

## How to view your monthly payments from LTC on II

To view your monthly payments from LTC with a detailed breakdown by each assigned job, please follow the instructions below. Note that this feature is **only available on the desktop** version and cannot be accessed through the mobile app.

Log into your Interpreter Intelligence account on: <http://ltc.interpreterintelligence.com/>

- Your username is your email associated with your account.
- If you do not remember your password or cannot login, email [interpreting@ltcls.com](mailto:interpreting@ltcls.com) for assistance.

LTC processes payments monthly. You will receive payment on the **17th of each month** for jobs completed and verified in the previous month. All payments are handled through Bill.com. If you notice any discrepancies or experience any issues with your payment, please contact us at [finance@ltcls.com](mailto:finance@ltcls.com). We're here to help!

**STEP 1:** Click on the “Receivables” tab at the top of the page.

The screenshot shows the LTC Language Solutions web application interface. At the top, there is a navigation bar with tabs for Home, Calendar, Receivables (highlighted), and Reports. A Job # input field is visible on the right. Below the navigation bar is the LTC Language Solutions logo and contact information: 888-456-1626 (toll-free), 317-578-4577 (local), 317-537-8710 (Interpreting Department Direct), 317-578-1673 (fax), and [interpreting@LTCLS.com](mailto:interpreting@LTCLS.com). The main content area is titled 'Payments' and features a table with columns: Conf. Num., Date, St, Services, Expenses, Fees, Tax, Total, Period St, Period End, and #Jbs. The table contains several rows of payment data.

Conf. Num.	Date	St	Services	Expenses	Fees	Tax	Total	Period St	Period End	#Jbs
1138586	05/06/25		\$720.00	\$0.00	\$0.00	\$0.00	\$720.00	01/01/25	05/01/25	39
1119940	04/06/25		\$2,102.13	\$442.17	\$0.00	\$0.00	\$2,544.30	01/01/25	04/01/25	43
1097895	03/06/25		\$2,736.13	\$300.05	\$0.00	\$0.00	\$3,036.18	12/01/24	03/01/25	41
1077597	02/05/25		\$2,672.13	\$370.23	\$0.00	\$0.00	\$3,042.36	11/01/24	02/01/25	47
1059264	01/06/25		\$1,815.25	\$119.01	\$0.00	\$0.00	\$1,934.26	10/01/24	01/01/25	31
1041513	12/05/24		\$2,876.00	\$304.01	\$0.00	\$0.00	\$3,180.01	09/01/24	12/01/24	47
1021567	11/06/24		\$2,839.60	\$707.68	\$0.00	\$0.00	\$3,547.28	08/01/24	11/01/24	47

**STEP 2:** Click on the arrow in the first column of the row you want to view the invoice for. Select “view details” from the drop down menu.

Payments <span style="float: right;">Reset Columns</span>										
Conf. Num.	Date	St	Services	Expenses	Fees	Tax	Total	Period St	Period End	#Jbs
1138586	05/06/25		\$720.00	\$0.00	\$0.00	\$0.00	\$720.00	01/01/25	05/01/25	39
	04/06/25		\$2,102.13	\$442.17	\$0.00	\$0.00	\$2,544.30	01/01/25	04/01/25	43
	03/06/25		\$2,736.13	\$300.05	\$0.00	\$0.00	\$3,036.18	12/01/24	03/01/25	41
	1077597		\$2,672.13	\$370.23	\$0.00	\$0.00	\$3,042.36	11/01/24	02/01/25	47
	1059264		\$1,815.25	\$119.01	\$0.00	\$0.00	\$1,934.26	10/01/24	01/01/25	31
	1041513		\$2,876.00	\$304.01	\$0.00	\$0.00	\$3,180.01	09/01/24	12/01/24	47
	1021567		\$2,829.50	\$707.08	\$0.00	\$0.00	\$3,536.58	08/01/24	11/01/24	47
	1000729		\$4,332.75	\$630.15	\$0.00	\$0.00	\$4,962.90	07/01/24	10/01/24	33
	981177		\$4,664.00	\$607.78	\$0.00	\$0.00	\$5,271.78	06/01/24	09/01/24	34
	964745		\$1,901.38	\$204.76	\$0.00	\$0.00	\$2,106.14	05/01/24	08/01/24	27

**STEP 3:** The payment will appear. Each job you received payment for will appear on the invoice. “Unit” = the number of hours. “Unit price”= the rate for the job. Travel will appear on its own row.

Job	Description	Unit	Unit Price	Line Total
7916762	<b>Interpretation:</b> 11/01/24 10:00 AM - 10:30 PM Spanish (spa) 12:30 hrs / Standard (Ref #7916762) <b>Customer:</b> Indiana Department of Health Tyson Fresh Meats <b>Consumer Name:</b> Not Provided <b>Appointment Type:</b> Event <b>Nature of Appointment:</b> Health Event	12.5	\$35.00	\$437.50
7916762	Travel	1	\$70.00	\$70.00
7176762	<b>Interpretation:</b> 11/05/24 7:20 AM - 7:20 AM Spanish (spa) 2:00 hrs / Standard (Ref #7176762) <b>Customer:</b> Dawes Fretzin Dermatology 10801 N. Michigan Rd. Zionsville, IN. 46077 <b>Consumer Name:</b> Silvia Villamil <b>Appointment Type:</b> Medical <b>Nature of Appointment:</b> Medical Visit	2	\$26.50	\$53.00
7894531	<b>Interpretation:</b> 11/05/24 12:30 PM - 2:30 PM Spanish (spa) 2:00 hrs / Standard (Ref #7894531) <b>Customer:</b> Central Indiana First Steps (Pro Kids) 4438 N Kitley Ave Indianapolis 46226 <b>Consumer Name:</b> BRIANNA LOPEZ-BATEN . <b>Appointment Type:</b> Government	2	\$26.50	\$53.00