

PASSPORT TO LANGUAGES

CREATE AN ACCOUNT

And

ORDER AN INTERPRETER ONLINE

- Go to www.passporttolanguages.com
- Select Register above the Globe.



PASSPORT
TO
LANGUAGES

*"We connect you to the world,
with clear communication."*

HOME

WHO WE ARE

WHAT WE DO

HOW TO ORDER

LANGUAGE LIST

CONTACT US

INTERPRETER RESOURCES

Welcome to:
PASSPORT TO LANGUAGES

REGISTER



USERNAME:

PASSWORD:

Login



YOUR LEADER IN LANGUAGE SERVICES

- Complete the form. After the form is completed you will receive an email message stating that we have received the request for a new account. Before the account is active we have to verify your information.



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[HOME](#)

[WHO WE ARE](#)

[WHAT WE DO](#)

[HOW TO ORDER](#)

[LANGUAGE LIST](#)

[CONTACT US](#)

[INTERPRETER RESOURCES](#)

PASSPORT TO LANGUAGES

Client User Registration

[Interpreter Resources](#) [Click here for website instructions.](#)

* Username:

* Password: Passwords must be a minimum of 8 characters, and letters and numbers

* Confirm Password:

Password Reminder. Your Question: example: what is your favorite color?

Your answer: example: Green

Contact Name:

* Company Name:

Job Title:

Street Address:

* City:

State:

Postal Code / Zip:

* Phone:

Fax:

* Email:

Company's Primary Business:

- After you have received a confirmation email from us stating your account is active, you may login.



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[HOME](#)

[WHO WE ARE](#)

[WHAT WE DO](#)


[HOW TO ORDER](#)

[LANGUAGE LIST](#)

[CONTACT US](#)

[INTERPRETER RESOURCES](#)

REGISTER



USERNAME:

PASSWORD:



YOUR LEADER IN LANGUAGE SERVICES

Welcome to:
PASSPORT TO LANGUAGES

- Once you have logged in, you may order an interpreter by selecting the interpreter request button.




The screenshot shows the website's main page. On the left, there is a logo featuring a globe made of flags and a passport book with the text "PASSPORT TO LANGUAGES". Below the logo is the tagline: *"We connect you to the world, with clear communication."*

A vertical menu of buttons is located on the left side of the page. The buttons are: HOME, INTERPRETER REQUEST, ORDERED SERVICES, DATABASE SEARCH, LOG OUT, CONTACT US, and Edit Member Profile. The "INTERPRETER REQUEST" button is circled in red.

The main content area on the right is a dark blue rounded rectangle. It contains the text "Welcome to: PASSPORT TO LANGUAGES" at the top. Below this is a large image of a snowy mountain peak with colorful prayer flags in the foreground. At the bottom of this area, it says "YOUR LEADER IN LANGUAGE SERVICES".

- Fill out the form with as much information as you can. You will also notice some information is automatically prefilled out for you. The information is obtained from your members page.
- After you have filled out all the fields, select the submit button at the bottom of the page.
- You may alter your member information by selecting the edit member profile button at the bottom of the buttons on the left hand side.



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[HOME](#)

[INTERPRETER REQUEST](#)

[ORDERED SERVICES](#)

[DATABASE SEARCH](#)

[LOG OUT](#)

[CONTACT US](#)

[Edit Member Profile](#)

PASSPORT TO LANGUAGES

Language Needed: Afghani

Members First Name:

Members Last Name:

Date of Birth: Feb 11 2014

Recipient ID:

Members Phone Number:

Date of Appointment: Feb 11 2014

Time of Appointment: AM or PM: AM

Expected Duration:

Type of Visit: Medical

Preferred Gender Type of Intrepreter: No Preference

Billing Party(Party to be billed for this service): Please_Select Billing Party

Provider's Name: DDI

Provider Type: On Site

Provider's Address: 7885 sw Vlahos dr

Provider's City: Wilsonville

Provider's State: Oregon

Provider's Zip: 97070

Providers Email: johnmarcel@passport

Providers Phone Number: 503-971-

Providers Fax Number:

Do you want to receive a fax or email confirmation: Not Selected

If you would like to have a specific interpreter or any requirements please indicate in this box.

- You will then be brought to the order history page. As you will notice the last order you placed is at the top of the page. This is because it is still awaiting to be entered into our database. Once it is entered into our system, it will no longer be at the top but will be on the lower table.
- In the near future you will have the ability to view the order status of the appointment. You will see the appointment number, who the interpreter will be and any other pertinent information about the appointment.



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REGISTER

INTERPRETER REQUEST

ORDERED SERVICES

DATABASE SEARCH

LOG OUT

CONTACT US

Edit Member Profile

PASSPORT TO LANGUAGES ORDERED SERVICES

Search	Language	Member First Name	Member Last Name	Recipient ID	Member Phone Number	Date of Service	Time of Service	Expected Duration	Providers Name	Type of Visit	Provider Type	Providers Address	Providers city	Providers state	Providers zip	Gender of Interpreter	Providers Email	Providers phone	Providers Fax	Confirmation Type	Notes	Username
⊕	Somali	Joe	smith	12345678	123-456-7890	02-11-2014	11:00 AM	1hr	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	johnmarcel@passporttolanguages.com	503-971-		Not Selected	Online Order From johnmarcel, Requested Gender no_preference Patient would like to have Abdi Jimala	johnmarcel

<< < Add View Change Copy Delete Next Last Go to ▾

Page 1 of 1 Records 1

Language	Member First Name	Member Last Name	Recipient ID	Member Phone Number	Date of Service	Time of Service	Expected Duration	Providers Name	Type of Visit	Provider Type	Providers Address	Providers city	Providers state	Providers zip	Gender of Interpreter	Providers Email	Providers phone	Providers Fax	Confirmation Type	Notes	Username	
⊕	Somali	Joe	smith	12345678	123-456-7890	02-11-2014	11:00 AM	1hr	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	johnmarcel@passporttolanguages.com	503-971-		Not Selected	Patient would like to have ...	johnmarcel
⊖	Afgani	test	test	test	test	01-09-2014	test AM	test	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	johnmarcel@passporttolanguages.com	503-971-		Not Selected		johnmarcel
⊖	Arabic	this is a test	this is a test	do not import	do not import	01-09-2014	do not import AM	do not import	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	johnmarcel@passporttolanguages.com	503-971-		Not Selected	do not import	johnmarcel
⊖	Afgani	test	test	test	test	10-17-2013	AM		DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	johnmarcel@passporttolanguages.com	503-971-		Not Selected	just a test	johnmarcel
⊖	Afgani	test	test	test	test	08-20-2013	test AM	test	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected	test	johnmarcel
⊖	Afgani	test	test	test	test	08-15-2013	AM	test	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected		johnmarcel
⊖	Afgani	test	test	test	test	06-15-2013	AM		DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected		johnmarcel
⊖	Afgani	test	test	test	etst	07-16-2013	AM		DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected	test	johnmarcel
⊖	Afgani	test	test			07-16-2013	AM		DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected		johnmarcel
⊖	Afgani	sdf	dsf	sdf	sdf	05-17-2013	sdfs AM	sdfsdf	DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected	sdfsdf	johnmarcel
⊖	Afgani	test	test	test		03-06-2013	AM		DDI	Medical	Onsite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected	this is a test	johnmarcel
⊖	Afgani	test	test	test	test	03-06-2013	test AM	test	DDI	Medical	OnSite	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected	this is a test	johnmarcel
⊖	Afgani	sdfsad	fasdfasdf	asdfsadf	sdf	02-14-2013	dfasd AM	f	DDI	Medical	On Site	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected		johnmarcel
⊖	Afgani	asdfsadf	asdfsadf	sdsadf	asdfsadf	02-14-2013	sdfsdf AM	asdfsadf	DDI	Medical	On Site	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected		johnmarcel
⊖	Afgani	dfsadf	asdfsadf	sadsadf	asdfsadf	02-14-2013	asdfsdf AM	asdfsadf	DDI	Medical	On Site	7885 sw Vlahos dr	Wilsonville	Oregon	97070	no_preference	john@tekrn.com	503-971-		Not Selected		johnmarcel

<< < Add View Change Copy Delete Next Last Go to ▾

Page 1 of 14 Records 198

