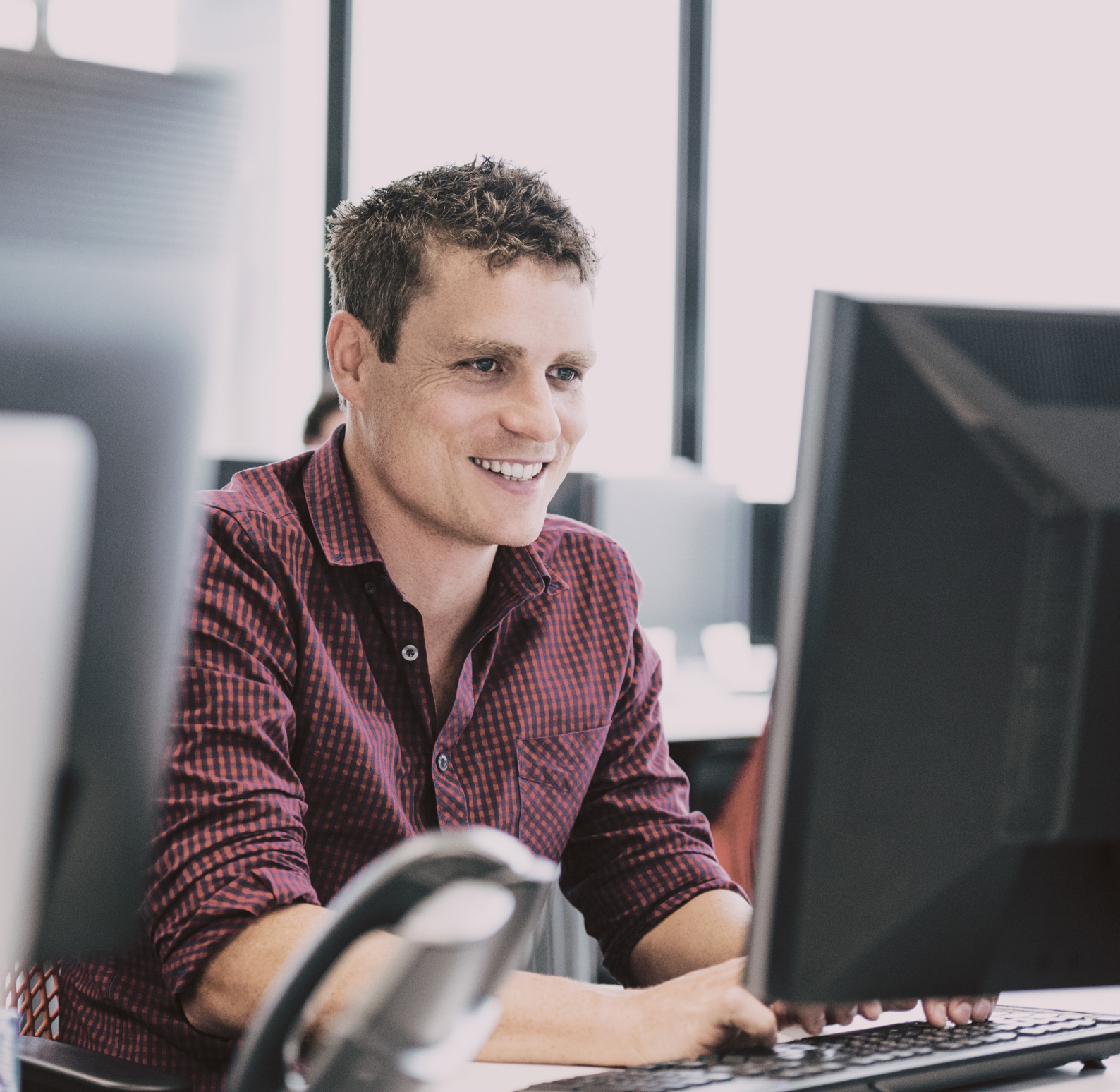


Updating your profile

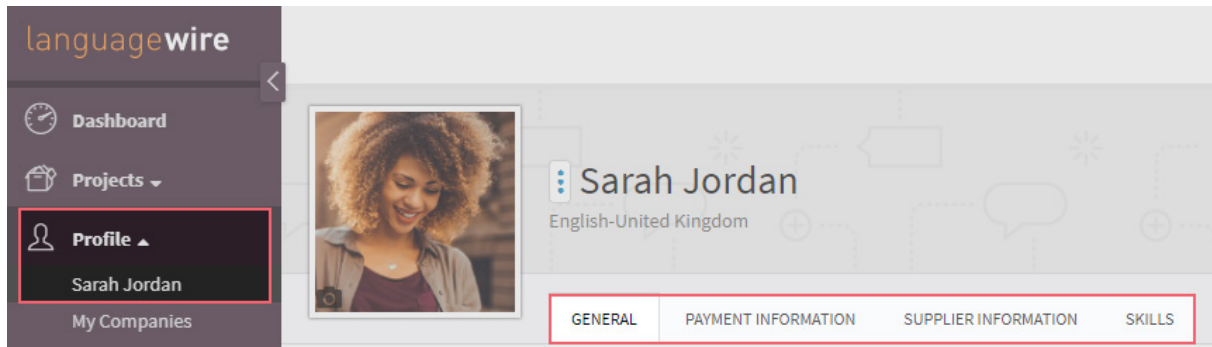


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LanguageWire profile

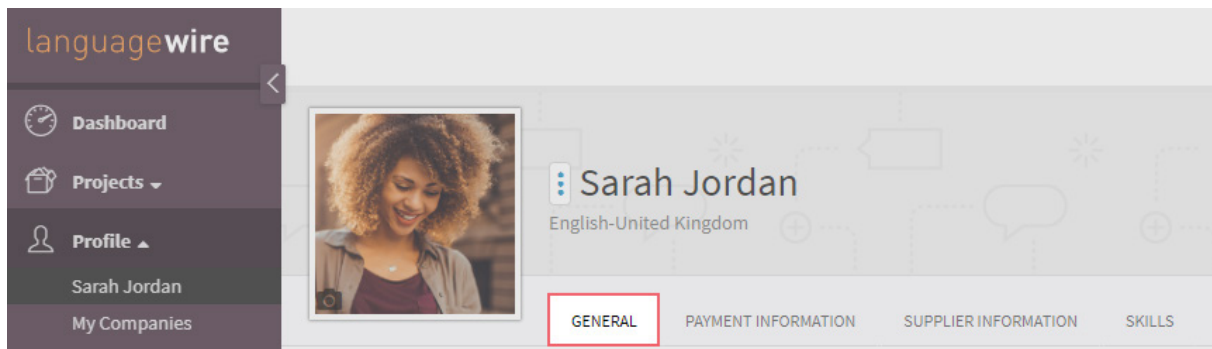
Log in to your LanguageWire profile at <https://agito.languagewire.com/>, then click **Profile > Your Name**. Here you'll see four different tabs, and we kindly ask you to fill in all of them.



We can only activate your profile and start sending you jobs once you have accepted LanguageWire's Supplier and Invoicing Agreement and updated all the sections of your profile. When you have completed your profile, please contact the Vendor Manager who sent you the registration link.

If you wish to change anything in your profile at a later stage, you can always do so. For the text boxes in your profile, your information is automatically saved when you click outside the text box.

General



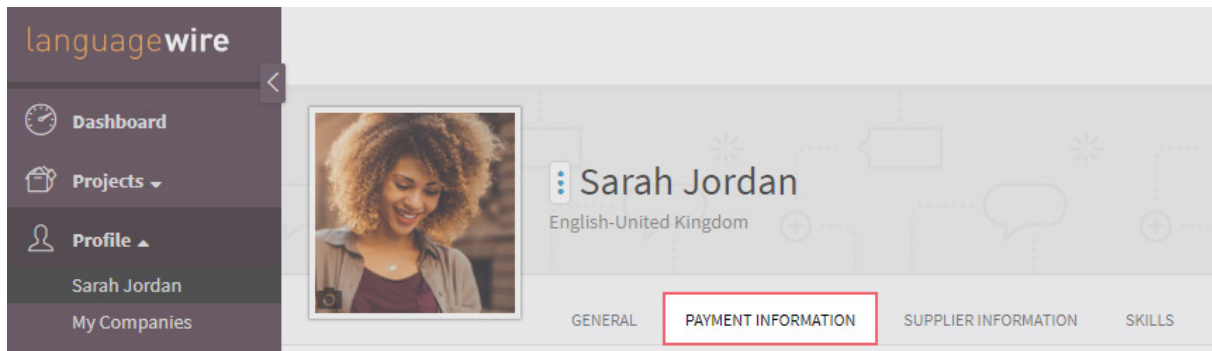
In this tab, you add the following information:

- Profile photo of yourself*
- Contact information
- Location
- Personal information

*Uploading a profile photo is not mandatory. However, we encourage you to upload one, as it makes our collaboration more personal.

Your profile photo will be visible to clients, for whom you are a part of the preferred vendor team, so we encourage you to choose a professional photo.

Payment Information



In this tab, you add your payment information. You will automatically receive your payment from LanguageWire, as we transfer it to the bank account specified in your profile.

For more information about our payment procedure, please refer to our user guide [Payment Information](#).

The information that should be provided in this section depends on whether you live inside or outside the [SEPA region](#). When you select your country from the drop-down list, the page will automatically indicate which information to add for that specific country.

Countries inside the SEPA region

Please start by choosing the country of your bank account and then fill in your bank information such as:

- Account/IBAN
- BIC/SWIFT
- Bank name
- Bank address
- Account holder
- VAT number

EXCEPTIONS:

Denmark:

Enter your registration number and account number.

Norway:

Enter your 11-digit account number.

Sweden:

Enter your 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.

Countries outside the SEPA region

For payments outside the SEPA region, LanguageWire cooperates with [Payoneer](#), which is our American partner for secure and low-cost payments. Payoneer offers bank transfer or a prepaid Mastercard as payment methods.

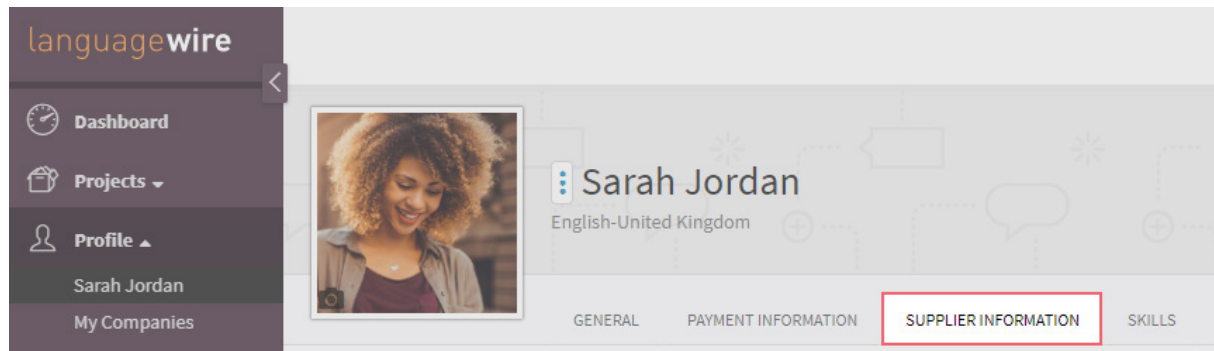
LanguageWire cannot make payments outside the SEPA region using other payment methods.

If you have any questions related to your Payoneer Account, please contact [Payoneer's Support Center](#).

IMPORTANT!

If you have a bank account within the SEPA region, we can transfer the money to this account, even if you live outside the SEPA region. Simply select the country in which you have the bank account and add your bank information as described in the section above.

Supplier Information



This tab contains the following elements:

Supplier type

Indicate if you are an agency, a part-time freelancer or a full-time freelancer.

Native language

Please be as precise as possible if there are different variants of your native language e.g. *English-United States, Spanish-Mexico or Arabic-Tunisia*. It is valuable information to us when we need to find a language expert for a specific language variety.

Translation tools

It's very useful for us to know which CAT tools you have access to, as specific CAT tools are required for some clients. It's also useful to know which version you have, so make sure to always keep this list up to date with your latest CAT tool.

Introduce yourself to the clients

This is your opportunity to introduce yourself and highlight your skills and experience directly to the end clients. Please write the text in English, use your first name only and do not include any rates or contact information. The text can be max. 400 characters. This text is visible to both our clients and the Project Managers.

| To make the text box visible, click **Add**.

Personal comment to the Project Managers

In this section, you have the opportunity to introduce yourself and highlight your skills and experience solely to our Project Managers. Perhaps you have some additional information about yourself that you would like the Project Managers to know, e.g. if you have a special work schedule or a particular interest in a specific topic – anything you feel could give extra value for the Project Managers and make them feel they know you a little better.

| To make the text box visible, click **Add**.

ISO characteristics

LanguageWire is ISO 17100 certified, which means that we need to be transparent about the education and professional background of our translators. For this reason, we ask you to select **Yes** where applicable.

Information security classification document:

Some clients have specific requirements about Information Security. Please ask Vendor Management for the detailed information security classification document in case you are interested in working for such a client.

Supplier experience

Here you add education, employment and projects which you consider relevant. This information gives us a solid overview of your experience. You don't need to mention any confidential information or client names.

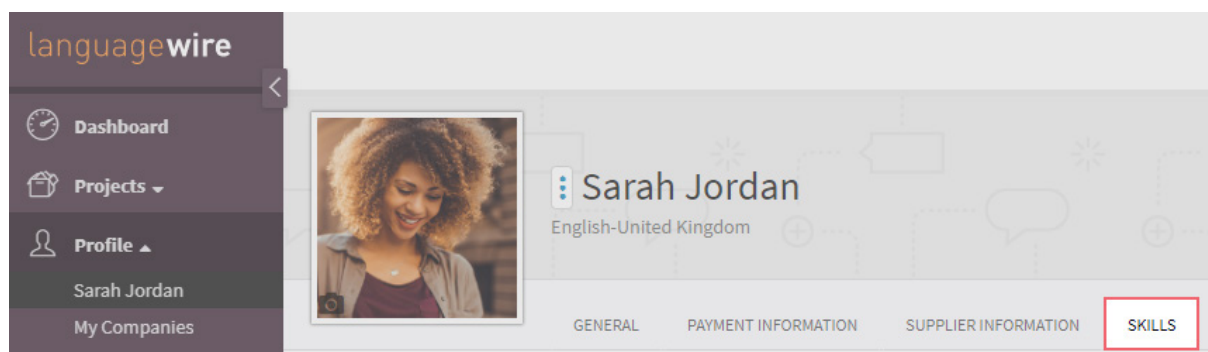
Diplomas, certificates and CV

As LanguageWire is ISO 17100 certified, it's mandatory to upload your CV and diploma(s). In addition to your diploma(s), certificate(s) and CV, you are also welcome to upload letters of recommendation here.

Guidelines

Please read the guidelines carefully and approve them by clicking on the vertical ellipses button (three vertical dots) on the left-hand side, followed by **Approve**.

Skills



This tab contains the following elements:

Three primary work areas

Select the three work areas in which you are most experienced and feel most comfortable with. We recommend that you only select *General* work areas, e.g. *Marketing - General*, *Art & Culture - General* and *Business - General*. By doing this, your profile will display correctly in our job matching.

Language pairs

Select the language pair(s) you offer, including years of experience and educational background.

Your native language may be available in several varieties, so please make sure to select the target language that applies to you, e.g. *English-United States*. If you have experience and are capable of translating into another language variety, e.g. *English-United Kingdom*, you are welcome to add this as a target language too.

HOWEVER,

we only work with native speakers, so please do not add language pairs with target languages other than your mother tongue (or a variety of your mother tongue).

Add more work areas to your language pair(s)

Under your language pair(s), you have the opportunity to add more work areas to the three primary work areas. It can be other general work areas, e.g. *Travel & Hospitality - General*, or sub-areas in your primary work areas, e.g. *Art & Culture - Music*.

The work areas determine which jobs you appear for as a match. For this reason, it's important that you add all the work areas in which you have experience. However, adding an excessive number of work areas is not recommended since it can give an unserious impression. We recommend adding maximum 50 work areas.

To add work areas, click on your language pair, then **Add Work Area**. Choose new work areas from the drop-down list, from which you can add multiple work areas in one go. Once you have added them to one language pair, you can click on **Copy Work Areas** to copy the work areas to your other language pair(s).

Job types

Select all of the job types you offer, such as *Translation*, *Copywriting*, *Post-editing of Machine Translation*. You are required to read and approve the guideline for each job type.

Price combinations

Add the prices to which you have agreed upon with LanguageWire prior to registering. You can add prices for your different language pairs in combination with your different job types.



Confidentiality

We respect your confidentiality and are committed to protecting your personal data.

Your LanguageWire profile can only be accessed by internal employees at LanguageWire.

The clients, for whom you are working, can see your profile photo, your first name, your native language and your introduction to the clients.