



How to find your Remittance in Interpreter Intelligence

1. Log into your interpreter intelligence portal: affordable.interpreterintelligence.com with your credentials.

The screenshot shows a login form with fields for Username and Password, a Remember me checkbox, and a Login button. To the right, there is contact information for Affordable Language Services, including a phone number (313-745-8888) and help links for account issues.

2. On the dashboard, click on the tab that says “receivables”.

The screenshot shows the dashboard with the 'Receivables' tab highlighted in red. Below the navigation bar, there is a calendar for November 2022 and a table of offered jobs. The 'Receivables' tab is the second option in the top navigation bar.

3. Click on the drop down box of the remittance associated to the pay period.

The screenshot shows the 'Payments' page with a table of payment records. The first row is highlighted, and a red circle is drawn around the 'View Details' link in the 'Action' column.

Conf. Num.	Date	SI	Services	Expenses	Fees	Tax	Total	Period St	Period End	#Jobs
640226	10/10/22		\$212.00	\$0.00	\$30.00	\$0.00	\$242.00	10/10/22	10/17/22	5
630079	10/05/22		\$57.00	\$0.00	\$0.00	\$0.00	\$57.00	10/05/22	10/05/22	2
602277	09/17/22		\$29.75	\$0.00	\$0.00	\$0.00	\$29.75	09/29/22	09/11/22	1

4. Click view details.

The screenshot shows the 'Payments' page with the 'View Details' link for the first payment record (640226) highlighted with a red circle.

5. Review your remittance and inform accounting if there are any discrepancies by End of Day on Monday.

The screenshot shows the 'Interpreter Remittance' form. It includes fields for Remittance Date (10/10/22) and Remittance # (640226). Below the form is a table of job descriptions with columns for Job Description, Unit, Unit Price, and Line Total.

Job Description	Unit	Unit Price	Line Total
640226 Interpretation: 10/11/22 (3:30 PM - 3:30 PM) (10/11/22)	5.00	\$34.00	\$170.00
640226 Interpretation: 10/11/22 (3:30 PM - 3:30 PM) (10/11/22)	1.00	\$4.75	\$4.75