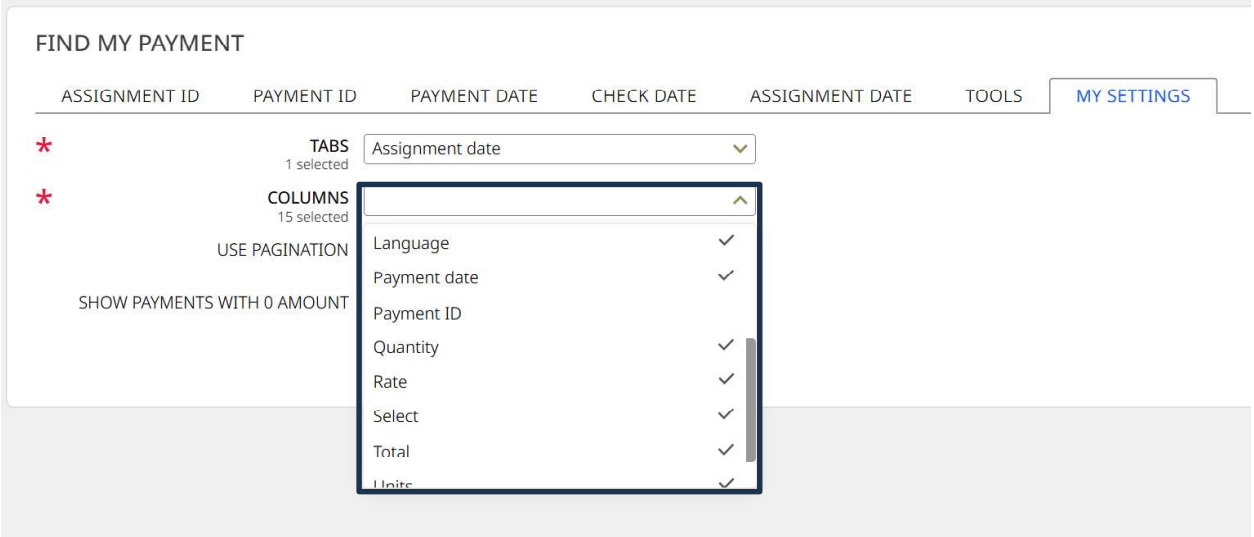
You can customize the view of your report using “My settings”.

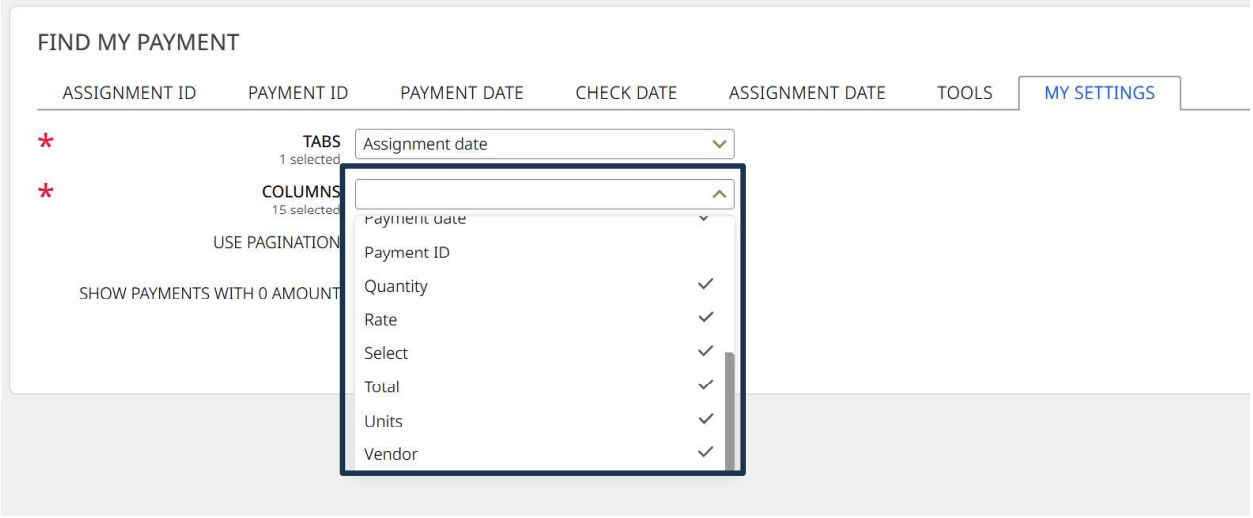
Under “Tabs”, you can filter the different search options. You can select or deselect which columns appear.



Under “Columns”, the available fields are
shown below and you can check or uncheck any fields that you want or don’t want to see. There are 15 fields you can select or deselect.




FIND MY PAYMENT
ASSIGNMENT ID
PAYMENT ID
PAYMENT DATE
CHECK DATE
ASSIGNMENT DATE
TOOLS
MY SETTINGS
TABS
1 selected
Assignment date
COLUMNS
15 selected
USE PAGINATION
SHOW PAYMENTS WITH 0 AMOUNT
Language
Payment date
Payment ID
Quantity
Rate
Select
Total


FIND MY PAYMENT
ASSIGNMENT ID
PAYMENT ID
PAYMENT DATE
CHECK DATE
ASSIGNMENT DATE
TOOLS
MY SETTINGS
TABS
1 selected
Assignment date
COLUMNS
15 selected
USE PAGINATION
SHOW PAYMENTS WITH 0 AMOUNT
Payment ID
Quantity
Rate
Select
Total
Units
Vendor