LUNA has gone paperless! No more papers to sign and email back, just an easy system to digitally capture signatures and immediately submit invoices. Here is a brief Getting Started Guide to answer your most frequently asked questions:

- **Logging in issues?** You can set or reset your own password using the Atrium App (**Android** and **iOS** versions available) on your phone or the **Interpreter Portal** on your desktop computer. You will then be sent an email with a temporary password. Your username is always the email address where you receive assignments from LUNA.

- **Want step-by-step instructions?** No problem! You can find training and helpful FAQs **here**.

- **Did you know you only need to enter three things on the app?** After tapping on your job, select Add Task, the green plus sign, then:

  1. **Language** - Select the correct language from the drop down (triangle) menu - ASL (American Sign Language), Foreign/Burmese (all other spoken languages), or Spanish.

  2. **Exact Times** - Tap on scheduled times adjusting to exact start and end times. This protects you in case of disputes and ensures you're paid accurately! Minimums, rates, and payment periods will work the same as before.

  3. **Signature** - Show language and exact interpreting times to client representative, tap Sign Off, tap name field, and hand phone to client representative to type their name AND sign the box. Tap the green check mark at the bottom of the signature screen, and the green check mark by the job listing shows that your invoice has been submitted. It's that easy!

- For more detailed information along with our full FAQ, video tutorials, and portal/app differences, check out our interpreter resources at **LUNA360.com/Interpreter Resources**. Still have questions? Send them to **atriumQ@LUNA360.com** and we will respond within one business day.

As always, thank you for all you do! We couldn't do it without you!