



Quick Start Guide Telephone Interpreting Service

Easy step by steps explained
how to setup your system to
offer telephone interpreting service
to your clients.

Free Trial of 30 days.



step 1



Please go to the registration page

: <http://www.telephone-interpreting-service.com/agency-registration>

Select your account type, desired url and your details

Agency registration

Account details

Account type

- 30 days trial account. Please note that you need to buy your phone number and create an outgoing calling account with callcentric in order to test the service
- Less than 250 interpreters into your account
- Less than 500 interpreters into your account
- Unlimited account

Desired agency URL

- telephone-interpreting-service.com/agency/your_agency
- your_agency.telephone-interpreting-service.com

Agency information

*Agency name	INTERPRETING AGENCY LTD.
*Agency short name (for web address)	MY AGENCY
*Username	USER
*Password	*****
*Repeat password	*****
*Email for agency (for website emails)	myagency@interpreting-service.com
*Email	myagency@interpreting-service.com
*Repeat email	myagency@interpreting-service.com
*Location for phone number (city and country)	London United Kingdom

Contact person

*First name	Amanda
*Last name	Johnson
*Address	Old Street
*City	London
*Country	United Kingdom

step 2

Call centric registration



In order to make outgoing calls, please register with call centric. We have chosen call centric because of the best international calling routes they have.



Existing Callcentric customers, please login here:

Username: **Password:**

[Having problems logging in? Click here.](#)
[Forgot your password? Click here.](#)

New customers please sign up here:

First Name:
Last Name:
Username:
Password: Password strength:
Re-enter Password:
Email:

Please enter the symbols from the picture:

stop spam. read books.

step 2

Call centric continue



A link will be sent to you by email, in order to validate your Callcentric registration. In order to confirm, click the link in the email. Continue the Callcentric registration by entering your details



Email Verification

To verify your email address we have sent a link to:
info@telephone-interpreting-service.com

Please see the email that was just sent to you to complete activation of your account.

If you do not receive an email within a few minutes please check any spam/junk email folders you may have. If you are having problems receiving the verification email please [contact support](#) for assistance.



Contact information:

City:
State:
Postal Code:
Country:

Additional information:

Login: MY_AGENCY
Time zone:

Review and Sign the Agreements:

Your use of Callcentric is governed by the following agreements and statements, collectively referred to as the "Agreements":

[TERMS AND CONDITIONS](#)
[PRIVACY POLICY](#)
[MONEY BACK GUARANTEE](#)
[911 DIALING GUIDE](#)

By checking this checkbox and clicking the I Agree button, I am entering into, and agreeing to be bound by all of the Agreements. I understand that if I do not accept the Agreements in their entirety without modification, then I should click the Cancel button to stop my registration.

[Cancel registration](#)

step 2

Call centric last part



After registration a SIP login/caller ID will be sent to you by email, Call centric is offering you different kind of plans. Because you probably will expect high volume calls and you will use your account for business purposes, call centric will only allow you to choose the pay per call plan. Plan 3 and plan 4 are only for residential use and not for business use. So we advise you to choose plan 2. Their rates sheets can be found on their website.

The screenshot shows the CallCentric website interface. At the top left is the logo 'CALLCentric™ Internet Phone Service'. To the right, there is a user login area with 'Welcome Amanda Johnson!', 'My Callcentric | Logout', and a balance of '\$0.00' with an 'Add funds' button. Below the logo is a navigation menu with 'HOME', 'PRODUCTS', 'HOW IT WORKS', 'FEATURES', 'RATES', and 'SUPPORT'. A secondary menu below that includes 'DASHBOARD', 'PREFERENCES', 'PHONE BOOK', 'CALL TREATMENTS', 'CLICK 2 DEAL', and 'REPORTS'. The main content area is titled 'OUTGOING RATE PLANS' and displays four plan options:

Plan Number	Plan Name	Monthly Fee	Description	Action
1	IP Freedom	\$0.00	Unlimited free calling between all Callcentric members with no monthly fees.	Order Now
2	Pay Per Call	\$0.00	No monthly fees! Pay only for the calls you make.	Order Now
3	North America Unlimited	\$19.95	Unlimited calling to the USA and Canada.	Order Now
4	World Select	\$29.95	Unlimited calling to over 35 countries and destinations.	Order Now



step 3

Sip account settings

Back to the agency subscribing page on Telephone Interpreting Service, enter your new Callcentric SIP login and SIP Password:

Callcentric account
In order to use our service, please register for an Callcentric account using the link below.
Callcentric register
After registration please complete data by details:

Callcentric ID number from your account	XXXXXXXXXX
Phone number and SIP password	XXXXXXXXXX
Confirm phone number and SIP password	XXXXXXXXXX

step 4

Sign the agreement regarding your service

An email containing login information will be sent to you. Please visit the link from email in order to confirm and to complete the registration process.

Agreement

[Click here to read our independent contractor agreement \(opens in a new window \)](#)

YES, I AGREE to the independent contractor agreement.

Submit

telephone-interpreting-service.com

LANGUAGE CODES +



Telephone interpreting service

Phone numbers:



Thank you for confirming your registration.

Copyright © Telephone Interpreting Service

step 5

Setting up your account



In this last email, there is also a link for the billing page
<http://billing.telephone-interpreting-service.com/>.

Use your login detail to view and pay the invoice for your telephone number and in case of subscription please pay the subscription fee. This is of course not needed for your 30 day trial account. However you always have to pay for your telephone number even for a free trial account.

After the invoice(s) is/are paid, a TIS administrator will contact you and guide you to the rest of the process to verify your details for your telephone interpreting website such as:

- agency address
- payment details for your clients
- contact person information
- configuration details (the agency has to setup 3 *.wav files for the call menu) and your logo is needed.



step 6

Account activation



After you provided all the required details, the administrator activates the agency. Another email is sent to you, containing the URL of your new created agency.

INTERPRETING AGENCY LTD.

Home

Enter your username and password to login:

Username:

Password:

Client Interpreter

If you do not have an account, [click here](#) to register.
If you forgot your password, [click here](#).

Contact Information

info@telephoneinterpreting-service.com

Account

Click Here to : [LOGIN](#)

Don't have an account ?
START USING TIS BY
REGISTERING NOW.

Register here:
[Client Register](#)
or
[Interpreter Register](#)

step 7

READY



Your telephone interpreting agency is created and you can access its administrator menu by entering your user name and password, without choosing any of the Interpreter or Client option.

INTERPRETING AGENCY LTD.

Home

[Change Password](#) | [Interpreters](#) | [Clients](#) | [Profit](#) | [Change Variables](#) | [Client Information](#) | [Interpreter Information](#) | [Newsletters](#) | [Availability Report](#) | [Logout](#)

Interpreters

[Interpreters Payments](#) [Recent pending translations](#)

Number of interpreters in current selection: 0

All translators
 Suspended Active Pending

Subjects
Medical
Legal
Technical
Marketing
Other

Language
Source 1st native 2nd native
Destination 1st native 2nd native

Timezone

Rating Value

Only available interpreters

(Reports on filtered interpreters)

With your account we will provide you with the manual and the screenshots and video's how to use your account online and start your telephone interpreting service.