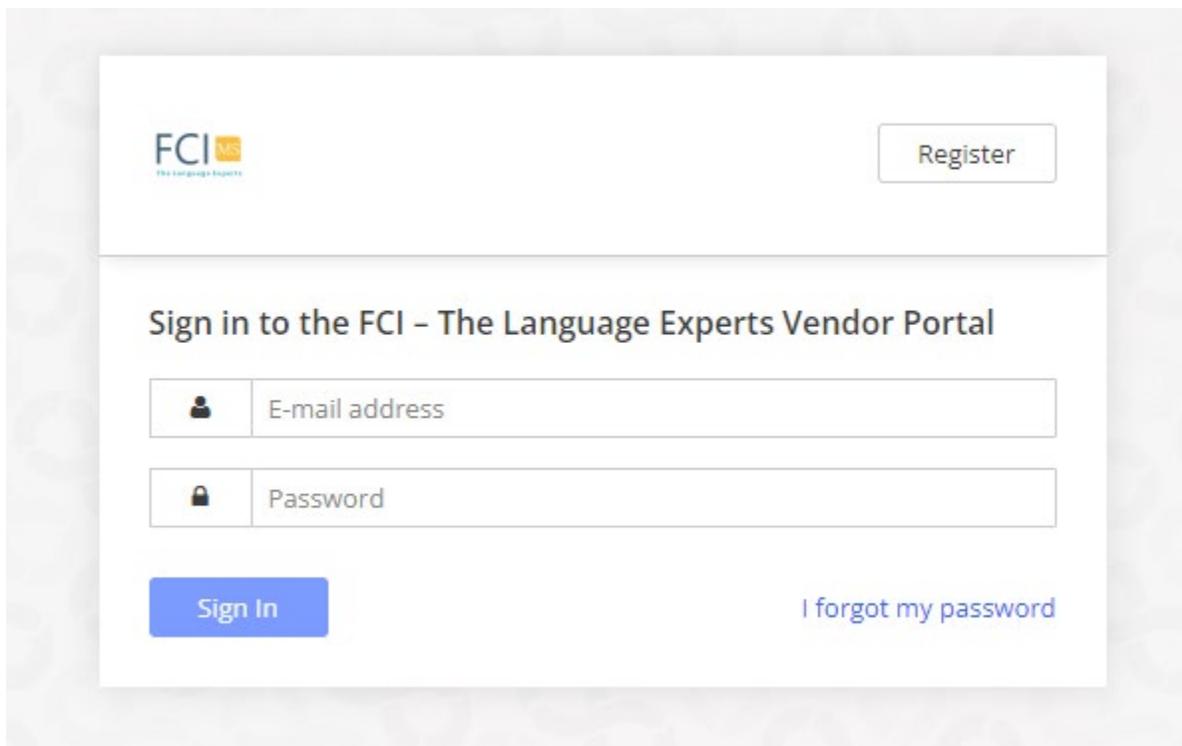# HOW TO CREATE A VENDOR ACCOUNT ON XTRF

WELCOME TO THE FCI – THE LANGUAGE EXPERTS VENDOR PORTAL!

Follow the instructions below to create your Vendor Portal account.
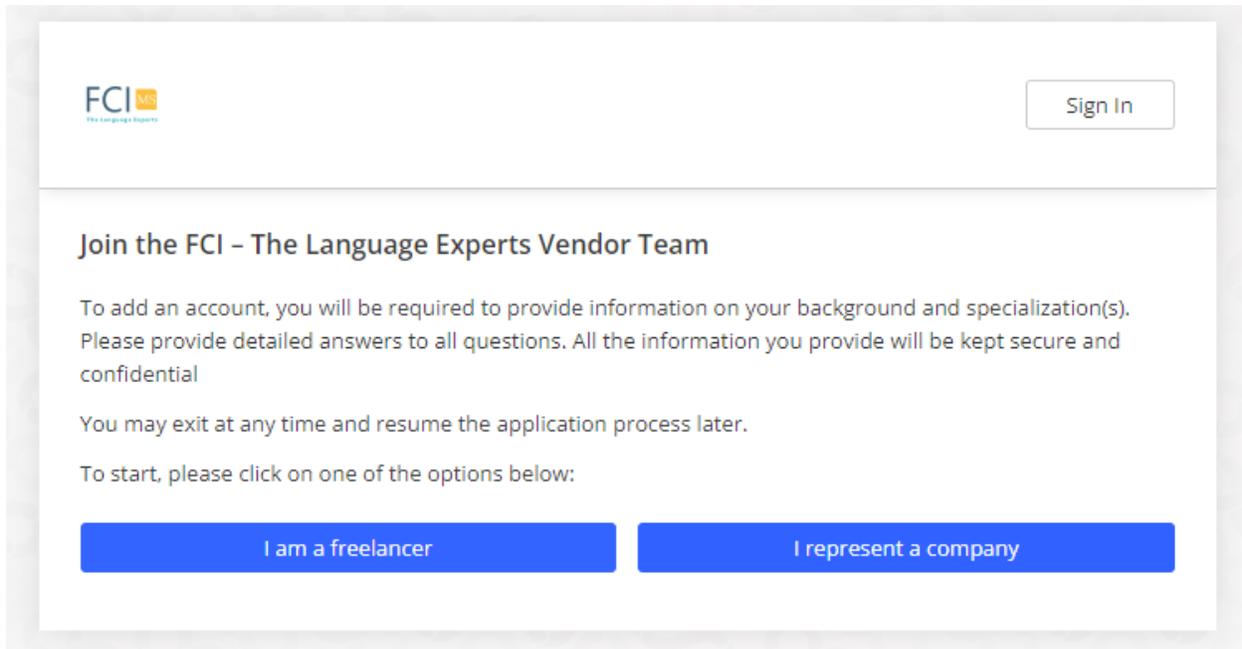
1. Click **Register**

2. Select **freelancer**, or **company**.

NOTE: If you are an individual registering your own company, select **I am a freelancer.**

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3. Enter your legal name (as it appears on your ID)/company information (if applicable).

Preferred names, or nicknames may be added after application submission, when you are able to log in to your account.

4**. Read the Terms & Conditions**

It is imperative that you thoroughly read through this document BEFORE proceeding. Download and archive for future reference.

5. Agree to **Terms & Conditions** and Click **Join**.

Tell us about yourself...

| 👤 First name | 👤 Last name |

○ Male   ○ Female

✉ E-mail Address

🔑 Choose your password

👁 Show password

☐ I have read and agree to the Terms & Conditions

Join

6. Check email to verify account.

NOTE: As you complete the application, **fill out as much information as possible**. Each section will automatically save when you click **Continue**. If the Continue button is greyed out, refresh the page to reestablish the connection.

7. Select your billing country and payment currency.

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1. Country & Currency

🌐 Country & Currency ✔

Billing country	United States [US] ▾
I want to get paid in	American Dollar [$] ▾

Save

Continue ›

8. Select your native languages ONLY!

(You can include advanced fluency languages in next step).

2. List your Services

🌐 Your native languages

My native language(s) are: Select language(s)

Save

Add service   Select service ▾

‹ Back   Continue ›

2. List your Services

Your native languages ✔

My native language(s) are:
English (United States) [EN-US] ×
Gaelic (Scotland) [GD] ×   Irish [GA] ×

Save

9. Select your services, target and source languages, and SMEs.

IMPORTANT NOTE

Only native and advanced fluency languages in which you have proper cultural knowledge to efficiently provide services and experience performing such services (2 years minimum) should be added.

You will be required to exemplify fluency and cultural competence.

Do **NOT** check the **Any** button after the **Source Language** and **Target Language** areas.

All added SMEs require experience/proof.

If adding voice-over services, please include as follows: English (United States) > Target Language.

NOTE: If you offer a service/language that is NOT listed as an option OR offer a dialect/variant/locale of a language, OR select **Other** as one of your SMEs, elaborate in the **Additional Information** section on the **Education and Professional Qualifications** page.

TIP: Complete a service in its entirety before adding another service, adding all applicable fields. When adding another, the information will automatically populate over!

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10. Select your rates and units for the language pairs and services you provide.

You can also split SMES by rate.

NOTE: For services where rates are typically offered on a *per project basis* (voice over), or for which you do not have specific rates, elaborate in the **Additional Information** section on the **Education and Professional Qualifications** page.

3. List your Rates

📊 translation   10 ▾

Source Language	Target Language	Main areas of expertise	Rate	Unit
Gaelic (Scotland) [GD]	English (United States) [EN-US], Irish [GA]	Medical, Other · Split	USD [-] + − per	Select unit ▾
English (United States) [EN-US]	Irish [GA]	Medical, Other · Split	USD [-] + − per	Select unit ▾
Irish [GA]	English (United States) [EN-US], Gaelic (Scotland) [GD]	Medical, Other · Split	USD [-] + − per	Select unit ▾

Note: Use the Ctrl (Command on Mac) or Ctrl+A (Command+A on Mac) keys to make several selections at once.

Save

‹ Back   Continue ›

IMPORTANT NOTE

Read the description of each category before starting to ensure you properly complete all required information on the Education and Professional Qualifications page.

Applications submitted without the required information will NOT be considered.

It is essential to add as much information as possible on this page so we can understand your qualifications and credentials to best pair you with projects pertinent to your skills and aptitudes.

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(1) Country & Currency   (2) Services   (3) Rates   (4) Experience

4. Education and Professional Qualifications

Education

- Enter obtained higher education degree(s) (if applicable)
- Include the type of degree (BA, BS, MA, etc.) and the specific field/title of degree under **"Degree."**

Professional Experience

- Add your professional experience in the translation industry and/or roles you've had pertaining to linguistic services and your SMEs.
- Describe your duties/accomplishments under **"Job Title"** after listing the title itself.

Certificates

- Include earned certificates, membership affiliations (ATA member, ProZ etc.) or coursework/training relevant to your linguistic experiences and SMEs.
- Include details describing the achievements after the credential is listed.

References

- Include any references that can ascertain to your experience and capabilities.

Software

- Select familiar CAT tools and software applications.

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Upload CV and other relevant documentation

- Upload the following documents to verify the information you've entered:
    - o Most recent CV or resumé
    - o Valid government issued ID
    - o Copies of your certifications AND degrees
    - o Proof of your previous experience (e.g., portfolio, samples, statements of work and/or reference letters)

NOTE: If you have more than 5 files, upload your **CV or resumé** and **ID** first. Any additional documentation that you are unable to upload can be sent to us once we confirm your acceptance into the system.

Additional Information

Please fill out the Language Service Experience questionnaire. The information filled out here will be migrated to this section of your profile after registration submission for our Operations Team to understand your linguistic capabilities and pair qualifications with applicable job requests.

- Include any necessary information that you were unable to select in the system, such as dialects, unlisted services and SMEs, or services without rates.

- Include any information you would like to note that was NOT previously mentioned on the application.
    - o May include noteworthy projects, linguistic organization involvement, volunteer work, additional services, etc.

11. Enter your billing address (where payments are issued to) and payment method.

NOTE: Payoneer is subject to approval, follow up questions may ensue.

5. Payments

✉ Billing Address

Name	Jack Torrance
Country	United States [US]
Address Line 1	Street Address
Address Line 2 optional	Unit, building, floor, etc.
City	City
ZIP Code	ZIP Code
State / Province	Select state / province ▾

Save

💳 Payment Method ✔

Payment Method	Other ▾
Proposed Payment Method	

Save

‹ Back   Continue ›

12. Enter your mailing address (only if where you live differs from where you receive payments).

6. Contact Information

✉ **Mailing Address**

Name	Jack Torrance
Use billing address as mailing address	☐
Country	Select country ▾
Address Line 1	Street Address
Address Line 2 optional	Unit, building, floor, etc.
City	City
ZIP Code	ZIP Code

Save

‹ Back   Continue ›

13. Review and verify all information.

NOTE: In the event you have further information or preferences that the system has not accounted for, those details can be discussed with Vendor Management after application submission.

14. **Submit** application.

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①   ②   ③   ④   ⑤   ⑥   ⑦
Country & Currency   Services   Rates   Experience   Payments   Contact   Verify & Submit!

7. Verify & Submit!

You will be redirected to the Vendor Portal and will be given the option to add users.

If you are an agency, you can add Users and establish roles giving certain access and restrictions to users who can access the Vendor Portal. The person who registers the profile, whether being an individual or agency, is automatically an administrator.

You will also receive an email confirmation welcoming you to the Vendor Portal. Within the portal, you will be able to view jobs and job offers, manage invoices, maintain, and update your profile, and notify us of unavailability.

Please note that once you submit your application, all provided information will be reviewed and validated by our Vendor Management Team. We will reach out if we have any questions about the information provided as well as to coordinate submission of any additional paperwork that may be needed to activate your account.

Should you have any questions or issues with the registration process please feel free to reach out to our Vendor Management Team at vm@fcitle.com.

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