



## VINEYA INTRODUCTION LETTER

### Invitation to Sign Up with Nightingale on New Interpreting Jobs Platform

We are recruiting now!

Dear Interpreters,

Nightingale Interpreting Services, Houston, Texas, has selected Vineya to use as their interpreting platform. This will provide an online method for you, as an interpreter, to view all available jobs online. Jobs will be assigned using the Vineya platform and many of the tasks now associated with your interpreting jobs will be performed through this online portal, including invoicing.

Nightingale wants to continue working with our interpreters and, we are also eager to increase our pool of interpreters within Vineya to provide on-site and video interpreting services. **We are recruiting now!**

#### WHAT YOU NEED TO SIGN UP WITH VINEYA

1. Name and address
2. Email address and
3. Upload a copy of your certification
4. Other pertinent information as requested.

You can join the Nightingale Interpreting team, by first signing up with Vineya\* at <https://interpreter.govineya.com>. You can sign up to create an account and use the same login to return to your profile at any time. This example to the right shows what the login page looks like:

**vineya**

Welcome to the Interpreter Experience

**LOGIN**

Email Address  
kblack@nisinterp.com

Password  
.....

Remember Me?

LOGIN

SIGN UP

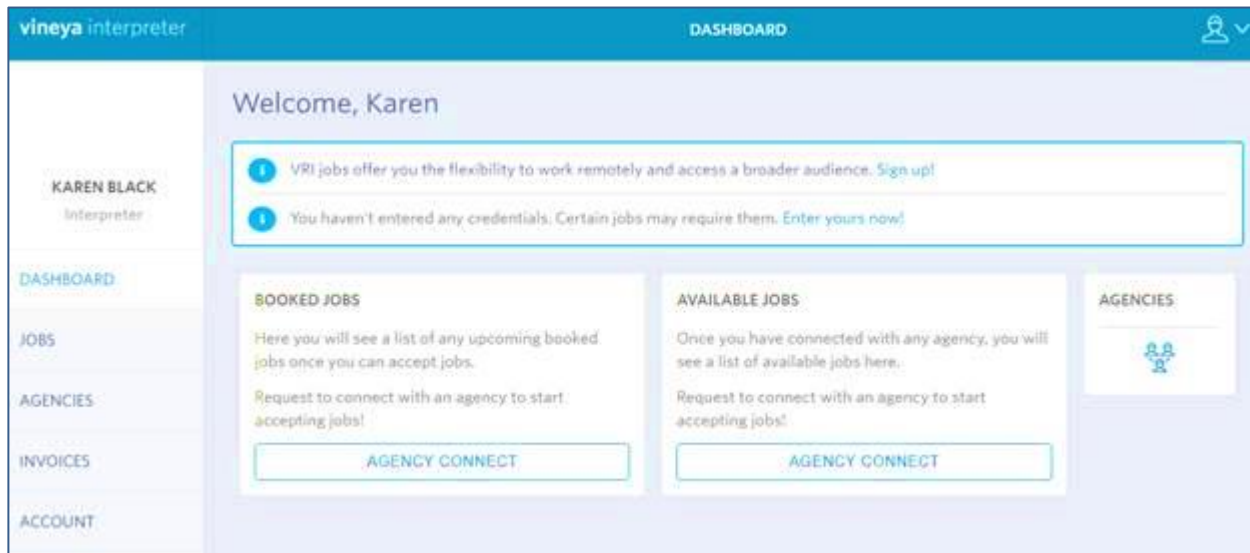
[Forgot your password?](#)

Once you have created an account and have access, you will be taken to a DASHBOARD where you will see a screen like the image below. Note the Dashboard and the tools it offers for your future reference.

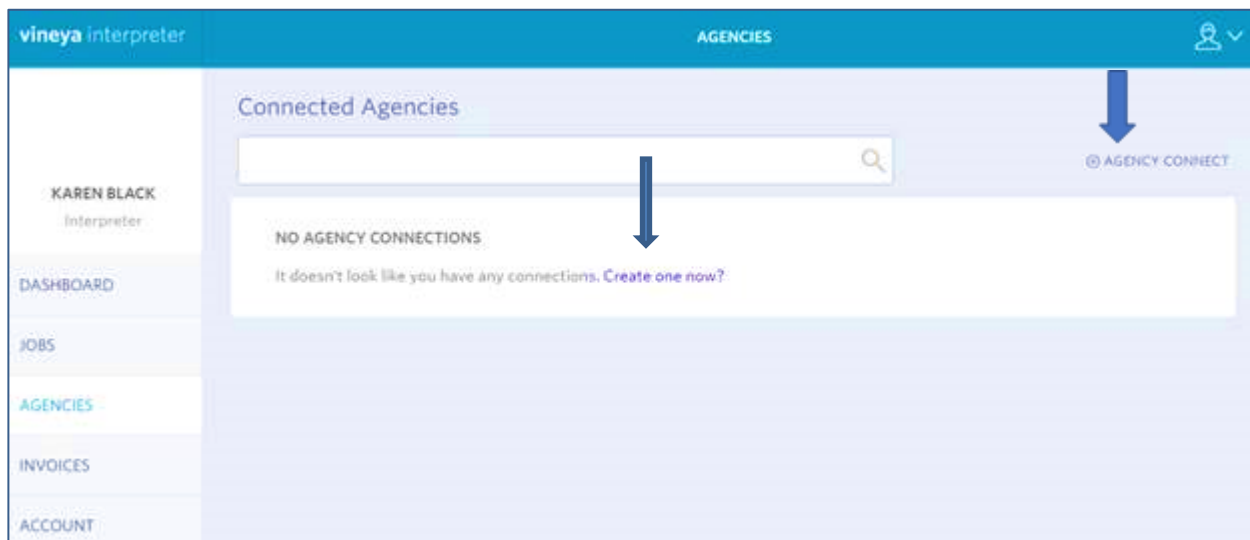




Click AGENCIES in the left column.



After clicking AGENCIES, you will see a page like the one below. Click on AGENCY CONNECT to the top right side of the page or the *Create one now?* Under NO AGENCY CONNECTIONS.



You see the page below to complete the process of signing up. Scroll down until you see Nightingale Interpreting Services. Select **Nightingale Interpreting Services Inc.** and continue to follow the steps so you can connect with Nightingale Interpreting to receive and take on interpreting requests from them.

If you need assistance, you can get live text or video chat support at Vineya's main website: [www.govineya.com](http://www.govineya.com) and click on the bottom right corner. This service is available during weekdays from 7 am to 5 pm CT.

You are also welcome to reach out directly to Kerry and Anthony with Nightingale Interpreting with any questions of your own at [recruiting@asl.services](mailto:recruiting@asl.services).





### AGENCY CONNECT

1

2

3

4

SELECT AGENCY

CHOOSE CONNECTION

REVIEW TERMS

CONFIRM REQUEST

Select or search for an agency to send a connection request to.

Enter an agency name.

AQI Services, LLC

Nightingale Interpreting Services Inc.

Deaf Empowerment Awareness Foundation (DEAF, Inc.)

