Instructions for LIBRA Interpreter Billing

Please use a laptop when accessing the billing site. Smart phones are not compatible with the billing system.

This system is not available if you reside outside of the US. If you travel for an extended stay abroad, please plan to bill the OJD upon your return.

Navigate to the Interpreter Billing Site:

https://www.courts.oregon.gov/programs/interpreters/i-am/Pages/billing-info.aspx

When signing in for the first time, your username and password will be your email address. These fields are case sensitive and have been entered in lower case letters.

Enter your username and password (email address) and click [Log in to my account]. Once logged in, you may change your password. To change your password, go to my account, my profile, change your password. Password requirements:

- must be at least 8 characters
- must include a number (0-9)
- and at least one special character (!@#$%^&*)

Billing Site Overview:

The Main Screen:

- Name
- Vendor Code
- OJD Billing Deadlines
- OJD Billing Contact Information
- Links to OJD Payment Protocols and OJD Mileage Chart

My Account Tab [My Account ▼]:

- Profile:
    - Interpreter Contact Information and how to request changes.
    - Change Password.
- Log Out

View Billable Hours Tab [View Billable Hours]:

- Lists all your OJD billable assignments. Billable assignments will show in your account the next day.

View Invoices Tab [View Invoices]:

- Lists all your invoices that have been created and the status of each invoice.
  - Statuses:
    - Saved – Interpreter saved to continue editing later.
    - Submitted – Sent to OJD for review.
    - Processing – Reviewed by pre-auditor and approved for payment.
    - Released – Payment has been issued.

Creating an Invoice:

- Click the View Billable Hours Tab

Please note: If there are discrepancies in the hours shown versus the confirmed hours, please contact the scheduler to have them correct the errors before adding them to your invoice.

- Under the column "Add to Invoice" check the boxes next to the assignments you would like to add to your invoice. You can choose multiple dates, but you can only bill for one interpreting rate/and or language per invoice so keep that in mind when billing different years or languages.

- Once you have selected all the dates you want to bill, click at the bottom of the page. This will take you to the New Billing Statement Page.

- Add the Interpreter's rate per hour

- Add the Interpreter's actual hours . This is number of hours interpreting, not the billable hours. The total will automatically calculate based on scheduled hours, but CLAS needs to see the actual hours spent interpreting.
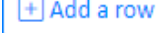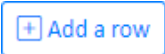
Preauthorized Mileage
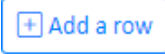
- Add the current mileage rate
- Click
- Select the correct date.
- Select the assigned county from the drop-down list.
- Add the City From.
- Add the City To.
- Please add each way as its own line.
- Add the correct miles allowed. The total will automatically calculate.

Preauthorized Travel Time

- Add the current Travel Time Rate **Rate** [   ]
- Click **[+] Add a row**
- Select the correct date.
- Select the assigned county from the drop-down list.
- Add the correct miles allowed. The travel time total will automatically calculate.
- Add any time spent traveling during the assigned block. The billable travel time will automatically calculate.
- The total will automatically calculate.

Other Preauthorized Items

- Click **[+] Add a row**
- Select the correct date.
- Select the assigned county from the drop-down list.
- Add the type of expense (per diem, car rental, etc.).
- Add the amount of the expense.
- The total will automatically calculate.
- **All receipts need to be emailed to court.interpreter.program@ojd.state.or.us**

Review the Total Payment to Interpreter box

Total Payment to Interpreter	
Total Billable Interpreter Fee:	0.00
Total Preauthorized Mileage:	0.00
Total Preauthorized Travel Time:	0.00
Total Other Preauthorized Items:	0.00
TOTAL PAYMENT:	**0.00**

- The interpreter can:
  - Save – The interpreter can save their progress and edit more later,
  - Submit – The invoice is sent to the pre-auditor for review, or
  - Cancel – The invoice is deleted.

Editing/Viewing an Invoice

- Click **View Invoices**
- Choose the invoice to view by clicking the [→] icon next to the invoice.
- Edit invoices that have been saved or returned for corrections.
- See what invoices have been submitted or paid (released).

Logging Out

- Click **My Account ▾**, then click log out.