



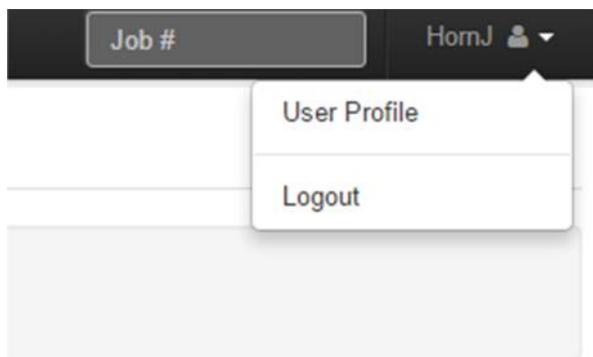
AZ Freelance Interpreting Services

Bridging the gap in communication for the Deaf and Hard of Hearing Communities of AZ
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How to Upload a Document:

Log into your account. Travel to the top right corner of your screen and click on the down arrow to get to your User Profile.



There are 6 tabs at the top. Go to the tab that says Employment.

Item	State	Valid Since
W-9 (Strict) Completed W-9 Tax Form Validated By: Not yet validated	Valid	
Independent Contractor Agreement (Strict) Signed Independent Contractor Agreement Validated By: Not yet validated	Valid	04/05/15
Policy and Procedure (Strict) Signed Acceptance page of the Policy and Procedure Handbook Validated By: Not yet validated	Valid	04/05/15
Certification (Strict) R2D Certification Validated By: Not yet validated	Valid	04/05/15
AZ State License (Strict) Picture of your current AZ State License Badge	Invalid	Invalid Since 04/05/15

This window will show you all of the Employment Criteria (W-9, Independent Contractor Form, etc.) and the Requirements for work such as your RID Membership information and License Information.

If you have any items that appear in red, that item will need to be updated and are invalid.

This is where you will upload all of your documents, such as your RID Card, Copy of your License, any new W-9 address changes, Direct Deposit changes, etc.

Here is how you upload a document to this system.

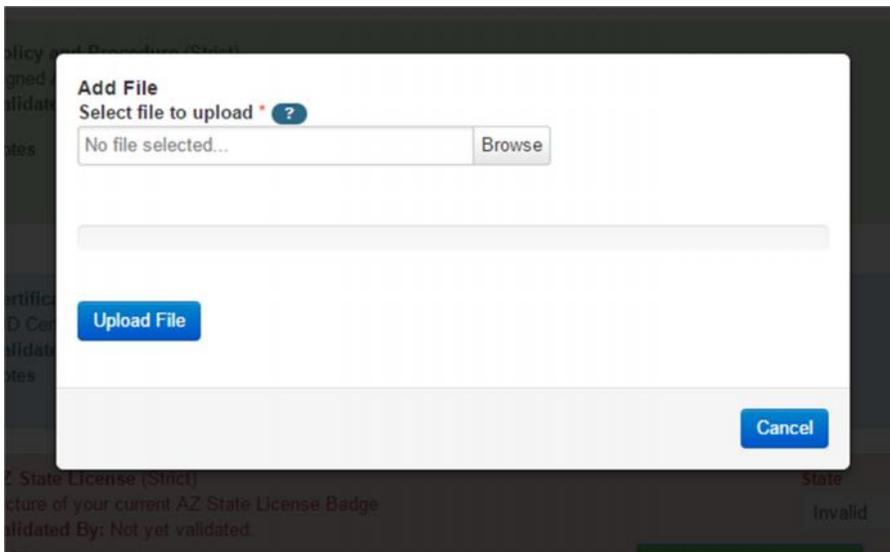
Find the box that corresponds with the item you want to upload.

Click the pencil on the left hand side.

Click the **Add Backing Document** Button.

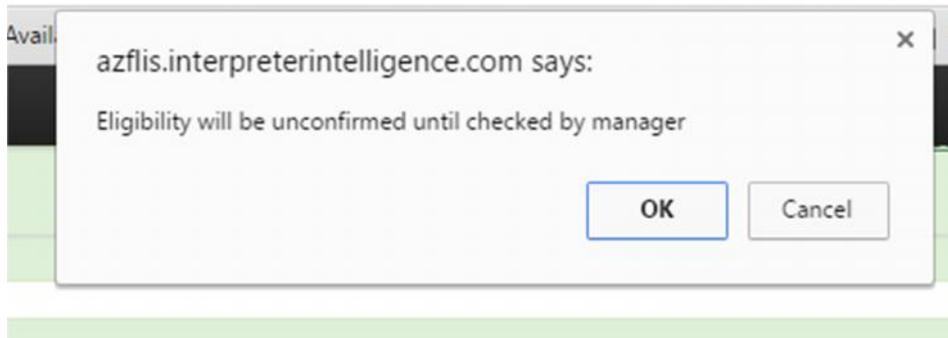


A screenshot of a web interface for an AZ State License (Strict). The page has a light pink background. On the left, there is a red-bordered box containing the text: "AZ State License (Strict)", "Picture of your current AZ State License Badge", "Validated By: Not yet validated.", and "Notes" above a white rectangular area. To the right of this box is a green button labeled "Add Backing Document". Further right, there are three fields: "State" with a dropdown menu showing "Invalid", "Invalid Since" with a date field showing "04/08/16", and "Invalid Until" with a date field showing "04/08/17".



A screenshot of a "Add File" dialog box. The dialog has a white background and a dark border. At the top, it says "Add File" and "Select file to upload * ?". Below this is a text input field containing "No file selected..." and a "Browse" button. Underneath the input field is a horizontal line. At the bottom left of the dialog is a blue "Upload File" button, and at the bottom right is a blue "Cancel" button.

Choose the document you want to upload from your computer and click **Upload File**



You will most likely see this screen, as we will verify that the document/eligibility is valid and change your status based on this information.

Once you have uploaded the information for that box, click the little floppy disk “save” button on the left side of the box.

When you have completed all of the boxes missing information, click the **Save Information** button on the upper left hand side of the screen.

You may not see a change in color in the boxes (from red to green/blue) until we change the status from invalid to valid.

Please let us know if you have any questions.

Thank you!

The AZFLIS Team