LINGUAVALINK
LINGUAVA'S TRANSLATION PORTAL

Quick Start Guide

HOW TO LOG INTO THE PORTAL
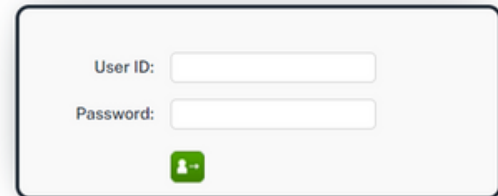
Go to **https://translation.linguava.com**

Click on **"Forgot your password?"**

You will be redirected to a window where you will be asked for your **User ID**

Use your email address

You will receive an email asking you to use a link to reset your password. Follow the instructions to reset your password and log in.
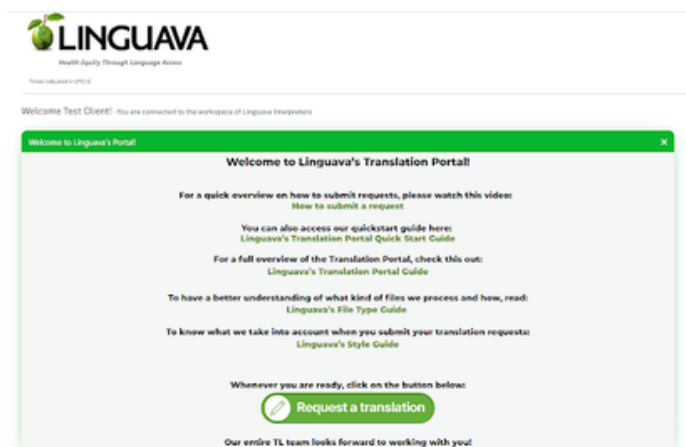

Welcome to Linguava's Translation Portal!

User ID:
Password:

Forgot your password?

Thank you for choosing us for your translation needs. We look forward to working with you!

HOW TO SUBMIT A REQUEST

On the "New Order" screen you will see three types of requests:

Quote Request – you will receive a quote from our team for approval before proceeding with your translation project.

Draft Quote Request – use this option for a quick rough estimate of what the translation might cost right after uploading your files.

Order Request – this skips the quote approval process. Upon receiving your files, our team will send you a confirmation message when your project has been started.

Follow the prompts to complete your request.