

## A guide to requesting document translations on DA Link

Please follow this guide when requesting a document translation:

1. Sign in to DA Link via the Client Portal option on <https://link.dalanguages.co.uk/>

### Client portal

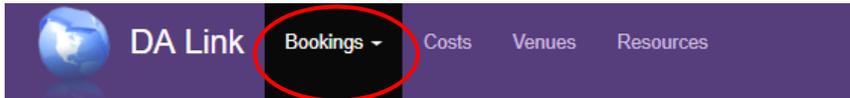
Sign in here if you are a client of DA Languages

[Sign in](#) [Request invite](#)

If you have not yet received an invite to join the portal, select instructions that will appear in your email.

“Request invite” option and follow the

2. Once logged in, click on “Bookings” from the top menu, and then in the drop down, select “Translations”.



3. A new page will open. On this page select the blue button “New Translation”.



4. A booking form will appear. Every field marked with a \* must be completed to proceed.

5. To upload the document to translate, click on the “Add another source file” button. Then, just drag and drop your file into the box to attach it.

Source files

Name

File



Drag and drop a file here or click

[Remove](#)

[+ Add another source file](#)

6. Once the information in the booking form is complete and the file is uploaded, click the green ‘Save’ button: near the top left of the page.



When the booking is saved, you’ll receive a job ID number (for example: TMBC\_0123456).

The Translation team will get back to you as soon as possible and provide you with a cost and estimated turnaround time. We may also request additional information if necessary.

If you have any issues accessing DA Link, please give our friendly team a call on 0161 928 2533, choosing option \*2 for Translation, and our project managers will assist you.