



Job Offers

- All available jobs are listed on your MCIS vendor portal
- Login ANYTIME and check available jobs under the offered section
- Email or text notifications will be sent for rush jobs or when extending job offers to additional interpreters
- If any job offers are still active on your profile, they will be emailed to you at 6 PM, login to the portal and accept available jobs that you are able to attend

Assigning / Confirmation

- READ the job details carefully and ONLY accept jobs you are available for
- Once accepted, a confirmation email will be sent to you immediately
- Please check the job information in detail and contact MCIS if there are any concerns
- Any jobs returned after confirmation are considered denied; MCIS monitors all denied jobs and may deactivate your profile for returned jobs
- If you foresee any incidental expenses other than mileage, please contact MCIS for pre-approval ASAP

Closing

- Please get the SP signatures directly on your smartphone or use the printed VoS form
- INCIDENTALS (mileage and others):
 - Add or amend existing mileage if travelling 25 km or more one way (shortest distance from your home address using Google maps)
 - Add or amend pre-approved parking amount, receipts will be required for ALL parking claims
- Jobs MUST be closed online within 48 hours for full payment
- Discrepancies must be reported within 10 days for corrections