

Dear translators

Logos is pleased to inform you of certain changes that have been made to the procedure for registering on the portal and accessing the on-line invoicing section.

From today,

- a single username and a single password will access all the services made available to you by Logos
- there will be a section dedicated to the invoice archive, where you can view and download any of your registered invoices at any given moment.
- invoices will be downloadable in PDF format

This is the procedure for creating a new username and password

- Connect to <http://invoicing.logos.net>
- Log in with the username and password you have used for invoicing up until now. A window will appear with all your personal details, as currently known to us. Check that all items are correct, and if there are any changes that need to be made, indicate them in writing and send to recruitment@logos.net
- Enter a new username in accordance with the new Logos rules (1 letter of first name, 7 letters of surname. e.g.: Mario Rossi=>mrossi; Mario Rossellini=>mrossell) or select a name from the list of suggestions and adapt in accordance with the Logos rule
- Enter a new password in accordance with the new Logos rules (14 characters overall; the selected characters must include at least one number and one uppercase letter, e.g. Abcdef11ghilmn)
- Click the Submit button
- Log-in with the new username and password

This is the procedure for accessing the invoice archive and viewing your invoices.

Immediately below the welcome message, you will find the new section named “INVOICE ARCHIVE”. Invoices for the last two months will appear. This is simply the default setting: other invoices can be viewed by changing the history range using the ‘from’ and ‘to’ date boxes. The selection of the last two months as the default setting is intended to facilitate the numbering of new invoices.

Clicking the “-“ (minus) symbol alongside the title, you can collapse the archive section to create more space for the next section.

Important: when invoices are registered with the new application, two green buttons will appear at the end of the archive bar:

“Pdf”=> to download the invoice as a PDF document

“Email Me” => to receive the invoice email again

This is the invoicing procedure

- Connect to <http://invoicing.logos.net>
- Log-in with the new username and password

Below the archive section you will find the “PENDING STATEMENTS TO INVOICE” section, and the list of Job Statements awaiting confirmation. Registration is completed by clicking the red “Check” button at the end of each line.

Clicking the button, the details of the invoice will appear immediately below. If the details are correct, enter the number of the invoice in the field as before (old version). Clicking the confirm button, a mail will be sent with the PDF document of the invoice, and you will receive a message of confirmation. The page updates automatically after a few seconds, but you can also refresh immediately by clicking the relative link (refresh now). Once the page has been updated, the registered invoice appears in the archive section.

Should you encounter problems with the new registration procedure, it will be possible for a limited period to revert to the old version of the procedure, by clicking the Log Off button at the top of the welcome page, where there is also a link that you can click to take you to the old procedure. We would ask everyone to inform us of any difficulties they may encounter by writing to invoice@logos.net, and to familiarize themselves as soon as possible with the new procedure.

Important: The application works with Firefox, Chrome and Safari; in the case of Internet Explorer, only with version 10.0 or higher.

Should you forget your log-in details, proceed as follows:

on accessing the log-in page, click “Forgot my password”.

The following default prompt appears

- Have username, forgot password
in this instance you will be asked to indicate your username and the e-mail address given to Logos when registering as a user.

If the situation is

- Forgot both username and password

enter your Logos translator code (6 digit number) and the e-mail address given to Logos when registering as a user.

In either case, you will be sent a mail with the required details.

If you do not have a Logos translator code, ask for one to be issued by writing to invoice@logos.net, and keep it safe for future use.