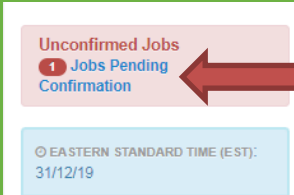




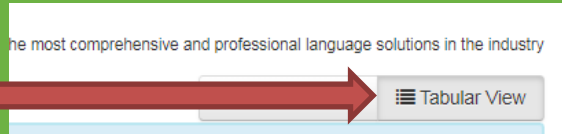
How to confirm jobs using the [MCIS Vendor Portal](#)

Computer

1. Login to the [MCIS vendor portal](#) using your email and password;
2. If any jobs need confirmation, a notification will show on the left column of the portal;
3. Click on **Jobs Pending Confirmation**;

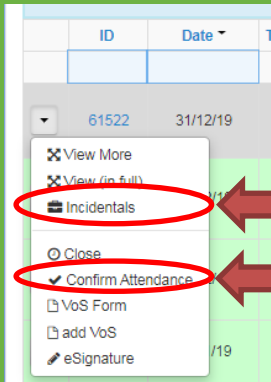


4. Click on **Tabular View** to see a list of ALL jobs;



ID	Date	Time	Customer	Location	Lng.	Language	Team Size	Stat.	Reference	Type
61522	31/12/19	7:00 PM	Smoke Test Customer WSIB	Client's home, 595A Trethewey Drive	spa	Spanish	1		Nature of Assignment: Welfare (+2 other)	
		6:00	Smoke Test	Other: 200 Front St. West					Nature of Assignment:	

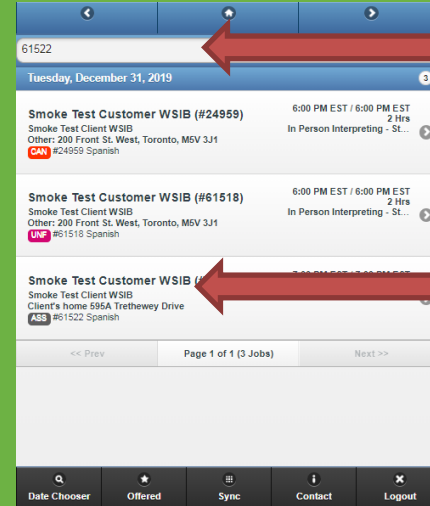
5. From the list of jobs, you can either search for the job using the job ID (job number) OR filter "Assigned" jobs from **Status**.



6. Verify all the job details and click on **Confirm Attendance** to confirm the job;
7. If incidentals are applicable, they will be added by MCIS. You can verify the incidentals (mileage, etc.) from the **Incidentals** link and contact MCIS, if you have any concerns.

Smartphone (iPhone/Android)

1. Login to the [MCIS vendor portal](#) on your smartphone using your email and password;
2. Search for the job using the job number in the search field;
3. Click on the "Assigned Job" needing confirmation;



4. Verify all the job details and click on **Confirm** to confirm the job;
5. If incidentals are applicable, they will be added by MCIS. You can verify the incidentals (mileage, etc.) from the **Incidentals** link and contact MCIS, if you have any concerns.

