

Unit 2:

Setting up your AcudocX profile

AcudocX

SCAN | SELECT | TRANSLATE | CERTIFY

This unit will guide you through how to set up your provider details

Login

- Go to <https://app.acudocx.com.au/provider> and log in with the supplied email and password.
- Save the password when prompted to.




The image shows a login page for AcudocX. The page has a blue header with the AcudocX logo in white. Below the logo, the text "Welcome. Let's get started" is displayed in a light blue font. There are two input fields: "Email" and "Password". The "Password" field has a toggle icon on the right side. Below the input fields, there is a link for "Forgot password?" and a blue "LOGIN" button.

AcudocX

Welcome. Let's get started

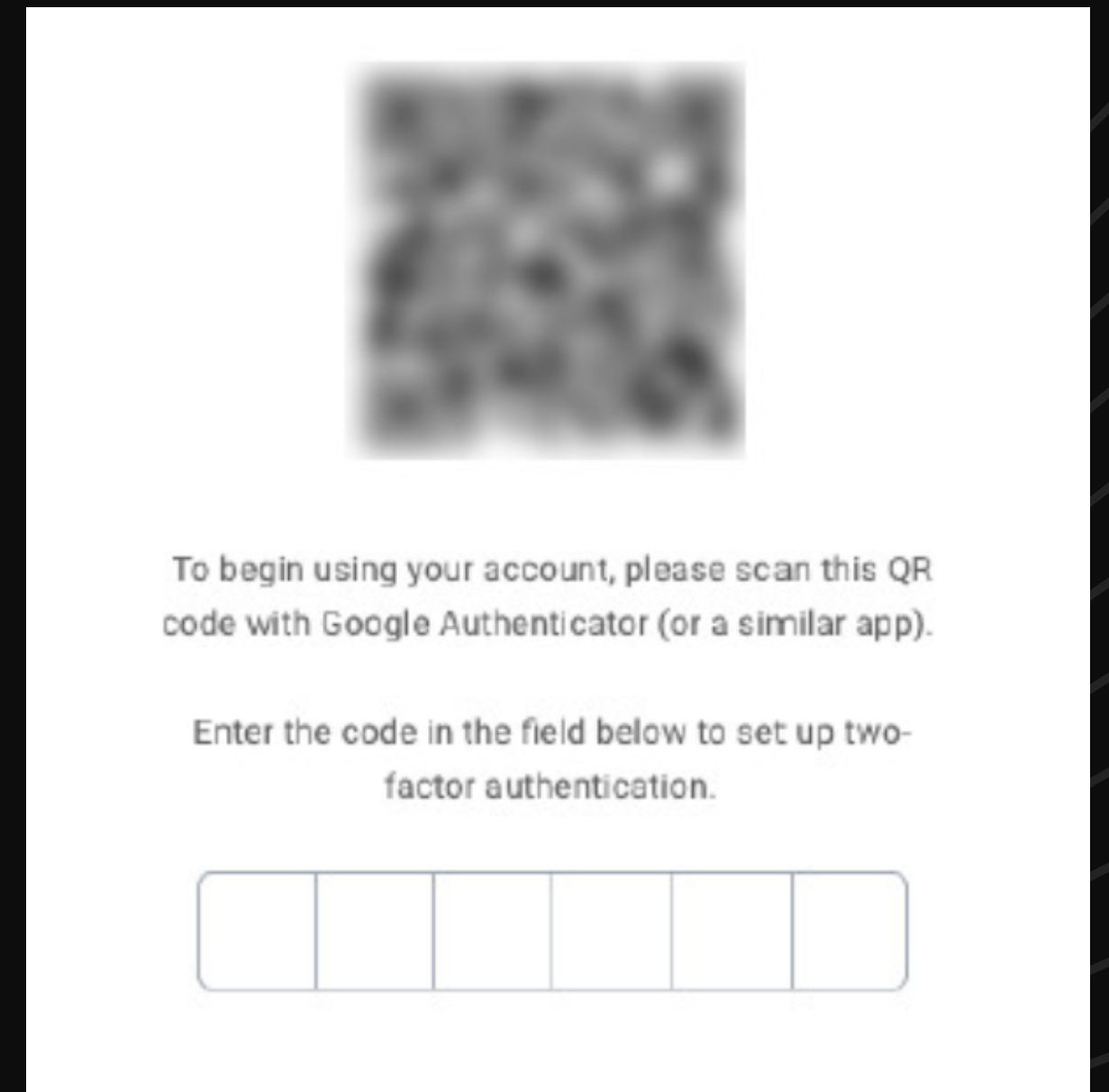
Email

Password 

[Forgot password?](#)

2-factor authentication

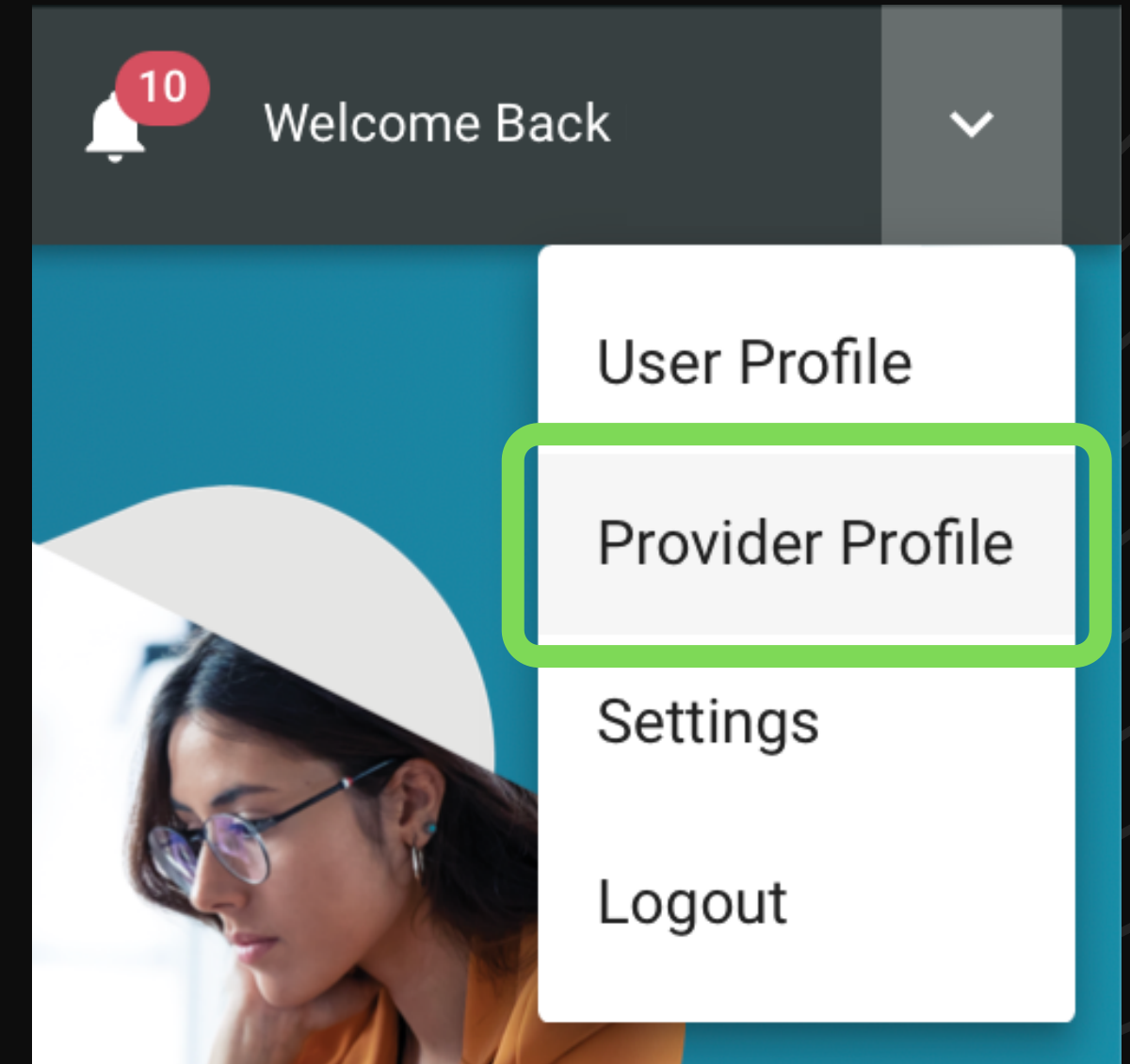
- Set up 2FA by scanning the QR code with your mobile phone using 'Google Authenticator' or a similar app that you can download from your app store.
- You will be asked to enter a new code each time you log in.



Update provider info

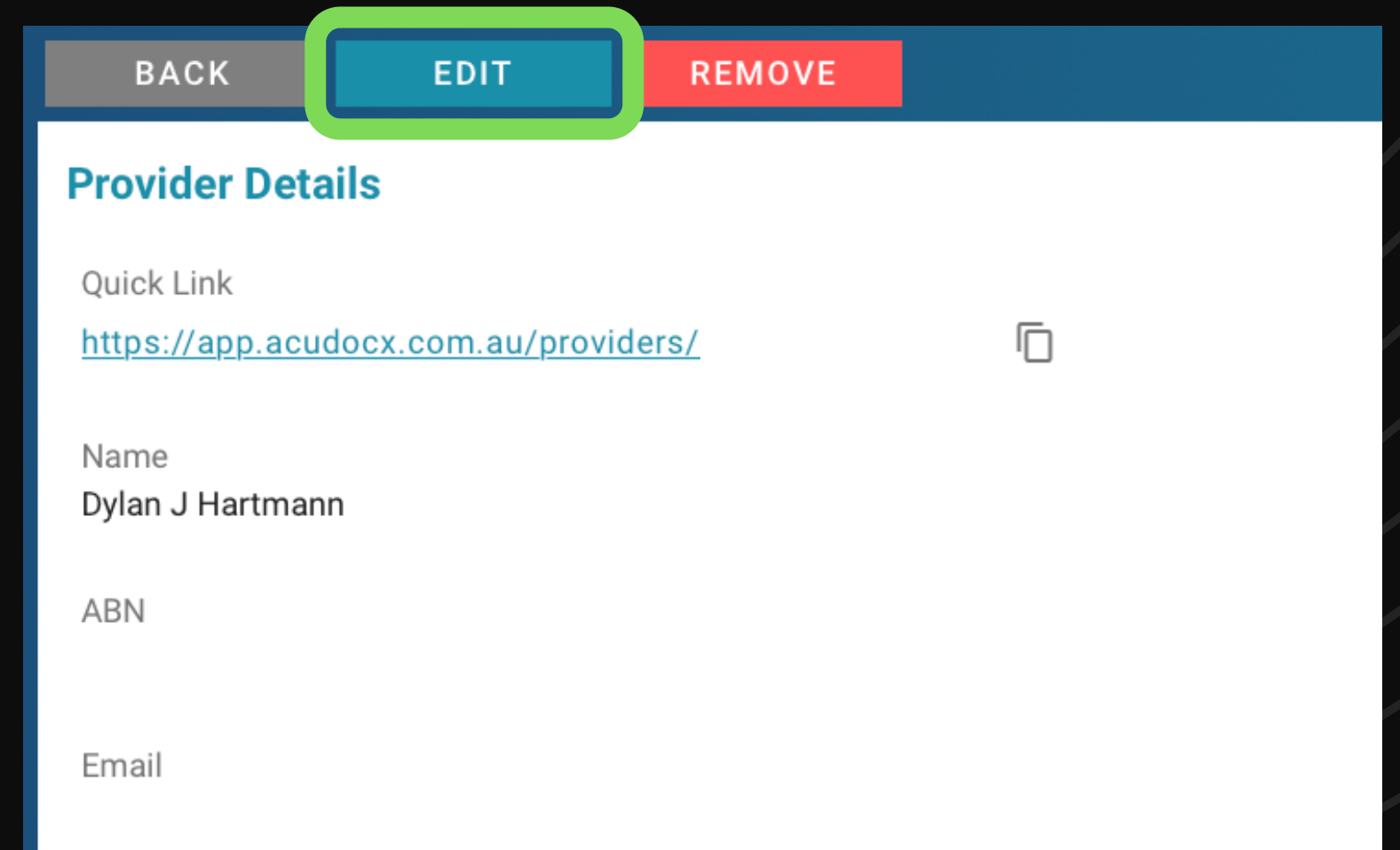
- Click on the drop-down list in the top right of the screen next to 'Welcome Back'.
- Click 'Provider Profile'.
- See and change your provider info and upload your logo and banner.

(All info is required for the system)



Update provider info

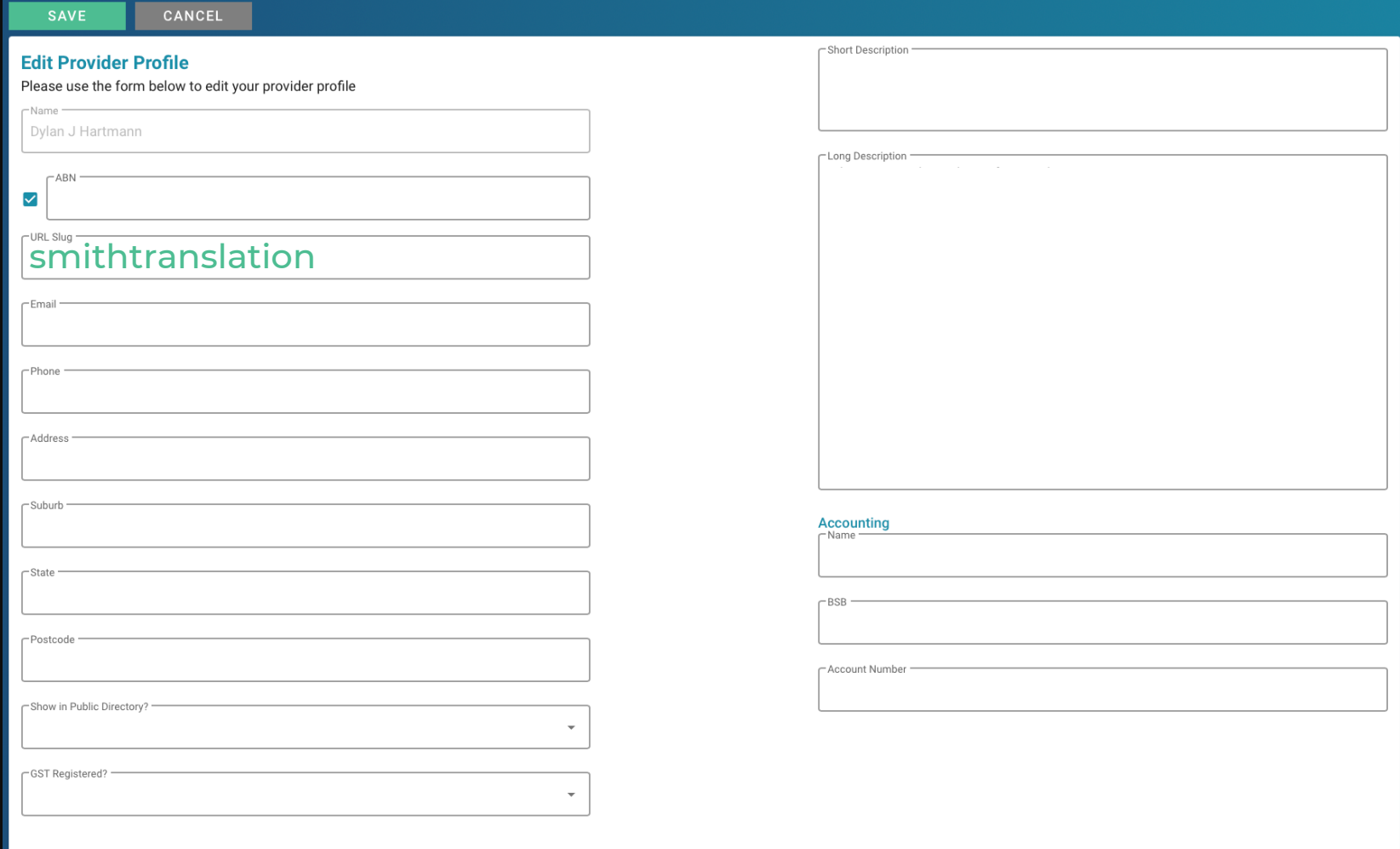
- At the top of your screen, click 'EDIT'



Update provider info

- Enter all your details.
- You can customise your personalised link by editing the URL Slug.

i.e., entering "smithtranslation" will change the end of your link to <...../providers/smithtranslation/create>



The screenshot shows a web form titled "Edit Provider Profile" with a "SAVE" button in green and a "CANCEL" button in grey. The form contains the following fields:

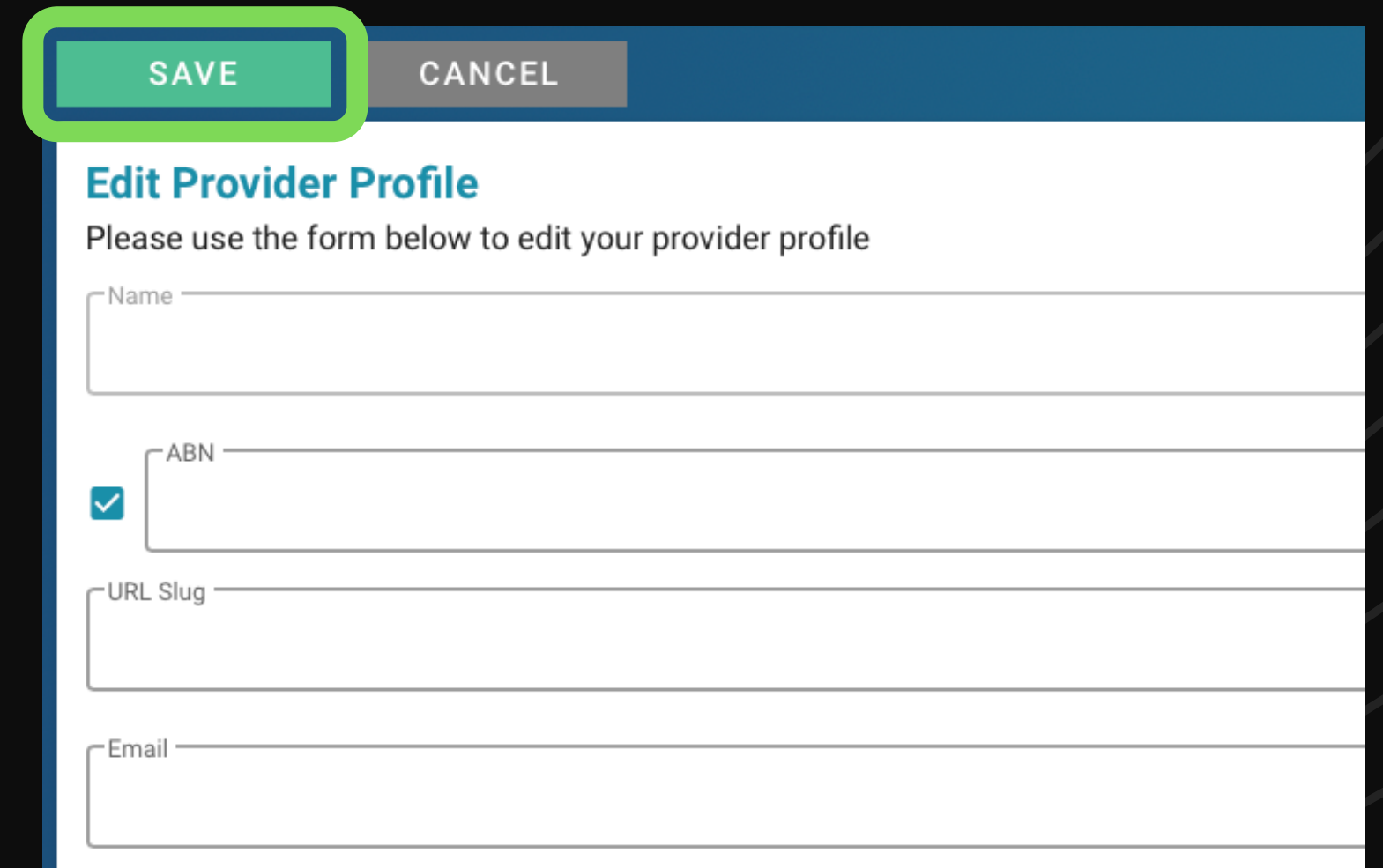
- Name: Dylan J Hartmann
- ABN:
- URL Slug: smithtranslation (highlighted in green)
- Email:
- Phone:
- Address:
- Suburb:
- State:
- Postcode:
- Show in Public Directory?:
- GST Registered?:
- Short Description:
- Long Description:
- Accounting Name:
- BSB:
- Account Number:

About your personalised link

- Customers using your link will be locked to your provider profile when they start a job on AcudocX.
- Any changes you make to your personalised link will cause your previous link to no longer be valid.

Update provider info

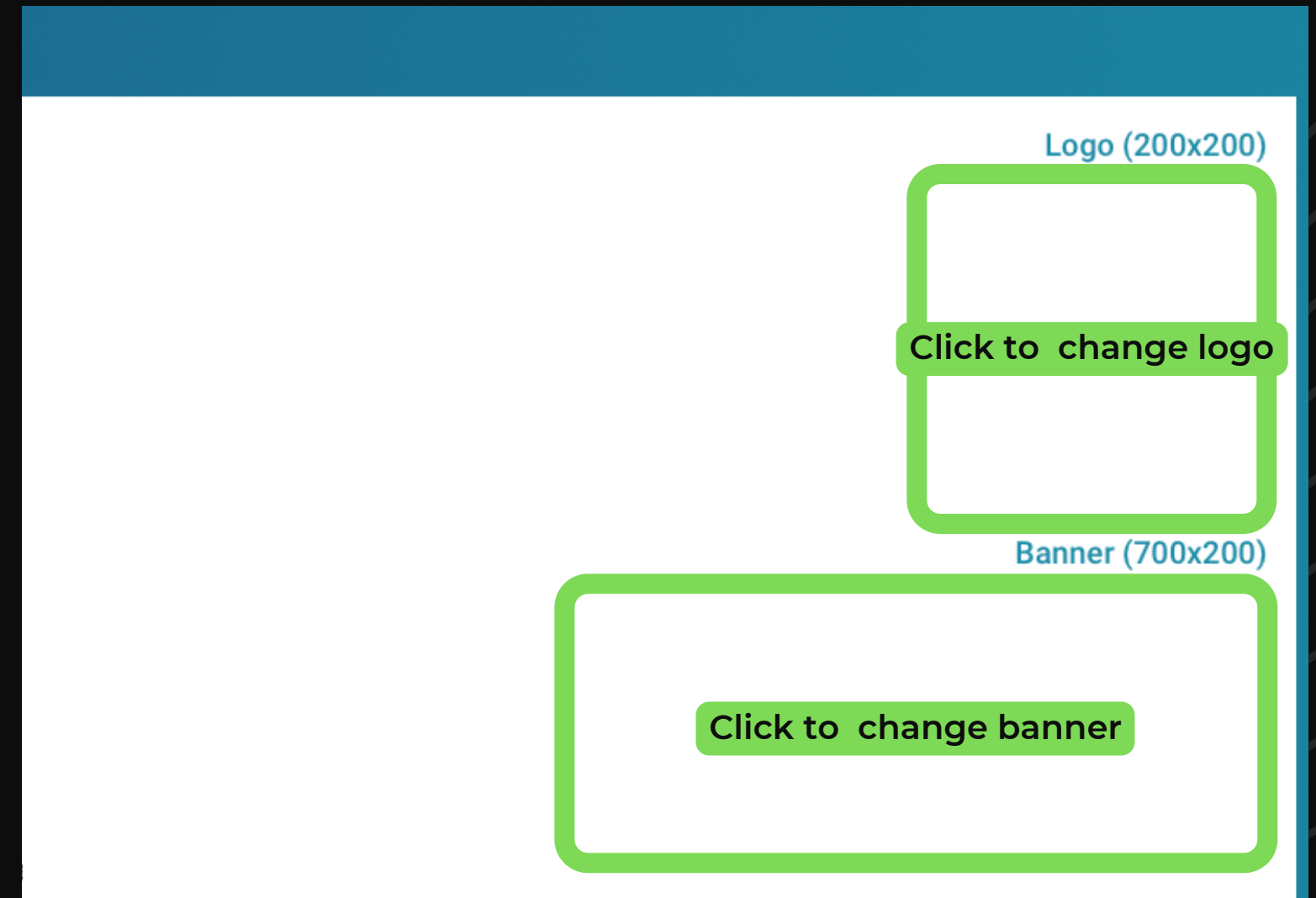
- Once your details are entered, click 'SAVE'.



The screenshot shows a web form titled "Edit Provider Profile" with a blue header bar. The header bar contains two buttons: "SAVE" (highlighted with a green border) and "CANCEL". Below the header, the form title "Edit Provider Profile" is displayed in blue, followed by the instruction "Please use the form below to edit your provider profile". The form contains four input fields: "Name", "ABN" (with a checked checkbox to its left), "URL Slug", and "Email".

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- Upload your logo and banner by clicking the blank box for each. You must upload a banner and logo for the system to recognise you as a provider.
- If you don't have a banner/logo, we suggest you upload an image of your name in text or a blank white image instead.



Update provider info

- The banner is the image shown on your letterhead and will appear on every translation document exported from the system.
- The logo is only shown on your 'START NEW JOB' webpage, accessed if you remove the word 'create' from your personalised link URL, shown to the right. This page is handy to give your customers if you don't have your own website.

Your banner goes here

DJHartmann Translation
Phone: +61730409941
Email: info@djhartmann.com
Address: 71 McCaul St
Taringa QLD 4068
ABN: 83 651 366 504

EXTRACT THAI TO ENGLISH TRANSLATION OF
BIRTH CERTIFICATE

<https://app.acudocx.com.au/providers/smithtranslation/create>

PROVIDER DETAILS

NAME
SUBURB
STATE

ABOUT PROVIDER

START NEW JOB

LANGUAGES

PROVIDER'S PRICING	
Thai	
Extract Translation	\$29.95
Full Translation	\$99.99
Excess Edits	\$2.49
Postage & Handling	\$25.00
Included Edits	2

**If I leave some of the information blank,
or don't upload logo/banner images,
customers can still start a job with me.**

True

False

If I leave some of the information blank,
or don't upload logo/banner images,
customers can still start a job with me.

True

False



AcudocX

SCAN | SELECT | TRANSLATE | CERTIFY

You have finished setting up your profile!

Please move onto Unit 3
to configure your pricing.