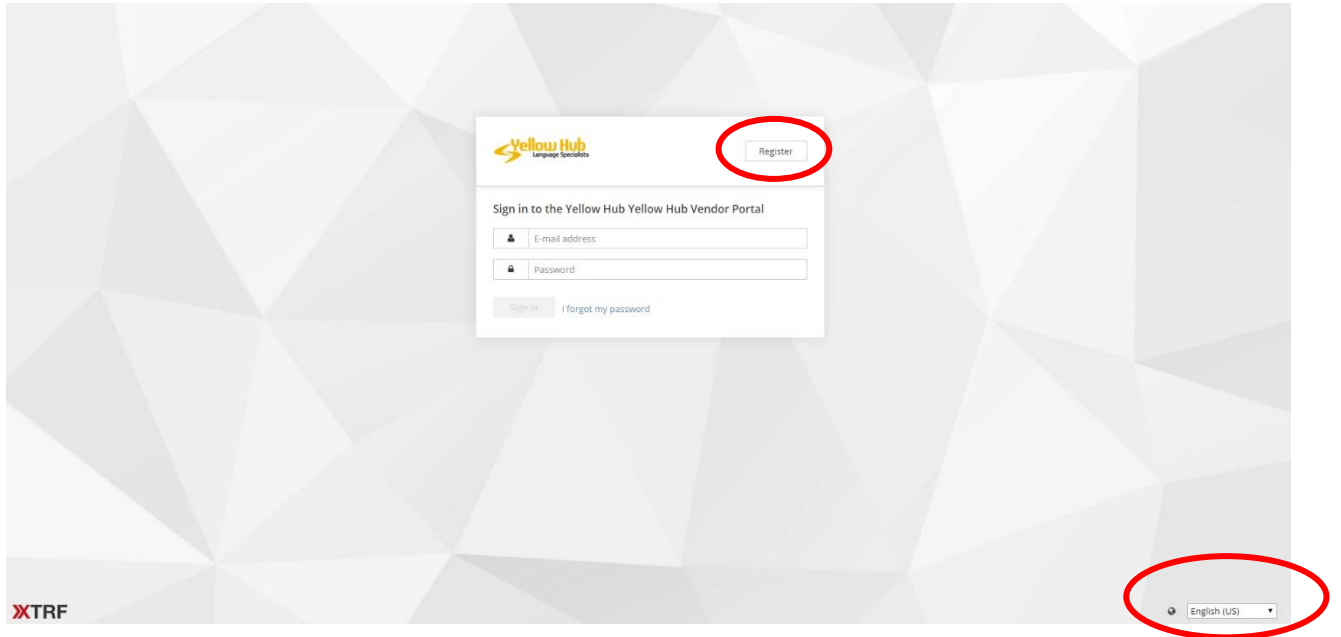


HOW TO REGISTER ON XTRF

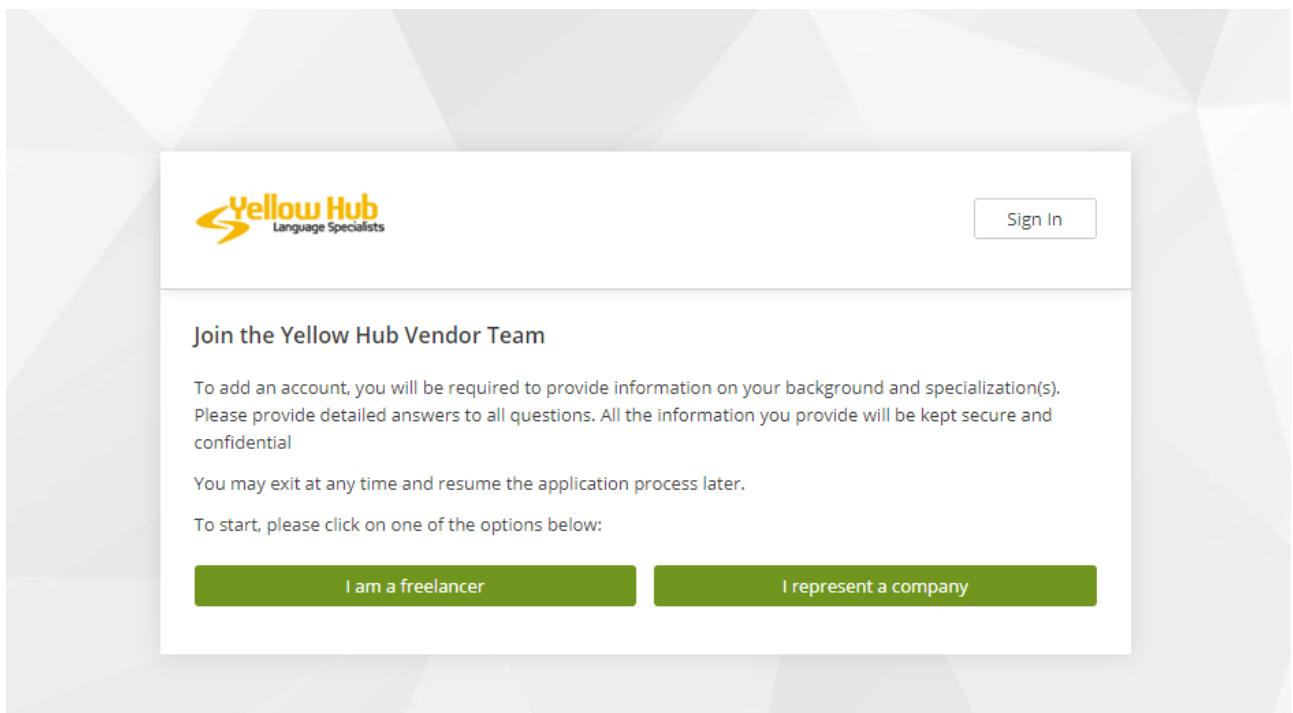
1) Please connect to XTRF homepage at the following address:

yellowhub.s.xtrf.eu/vendors/#/sign-in


then click on “Register”. You can also change the language by scrolling the menu at the bottom of the page



2) You will be taken to the “Sign In” page, please select one of the two options. In this case, the option chosen is “I am a freelancer”. If you are a company please select the correct option.



3) Please fill in the form that will show up once you click on “I am a freelancer”. Here you will also choose your password (at least 1 capital letter, 1 number and 1 special character).



Sign In

Join the Yellow Hub Vendor Team

To add an account, you will be required to provide information on your background and specialization(s). Please provide detailed answers to all questions. All the information you provide will be kept secure and confidential


You may exit at any time and resume the application process later.


To start, please click on one of the options below:

I am a freelancer


I represent a company


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

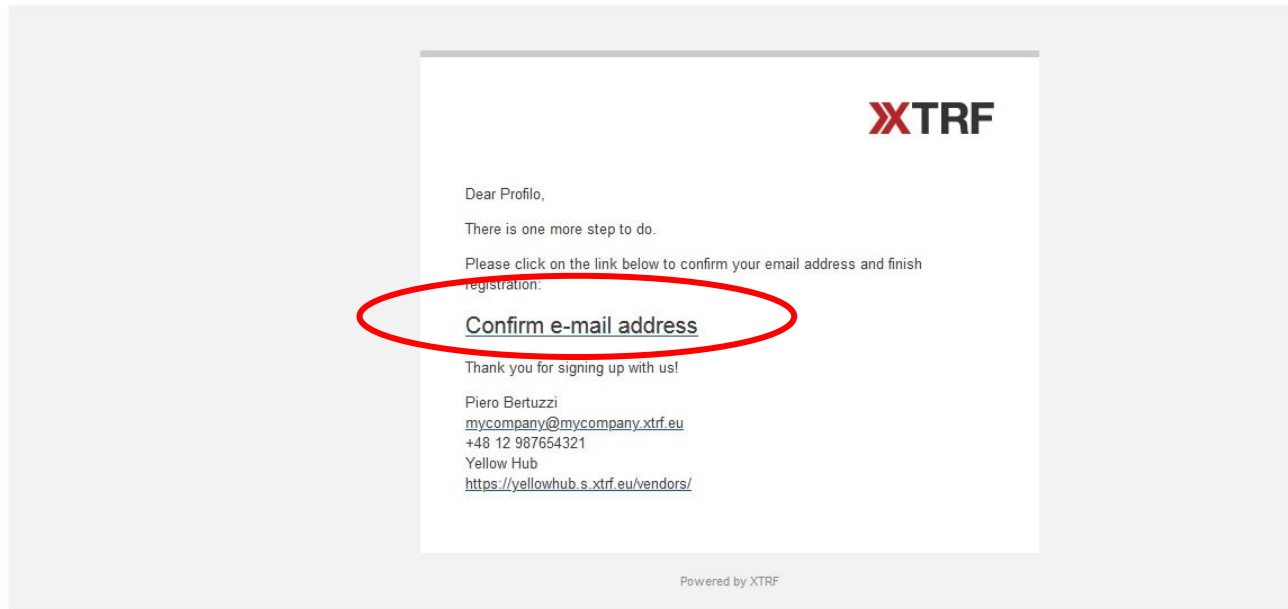
4) When the form is complete and every required field is flagged, please click on “Join”: you will receive a link via e-mail at the address you entered. Please click on the link to proceed with the further steps of your sign-in process.

Da: Notifications <notifications@yellowhub.it>

Inviato: giovedì 30 gennaio 2020 11:51

A: Gonzalo Urriza <gonzalo.urriza@yellowhub.it>

Oggetto: Complete your registration!



5) A new page will open (please enable pop-ups for this site), and you will be requested to fill in the forms as follows:

The screenshot shows the 'YELLOW HUB PORTAL' header with a navigation bar containing four steps: 1. Country & Currency (active), 2. Services, 3. Rates, and 4. Experience. The main heading is '1. Country & Currency'. Below it, a green globe icon and a checkmark precede the title 'Country & Currency'. The form includes two dropdown menus: 'Billing country' set to 'Italy [IT]' and 'I want to get paid in' set to 'Euro [€]'. A green 'Save' button is on the right. At the bottom right, there is a 'Continue >' button and the 'XTRF' logo.

6) Here you can choose your native language(s) and the services you can provide. Please remember to click “Save” after each step.

The screenshot shows the 'YELLOW HUB PORTAL' header with a navigation bar containing six steps: 1. Country & Currency, 2. Services (active), 3. Rates, 4. Experience, 5. Payments, and 6. Contact. The main heading is '2. List your Services'. Below it, a green globe icon and a checkmark precede the title 'Your native languages'. The form includes a text input field labeled 'My native language(s) are:' with 'Italian (Italy) [IT-IT] x' entered. A green 'Save' button is on the right. Below this, there is an 'Add service' section with a 'Select service' dropdown menu. At the bottom right, there are '< Back' and 'Continue >' buttons, and the 'XTRF' logo.

YELLOW HUB PORTAL

1

Country & Currency

2

Services

3

Rates

4

5

Your native languages

My native language(s) are:

Italian (Italy) [IT-IT] ✕

Save

Add service

Select service

interpreting (consecutive)

interpreting (simultaneous)

post-editing

proofreading

review

subtitling

sworn translation

translation and QA

voice-over

< Back

Continue >

XTRF

7) You can add all the languages and services you wish, indicating the field of expertise for each language pair.

Please make sure to avoid redundant entries.

YELLOW HUB PORTAL

1

Country & Currency

2

Services

3

Rates

4

5

Your native languages

My native language(s) are:

Italian (Italy) [IT-IT] ✕

Save

translation and QA

Source Language

Target Language

Main areas of expertise

English (United Kingdom) [EN-GB] ✕

English (United States) [EN-US] ✕

French (Canada) [FR-CA] ✕

French (France) [FR-FR] ✕

☐ Any

Italian (Italy) [IT-IT] ✕

☐ Any

Legal ✕

Life Sciences ✕

Technical ✕

☐ Any

⚡ Add language pair

Save

7) You will see the summary below once you finish entering all of your services and specialization fields.
Please remember to add all your language combinations and fields of expertise!!!!

YELLOW HUB PORTAL

translation and QA ✓

✎ Edit

10 ▾

Source Language	Target Language	Main areas of expertise
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical

proofreading ✓

✎ Edit

10 ▾

Source Language	Target Language	Main areas of expertise
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical

post-editing ✓

✎ Edit

10 ▾

Source Language	Target Language	Main areas of expertise
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical

review ✓

✎ Edit

10 ▾

Source Language	Target Language	Main areas of expertise
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical

sworn translation ✓

✎ Edit

10 ▾

Source Language	Target Language	Main areas of expertise
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8) For each language pair and service, you will be asked to enter your rate.

1Country & Currency

2Services

3Rates

4Experience

5Payments

6Contact

7Verify & Submit!

3. List your Rates

Minimum Charge

Edit

I have no minimum charge for my jobs

translation and QA

10

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical - Split	EUR - 0.05 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

Minimum Charge

Edit

I have no minimum charge for my jobs

translation and QA

10

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Technical, Life Sciences - Split	EUR 0.05 per	source word
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Life Sciences	EUR 0.05 per	source word
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Technical	EUR 0.05 per	source word

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

Save

Please remember to **save** every page you complete.

9) In this section, you will be requested to indicate the software you work with (CAT Tools, other applications) and you will need to upload an updated version of your CV.

Software ✓ Edit

CAT Tools	Other applications
Memsources, OmegaT, SDL Trados Studio, memoQ	Adobe Acrobat, Adobe Designer, AutoCAD, InDesign, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, WinRAR

Upload CV and other relevant documentation ✓

Upload your CV and other files that might show your skills
Maximum number of files is 5.
Maximum file size is 100 MB.

DROP FILES HERE OR
Select Files

Save

You will be then taken to the “Education” page: please click on “Edit” in order to specify your degrees, professional experience, certificates, etc.

4. Education and Professional Qualifications

Education ✓ Edit

⊙ No schools

Professional Experience ✓ Edit

⊙ No job history

Certificates ✓ Edit

⊙ No certificates

References ✓ Edit

Please feel free to enter any extra information you consider important.

Upload CV and other relevant documentation ✓ Edit

Name	Size
txt vuoto.txt	9 bytes

Additional Information ✓

Tell us about yourself

Save

11) In the “Payments” page you will be requested to enter your personal data for invoicing and payment.

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

5. Payments

Billing Address

Name:

Country:

Address Line 1:

Address Line 2: optional

City:

ZIP Code:

State / Province:

Payment Method

12) Finally, you will be asked to enter your contact details:

YELLOW HUB PORTAL ?

6. Contact Information

Mailing Address

Name:

Use billing address as mailing address: ☐

Country:

Address Line 1:

Address Line 2: optional

City:

ZIP Code:

13) Before saving all the information, a summary page will show up for you to check all the data, rates, details, etc.

If everything is correct, please click on “Submit”, otherwise you can go back and correct the fields that require so.

7. Verify & Submit!

Services & Rates

Native language(s)
My native language is Italian (Italy) [IT-IT]

Minimum Charge
I have no minimum charge for my jobs

translation and QA

Source Language	Target Language	Main areas of expertise	Rate
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Technical, Life Sciences	EUR 0.0500 PER
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Life Sciences	EUR 0.0500 PER
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Technical	EUR 0.0500 PER

proofreading

Source Language	Target Language	Main areas of expertise	Rate
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical	EUR 0.0200 PER

post-editing

Source Language	Target Language	Main areas of expertise	Rate
English (United Kingdom) [EN-GB], English (United States) [EN-US], French (Canada) [FR-CA], French (France) [FR-FR]	Italian (Italy) [IT-IT]	Legal, Life Sciences, Technical	EUR 0.0200 PER

review

Contact Info

Edits

Mailing Address

Country

Italy [IT]

Address Line 1

via Giuseppe Verdi 1

City

Milano

ZIP Code

20100

State / Province

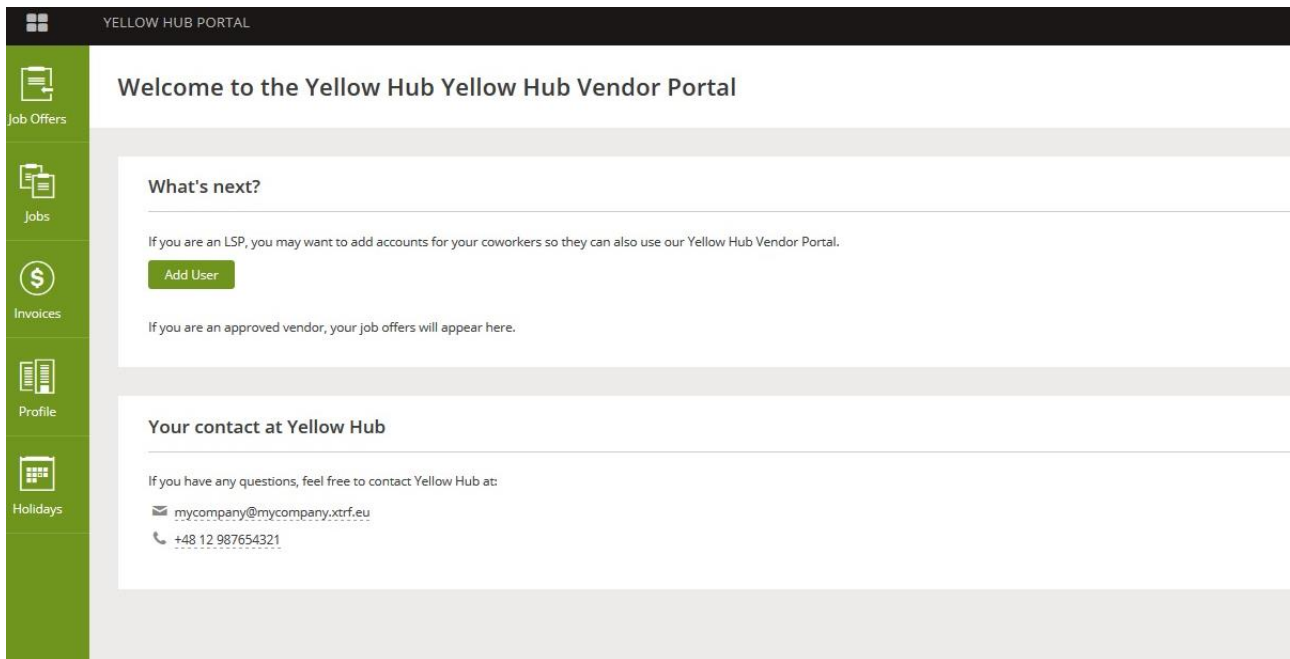
MI

< Back

Submit >

XTRF

14) At the end of this process, the following page shows up: your profile is now active, and you will be able to operate through XTRF system.



Please feel free to contact us for any clarification.