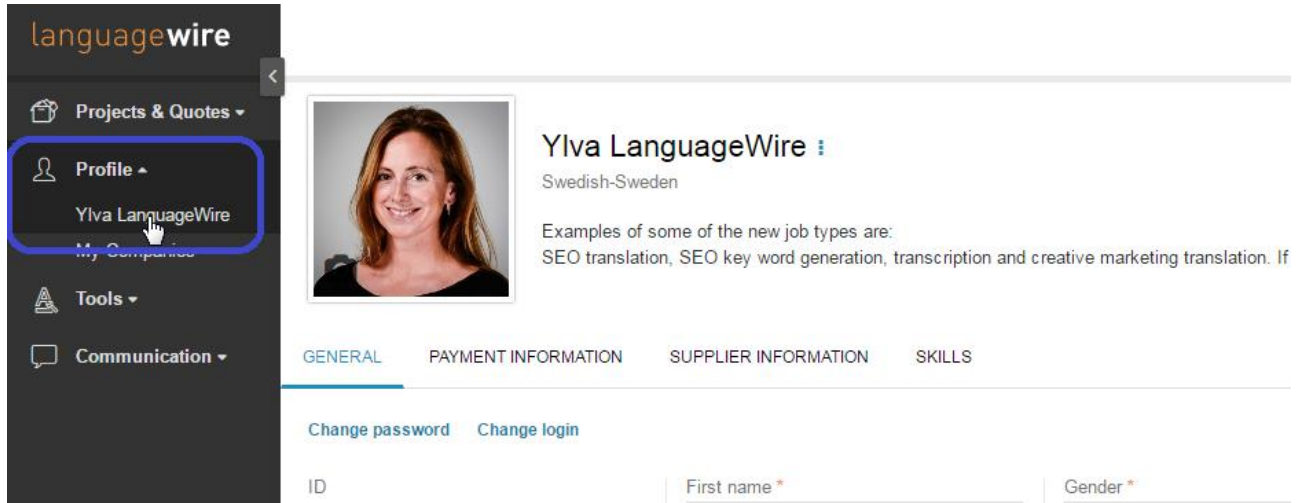


UPDATING YOUR PROFILE

Log in at <https://agito.languagewire.com>

User name: your email.

CLICK “PROFILE” AND YOUR NAME



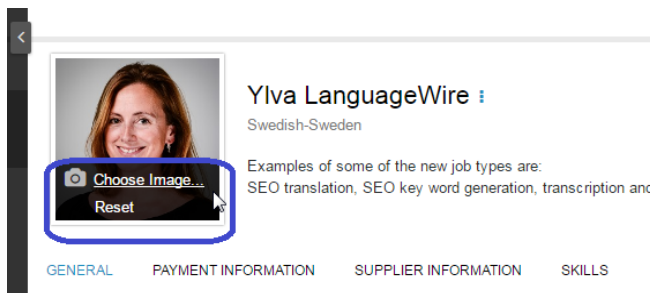
UPDATE THE FOUR TABS: GENERAL, PAYMENT INFORMATION, SUPPLIER INFORMATION AND SKILLS

Your information is saved when you click “enter” or click outside the text box. The fields with an “*” are mandatory. Please fill in all the information on your profile, including language pairs, work areas, supplier experience, job types and upload your CV, certificates and diplomas. Your profile will not be activated unless all the fields are filled in.

GENERAL (FIRST TAB)

Please check that we have your correct address and phone number(s), as well as Gender and Date of birth.

Upload your photo by hovering the photo section:



PAYMENT INFORMATION (SECOND TAB):

GENERAL **PAYMENT INFORMATION** SUPPLIER INFORMATION SKILLS

Country: Chile

Minimum payment: 50 EUR

Company (optional):

VAT registered: Yes

VAT number: DK112354654

Payoneer account status

Set up Payoneer Account

- Please update/add your VAT number and company name or your personal identification number (mandatory field).
- Please fill in your banks details and read the user guide “Getting paid”.

Denmark: we ask you to enter your registration number and the account number.

Norway: we ask you to enter the 11-digit account number.

Sweden: please enter “clearing number and account number”. You cannot enter a bank giro or a post giro number. However, you can ask your bank for the bank account number that supports the giro number.

OTHER COUNTRIES WITHIN THE SEPA REGION

Please enter all the payment details, such as IBAN, BIC, Country, Bank name, bank address, name of the account holder.

COUNTRIES OUTSIDE THE SEPA REGION

We cooperate with our American partner for secure payments, Payoneer. LanguageWire only make payments outside the SEPA region via Payoneer. LanguageWire will not pay your in any other way.

Payoneer support: https://payoneer.custhelp.com/app/Contact_us

- Please select your bank country.
- Then, click on the link “Setup Payoneer account” taking you to the Payoneer registration page so you can set up an account with our partner for secure and low cost payments, Payoneer. It looks like this:

FOR MORE INFORMATION, PLEASE READ THE USER GUIDE “GETTING PAID”.

SUPPLIER INFORMATION (THIRD TAB)

GENERAL PAYMENT INFORMATION **SUPPLIER INFORMATION** SKILLS

Supplier type: Freelance - full time

Jobs

Companies

Calendar

CV

Please check that you have added your native language, CAT tools, a comment in the text boxes Introduce yourself to the clients and Personal comment, Supplier Experience and your Diplomas, Certificates and CV.

NATIVE LANGUAGE

Please state if you have a language version, such as: “English-United States”, “Spanish-Mexico” or “German-Switzerland”. It is valuable information to us when we need to find a specific language version.

YOUR TRANSLATION TOOLS AND VERSIONS MATTER

Did you enter your current SDL Trados version or another CAT tool, such as MemoQ?

INTRODUCE YOURSELF TO THE CLIENTS

Also, please take the opportunity to write a **comment where you introduce yourself and your skills as a translator/proofreader/copywriter/graphic designer to the clients**. This short sales pitch is visible to both our project managers and to our clients. Please make sure that this short text is in English, and that it does not include any rates or contact information on max. 400 characters.

PERSONAL COMMENT TO THE PROJECT MANAGERS

Some project managers may be reluctant to start working with new translators, even if their profile looks great, simply because they are new to them. Therefore, if you write a good comment in the text box, they get to know you in a way and feel more inclined to start working with a translator that is new to them. Note: to make the text box visible please click on Add.

SDL Trados ... 2017

Introduce yourself to the clients ⓘ
Efficient financial translator into Swedish. Service-minded and thorough and with an eye for the detail.

Personal comment to the project managers ⓘ
Efficient financial translator into Swedish. Service-minded and thorough and with an eye for the detail. I have worked in different banks before starting my freelancing career as a translator.

PRICE PER HOUR

Enter your rate for jobs where you charge per hour, if applicable. Please enter a realistic rate. You enter your rate per source word under the language pairs. See the section “Skills – Language pairs”.

SUPPLIER EXPERIENCE

Please add your University/Higher degree, employment and projects here. You don't need to mention any confidential information or client names. This information gives us a great overview of your experience.

Supplier Experience (1)


Add New Experience

ID	Type of Experience †	Title	Description	Start Date	Finish Date	Approved
58100	Education	Cand.ling.merc	Masters	9/1958	2/1960	No

DIPLOMAS, CERTIFICATES, CV

▼ **Diplomas, Certificates, CV (1)**

Download Selected Download All **Add Files...**



Filename ↑	File Size	Date Uploaded ⓘ
 Master degree Stockholm University.docx	11.06 KB	Thu 26 Jan'17 11:52

Please upload your CV, diplomas (mandatory) and certificates here. Letters of recommendations are also welcome here, please. **Your own CV gives a professional touch to your profile.** In your own CV, you most likely have more information than what you have noted on your Agito profile. We may find some information in your CV that makes you the perfect candidate for a big project or account. It is also great for us to have it when we participate in tenders (and we always ask for your permission to present it to clients.) You can upload your CV under Diplomas, Certificates, CV.

GUIDELINES

Please read the guidelines carefully and approve them by clicking on the three vertical dots on the left-hand side and select: Approve.

▼ **Guidelines (5)**

Guideline Name ↑	Guideline Approved
LanguageWire Guidelines CAT tools and Termbase	Yes
LanguageWire Guidelines General Terms	Yes
 LanguageWire Guidelines memoQ	No
 LanguageWire Guidelines SDLTradosStudio	No
Supplier and Invoicing Agreement	Yes

Approve

NOTE

On this page “Supplier Information”, you also have links to all your jobs, the companies where you are the preferred translator and to your Calendar.

GENERAL PAYMENT INFORMATION **SUPPLIER INFORMATION** SKILLS

Supplier type ⓘ*
Freelance - full time ▼

Jobs **Companies** **Calendar**

CV

SKILLS (FOURTH TAB)

GENERAL PAYMENT INFORMATION SUPPLIER INFORMATION **SKILLS**

Competencies

Please select only general work areas, for example "Marketing - General", "IT - General", etc. Please also add these 3 work areas under

Primary work area 1: Administrati... neral
 Primary work area 2: Marketing - ... neral
 Primary work area 3: Business - ... neral

> Language Pairs (2)

> Job Types (3)

WORK AREAS

Please add your three primary work areas. Add the three primary work areas and other work areas in which you have experience, **under each language pair by clicking on the language pair.**

WORK AREAS - TOO FEW OF THEM?

A project manager does not place a job with you unless you have that particular work area listed which matches the job. So please add all the work areas and related sub-areas in which you have experience. Enter the language pair, click on the Language Pair ID, Work Areas and finally click Add Work Area to add the work areas that you have experience with.

WORK AREAS - TOO MANY OF THEM?

If you add all the work areas available, it may give a non-serious impression, as it is difficult to be good at a huge amount of work areas. So, you should only add work areas that you actually have experience in. We recommend a maximum of 50 work areas.

LANGUAGE PAIRS

Language Pairs (2)

Update Selected Rows ▾ **Add Language Pair**

	Language Pair ID ↑	Source	Target	Word Price	Experience	Educational Background
<input type="checkbox"/>	eng - swe	English	Swedish	0.09 EUR	>10 years of experience	Yes
<input type="checkbox"/>	eng-GB - swe-SE	English-United Kingdom	Swedish-Sweden	0.09 EUR	>10 years of experience	Yes

Please add your language combinations. We only accept combinations where you translate into your native language. Click on Language Pairs and then **Add language pair.**

Fill in the source language, target language, your source word rate in EUR, years of experience and if you have an educational background within the language pair or not.

Add Language Pair to Profile

Source language *	Target language *	Word price (EUR) *	Experience (years)	Educational background
English-United ...	Italian-Italy	0.07 EUR	>10 years o... ience	Yes

Cancel **Add Language Pair to Profile**

This is how you add work areas under the language pairs:

- Click on the language pair. Then click on work areas.
- Then click on the button “Add work area”.
- Choose new work areas from the drop-down list. You can add multiple work areas in one go.
- If you have several language pairs, you can copy one language pair to the other(s) in order to save you some time.

Work Area, Main Group †	Work Area, Subgroup	Work Area, Priority	Work Area, Experience
Administration & Organization - General	Administration & Organization - Customs	0	>10 years of experience
Administration & Organization - General	Administration & Organization - Immigration	0	>10 years of experience

PLEASE READ THIS IF YOU ARE NATIVE ENGLISH, FRENCH, GERMAN, SPANISH, PORTUGUESE OR CHINESE

If you have a language version, for example English-US/ French-Canada/German-Switzerland/Spanish-Argentina/Portuguese-Brazil; please add this language combination as well, **but only as a target language** (it is not necessary or useful information for us as a source language).

JOB TYPES

Job Types (3)

Add Job Type

Job Type †	Guideline	Guideline Approved
Proofreading	Proofreading	Yes
Text Editing	Text editing	Yes
Translation	LanguageWire Guidelines Translation	Yes

Please add all of the job types you can handle. You may miss job invitations if you lack i.e. “copywriting” or “proofreading after translation” as a job type on your profile.

You need to read and approve the guideline for each job type:

Add New Job Type to Profile

Job type *
Alignment

Guideline
[Alignment](#)

Approve guideline

Cancel Add New Job Type to Profile

When your profile is ready, please send us an email: supplier@languagewire.com

Thanks in advance.

All the best,

Supplier Relations: <https://www.languagewire.com/en/ls/suppliers-get-started>

Email us: supplier@languagewire.com