



**AZFLIS**  
**AZ Freelance Interpreting Services**  
*Bridging the gap in communication for the Deaf and Hard of Hearing Communities of AZ*  
PO Box 279 Higley, AZ 85236-0279

**Phone: 480-595-9515 \* 602-476-2697 \* 623-444-5546 Fax: 480-595-9516**  
www.azflis.com \* azterps2@gmail.com

How to Change your Password:

Open: <https://azflis.interpreterintelligence.com> from your browser.

You will be at this screen.

**Login**

Username

Password

Remember me

**AZFLIS**  
AZ Freelance Interpreting Services

**Contact Information**

Phone: [480-595-9515](tel:480-595-9515)  
Phone: [602-476-2697](tel:602-476-2697)  
Phone: [623-444-5546](tel:623-444-5546)  
Email: [azterps2@gmail.com](mailto:azterps2@gmail.com)

**Help Links**

Don't have an account?  
[Sign up now!](#)

Did you forget your password?  
[Recover it here.](#)

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Version 3.29

You will need to type in your username and temporary password.

Your username is your Last Name and First Letter of your first name in this format:

HornJ (Capital first letter of last name, Capital first letter of first name)

Password is your email address.

This is the user profile screen. You will see 2 tabs at the top. Audit History and Configuration. You will need to click on Configuration.

Home Calendar Receivables Job # Horn J

Bridging the gap in communication for Deaf and hard of hearing communities in AZ

**AZFLIS** Joni M Horn (25596) Dashboard  
AZ Position Supporting Services

Home, 5667 S Fawn Ave, Gilbert, AZ 85298 (P)

Dashboard Calendar View

Offered Jobs - 0 Offered Jobs found.

Action	ID	Start Date	Start Time	Hrs	Language	Size	Status
--------	----	------------	------------	-----	----------	------	--------

Page 1 of 0 (0 Total Records)

Messages & Alerts

05/02/16 - Found ID: update this often... this is the short blurb, so click the link.  
05/02/16 - Code Red Alert Alert!!!! 101 is closed!!! Stay home and drink coffee instead.

Prev Next

There are no custom messages

Today's Job Diary (0)

ID	Date	Time	Customer	Location	Log	Team	Size	Stat	Job Notes
----	------	------	----------	----------	-----	------	------	------	-----------

No jobs found.

Page 1 of 0 (0 Total Records)

You need to travel with your mouse to the very top right of your screen where you see your user name and a drop down arrow...click the arrow. Click the User Profile Button.

Job # Horn J

User Profile

Logout

When you get into your User Profile...you will see 6 blue tabs at the top. The default tab is Personal Information. Please go through this screen and verify all of your information. If you update any information on this screen, you will need to click the blue **Save Information** button on the top left hand side of the screen.

When this step is complete, please go to the far right and click on the Configuration Tab. There you will find the screen to change your password information.

Home Calendar Recruitables Job # Home

**USER PROFILE**  
Update your user profile on this screen on click on save when you are done.

[Save Information](#)

**Name (ID)**  
Joni M Hom #25596  
**Last Modified By**  
CassandraH  
**Last Modified**  
05/09/16 2:39 PM  
**Created By**  
CassandraH  
**Created**  
03/29/16 1:22 PM

**Personal Information** Financial Information Employment Availability Not Available Configuration

Username: HomJ First Name: Joni Last Name: Hom Business Unit: NA

**Change Password**  
Password:   
Password Confirm:

**Time Zone Preference**  
Time Zone: [Select a Timezone/Override Company Timezone]

[Save](#)

Arizona Freelance Interpreting Services Support  
Phone: 480-595-9515  
Email: azsteps2@gmail.com

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[Help](#) [Help Database](#) Version 3.29.3

Type in your password of choice and confirm the password once more. No need to pick the time zone...leave that blank...this is set on a default.

Click **Save**.

Success!  
Your request was successfully processed.

**USER PROFILE**  
Update your user profile on this screen on click on save when you are done.

[Save Information](#)

**Name (ID)**  
Cassandra Hoots #48584  
**Last Modified By**  
CassandraH  
**Last Modified**  
05/09/16 3:01 PM  
**Created By**  
admin\_inta@interpreterintelligence.com  
**Created**  
02/25/16 4:32 PM

**Personal Information** Financial Information Employment Availability Not Available Configuration

Username: CassandraH

**Change Password**  
Password:   
Password Confirm:

**Time Zone Preference**  
Time Zone: [Select a Timezone/Override Company Timezone]

[Save](#)

Once you complete this, you may want to return to your Dashboard/Home screen.

You will go to the very top left of your screen and click on the Home menu. Highlight and click Dashboard. This will take you Home. This step is complete.

Home Manage Reports Accounts Admin

Dashboard  
BOOKINGS  
**Create New**  
Manage Bookings  
JOBS  
Create New  
Manage Jobs  
Advanced Job Search  
Unassigned Jobs  
Calendar  
My Jobs  
Important Updates

Success  
Your request has been processed

Audit History Configuration

Username  
CassandraH

**Change Password**  
Password \* ?  
.....  
Password Confirm\* ?  
.....

**Time Zone Preference**  
Time Zone ?  
[Select a Timezone/Override Company Timezone]

Save

Thank you!

The AZFLIS Team