

# Garden & Associates Internet Account Sign-up Guide

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**Go** to [www.gardentranslation.com](http://www.gardentranslation.com) and select **Request an Interpreter Online**.

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**Select** the hyperlink **Register for a password**. This will take you to the registration form.

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**Complete** the registration form using the correct email address and choosing a password you will easily remember. Select the submit key!

**Note:** If your organization has more than one person who requests interpreters, you may either register separately or share a login/password.

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**Request** an interpreter by filling out the request form. Be sure the assignment information is accurate and complete.

Select the **SEND** button when finished. You will be directed to your account homepage.

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Req. ID	Client	Appointment Date	Request Submitted
25631	Client Name	2008-02-29	2008-02-24

Your **Account Home Page** assigns the new request a Req. ID and lists it under Pending Requests..

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Req. ID	Client	Appointment Date	Request Submitted
25631	Client Name	2008-02-29	2008-02-24

**Review, modify or print** pending and confirmed requests by selecting the request. To cancel a request, click on **modify / cancel** from the details

## There are two ways to know your request is confirmed!

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**Garden & Associates, Inc.**  
TRANSLATORS & INTERPRETERS  
**Interpreter Request**  
Jack Lakelack  
Lakelack Law Offices  
jck@lakelack.com

Request ID: 25631  
Date of Request:  
[Modify this Request](#)

Language: Spanish  
Client Patient: Client Name  
Client Phone Number: 234-234-2344  
Medical Record / Chart File Number: 676667H  
Date of Birth: 3-36-73  
Appointment Date: 2008-02-29  
Appointment Time: 5pm  
Appointment Length: 5 hour  
Interpreter/Gender Preference: Jose Caldeon  
Location of Appointment: Mplewood Office 36 Beam Ave, Suite 200 Mplewood, MN  
Department: none  
Phone Number: 234-234-2344

### Account Home Page

The assigned interpreter can be viewed on your account home page once the request has been confirmed by Garden & Associates.

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Subject: Interpreter Request Confirmation

Thank you for your online request!

Your request for an interpreter for February 2, 2004 has been confirmed by Garden & Associates.

Your interpreter will be Benjamin Franklin Youssouf.

To modify this request or print a confirmation, follow the link below to access your online account.

<https://secure.pajunas.com/www.gardentranslation.com/login.php>

If you have questions about your request, please e-mail [janelle@gardentranslation.com](mailto:janelle@gardentranslation.com), or call 952-920-6160.

### Email Confirmation

A confirmation is automatically sent to your email address when the interpreter is assigned. Only the date of the request and the interpreter name are referenced due to privacy issues. To return to your account, follow the hyperlink and log in.

If you have any further questions regarding use of the Internet Account, please contact Garden & Associates at (952) 920-6160.