eBRAM LawTech Services

Artificial Intelligence Machine Translation User Guide

November 2022

eBRAM International Online Dispute Resolution Centre Limited

eBRAM
一邦國際網上仲調

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1. Introduction

As a one-stop shop Online Dispute Resolution and LawTech service provider, eBRAM strives to offer secure, accessible, and cost-effective dispute resolution and LawTech services to enhance efficiency for the legal and business communities.

The eBRAM Artificial Intelligence (AI) Machine Translation Service is developed for translating documents between the following languages: Chinese (Traditional and Simplified), English, Arabic, Russian, Spanish, Japanese, Korean, Thai, Vietnamese, Bahasa Indonesia, Bahasa Malaysia, Filipino, French, German, Portuguese.

2. Technical Support and System Requirements

Technical support/troubleshoot:

As a system administrator, the eBRAM IT team will provide technical support for the AI Machine Translation System.

Users can contact the eBRAM IT team via email or by calling the hotlines.

Email: lawtechservices@ebram.org

Customer Service Hotline: +852 3792 0567
Technical Support Hotline: +852 3792 0569

System requirements

#	Operating System	Browser	Screen Resolution
Laptop / Desktop computers			
1	Windows 10 / Windows 11	Edge 12+, Firefox 27+, Chrome 30+	1280 x 1024 or above
2	macOS X (10.9 or later)	Safari 7+, Firefox 27+, Chrome 30+	1280 x 1024 or above
Mobile Devices			
3	iOS 12.2+	Safari	
4	Android 6.0+	Chrome	

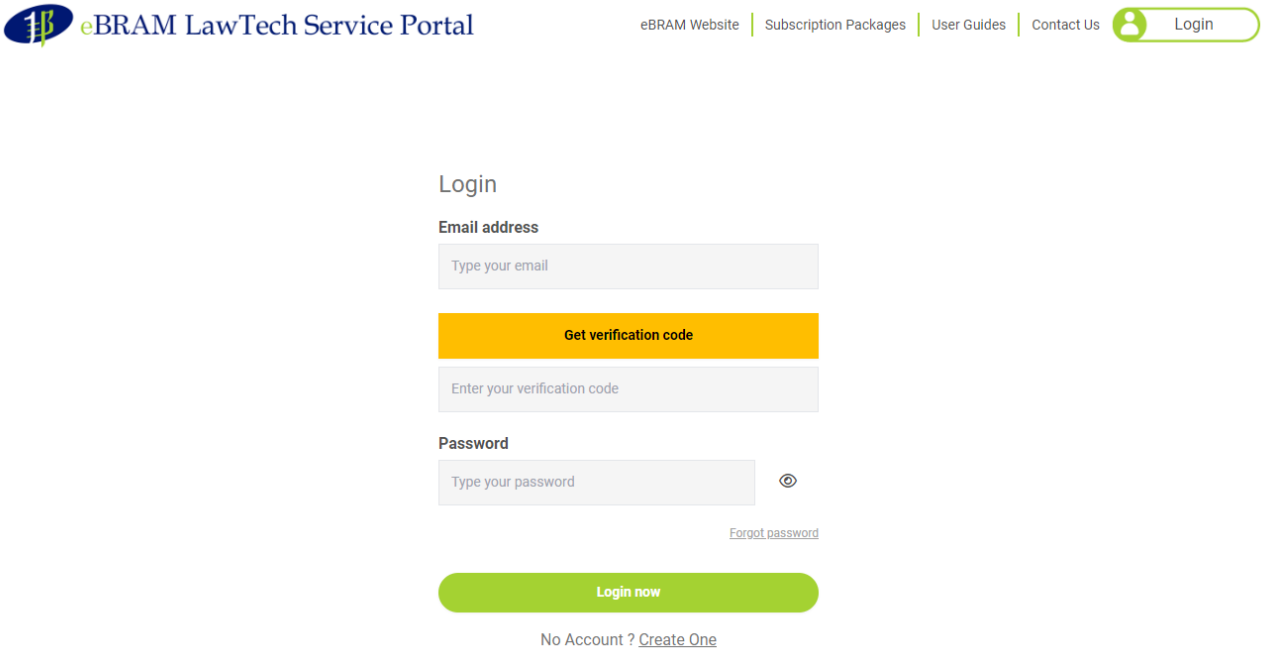
Recommended Laptop / Desktop Computer Hardware

#	Components	Recommendation
1	Processor	Intel i5/i7 Dual-core 2GHz or higher
2	Memory	8GB
3	Hard disk	512 GB SSD or higher
4	Microphone	Built-in microphone or USB plug-in microphone
5	Webcam	Built-in webcam or USB plug-in webcam
6	Speaker	Built-in speaker or Plug-in speaker
7	Internet Bandwidth	10Mbps

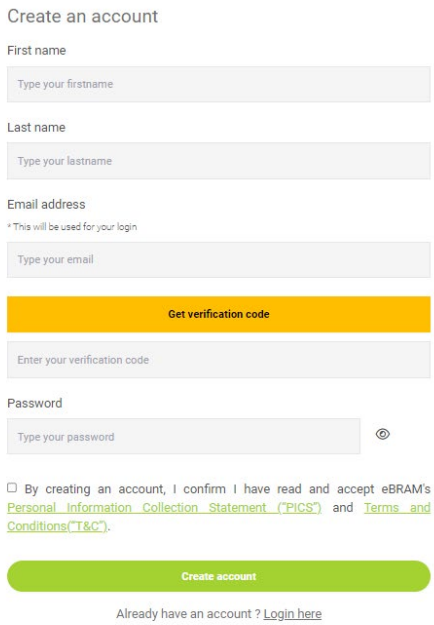
3. How to create an account?

3.1 Create an account for eBRAM LawTech Services

1. Enter this URL into the browser: https://lawtechservice.ebram.org/
2. Click the "**Login**" icon, then click "**Create One**" to create an account.



3. The Create an account page is shown below.
   Enter the following details to create an account:

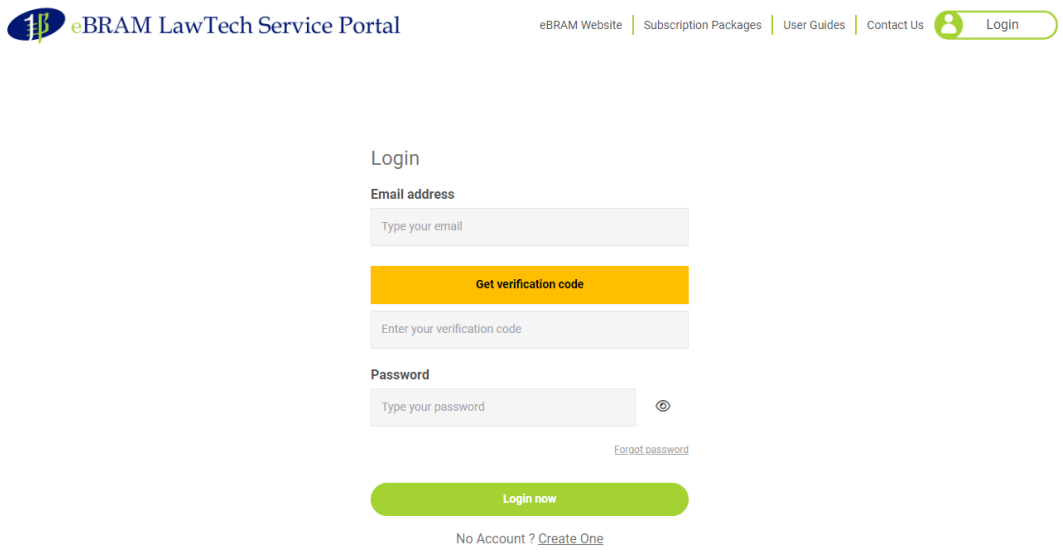


4. Enter your first name.
5. Enter your last name.
6. Enter your email address.
7. Click "**Get verification code**" to receive a verification code in your email address.
8. Enter the verification code.
9. Enter your password.
10. Click on the links to read the Terms and Conditions (T&C) and the Personal Information Collection Statement (PICS).
11. Click "**Create account**" to create an account.

4. How to log in?

4.1 Log in to eBRAM LawTech Services Portal

1. Enter this URL into the browser: https://lawtechservice.ebram.org/
2. Click the "**Login**" icon to log in.

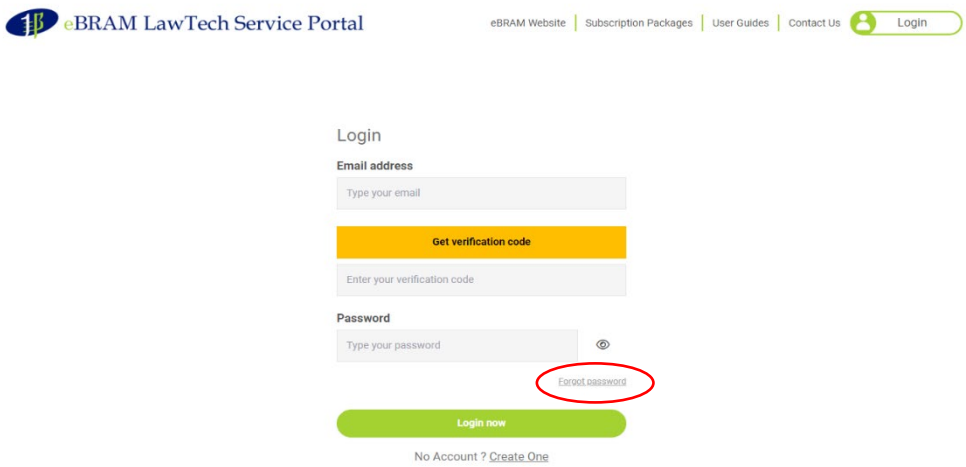


3. Enter your registered email address.
4. Click the "**Get verification code**" icon to receive a verification code in your email address.
5. Enter the verification code.
6. Enter the password.
7. Click the "**Login now**" icon to log in to the eBRAM LawTech Services Platform.

5. How to reset the password?

5.1 To reset the password

1. Click “**Forgot password**”.

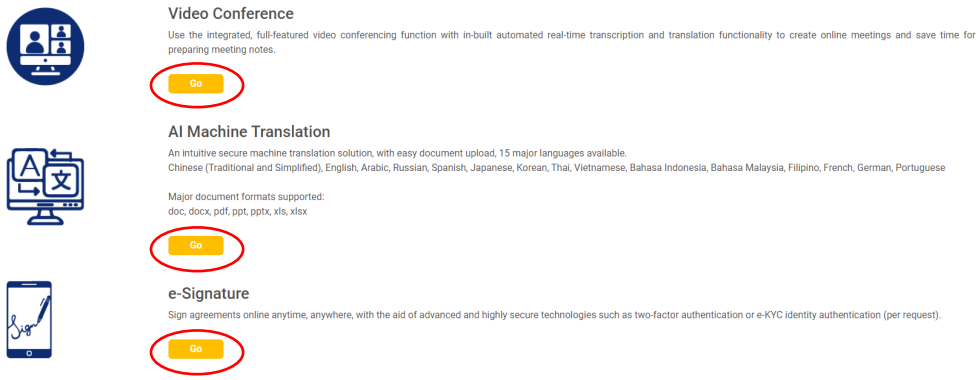


2. Enter your registered email address.
3. Click the “**Get verification code**” icon to receive a verification code in your email address.
4. Enter your new password.
5. Re-enter to confirm your new password.
6. Click the “**Reset**” icon to reset the password.

6. LawTech Services Home Page

6.1 Home

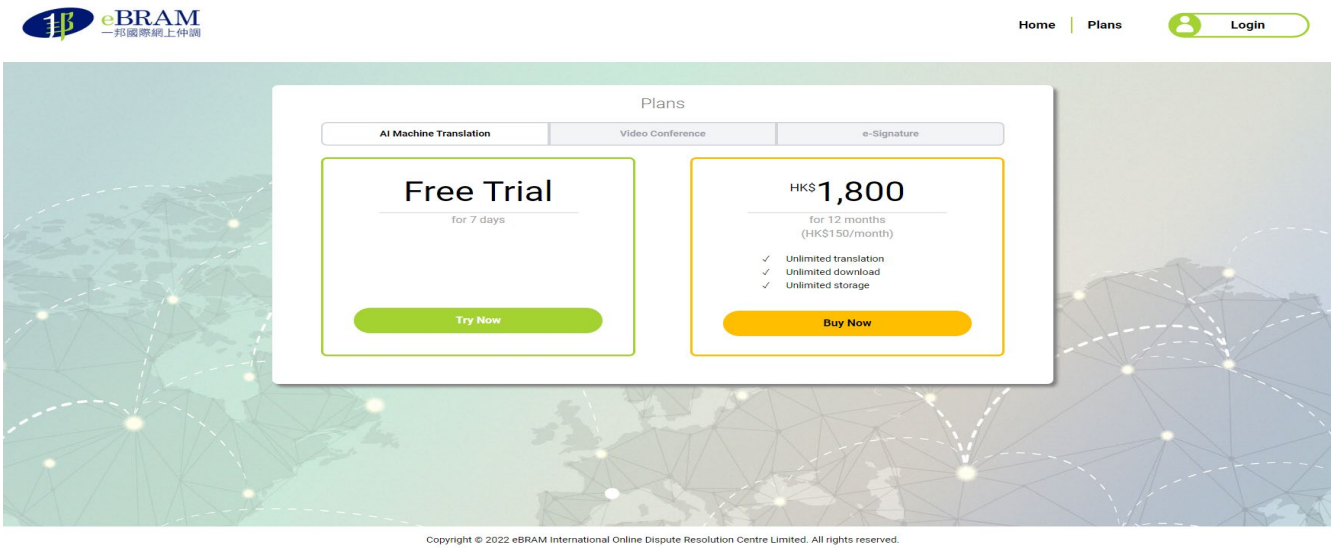
1. Click “**Logo**” to open the LawTech Services Home Page.
2. Click the “**Go**” button to use a specific LawTech Services: AI Machine Translation, Video Conference, or e-Signature.



7. AI Machine Translation Service Plans

7.1 AI Machine Translation Service Plans

1. Click “**Plans**”.
2. Then click “**AI Machine Translation**”.

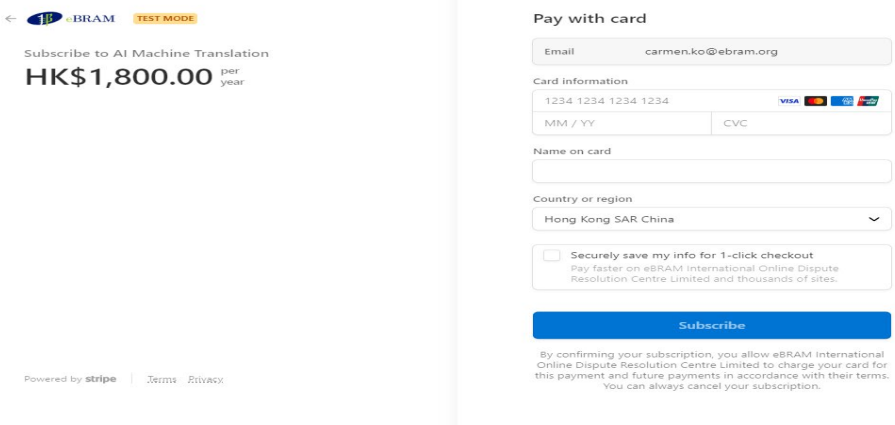


3. Click the “**Try Now**” icon for a free 7-day trial or click the “**Buy Now**” icon to pay for the AI Machine Translation annual subscription.

4. After selecting “Buy Now”, you will be directed to the login page. Please follow the steps in Section 4 to log in to your account.

5. After logging in, click again on “**Plans**” and then the “**Buy Now**” icon to purchase the annual subscription. You will then be directed to the payment page.

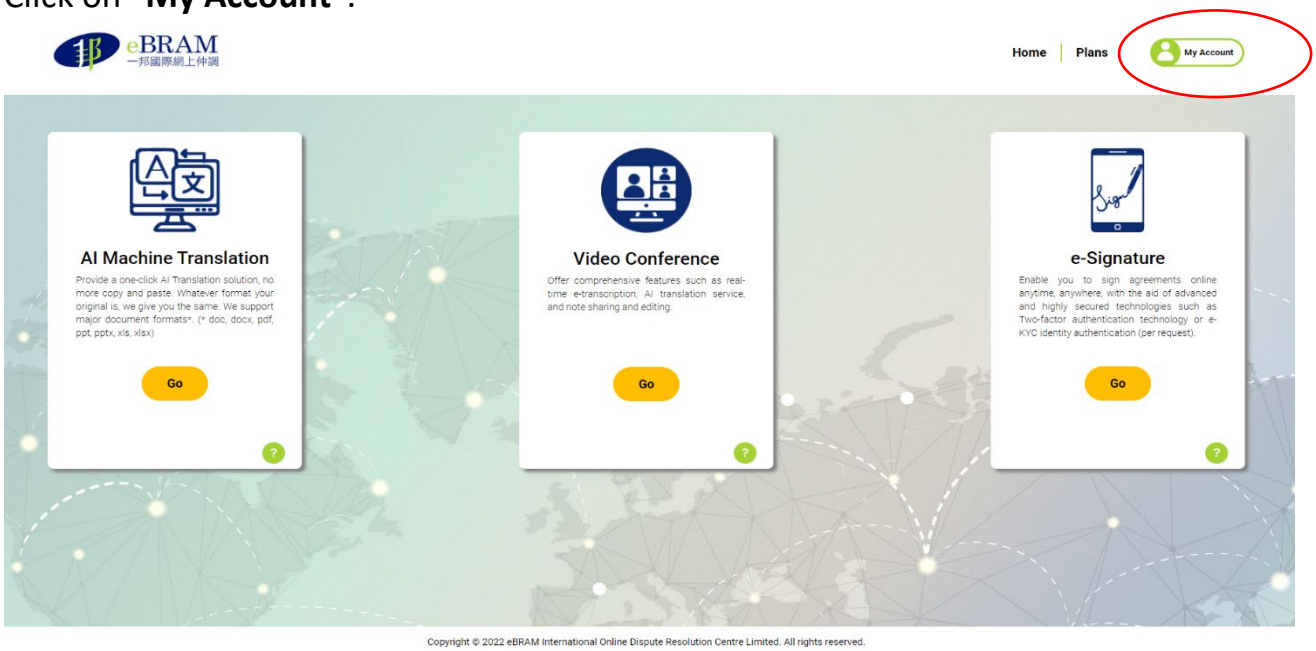
   Accepted forms of payment are VISA, MasterCard, American Express, and UnionPay. Enter the required payment fields and click the “**Subscribe**” icon to process the payment.



8. How to view and edit your Account Status?

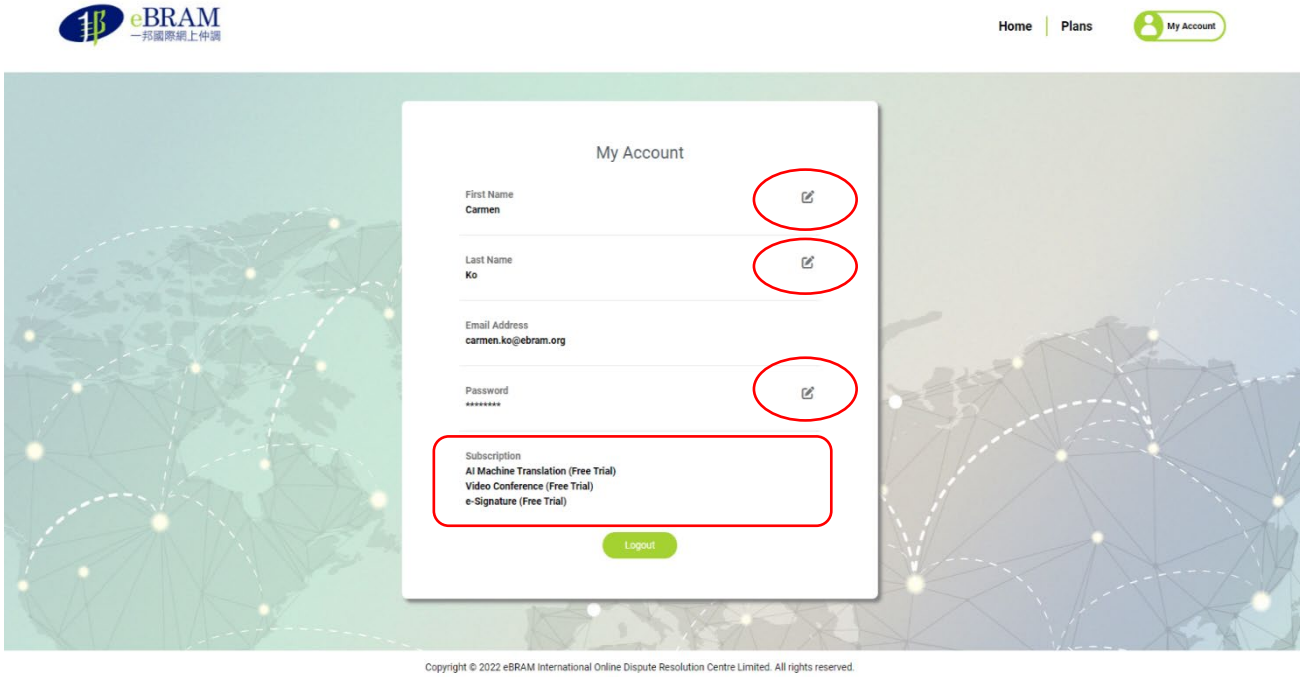
8.1 To view and edit your Account Status

1. Follow the steps in Section 4 to log in to account.
2. Click on "**My Account**".

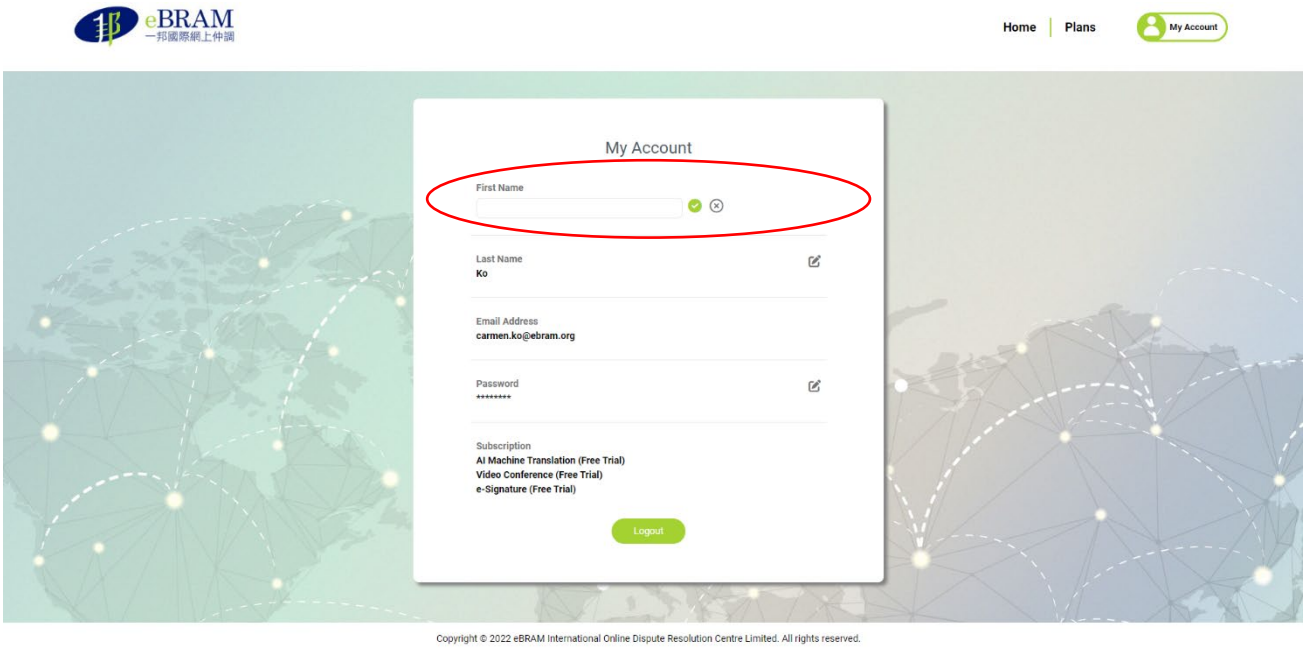


3. In the Subscription section, the services you have subscribed to (whether a free trial or premium service) are indicated.

   Click the "**Edit**" icon to update editable fields in your Account.



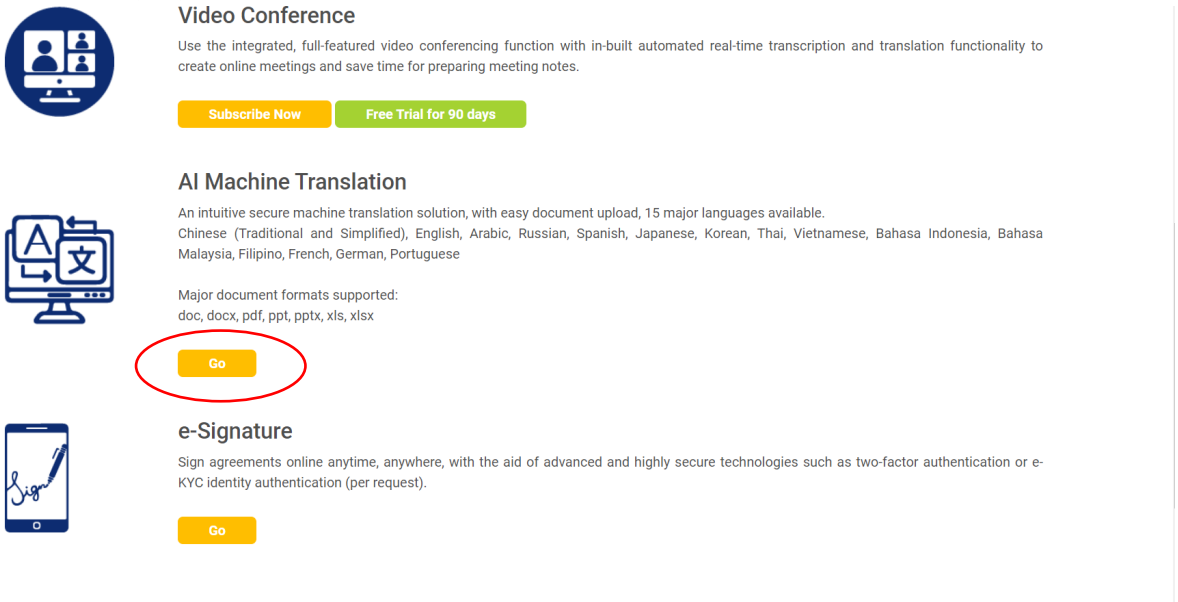
4. Enter the new value, then click the “**green checkmark**” icon to save the changes.



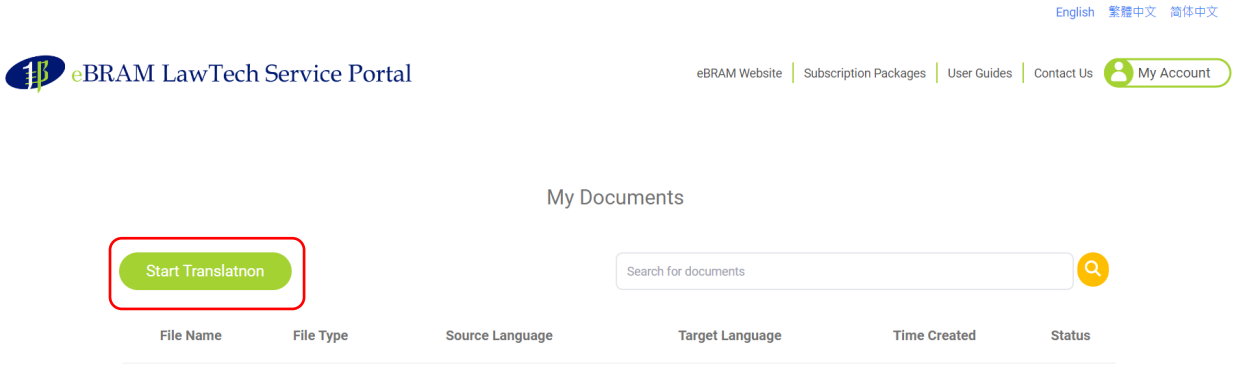
9. How to get started?

9.1 Getting started in AI Machine Translation

1. On the Home page, click the “**Go**” button to use the AI Machine Translation.



2. Click the “Start translation” icon to upload a document for translation.

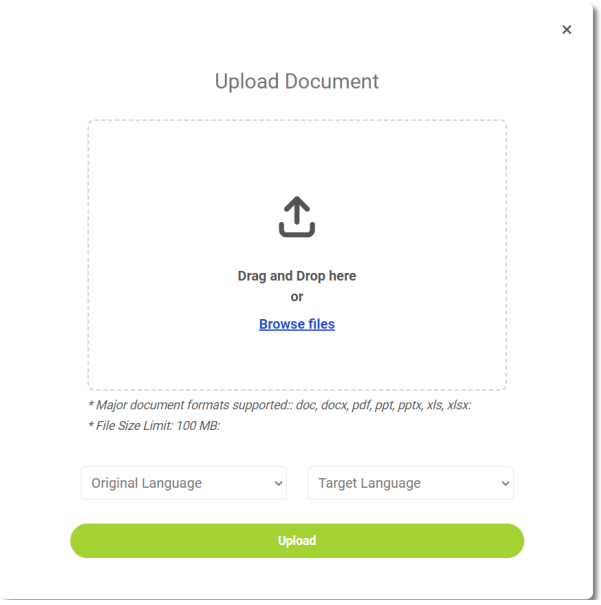


3. Drag and drop a file or click “**Browse files**” to upload a document for translation.

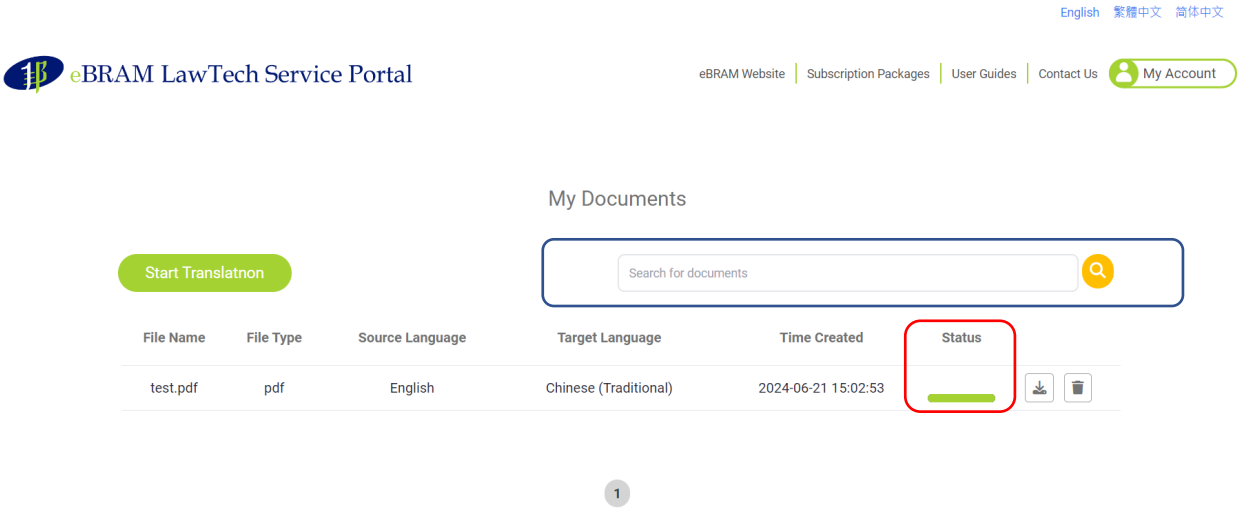
   Supported translation file types are doc, docx, pdf, ppt, pptx, xls, and xlsx with a file size limit of 100 MB.

   From the dropdown menu, select the original language of the document and the target language. The available language pairs are Arabic, Chinese in Traditional and Simplified forms, English, Russian, and Spanish.

   Click “**Upload**” to upload the document to be translated.



4. A status bar shows the translation progress of the document. The document will be downloadable when the translation has been completed.

   To download the translated document, click the "**download**" button.
   To delete the translated document, click the "**delete**" button.

   To search for a translated document, enter the search criteria in the search box and click the "**search**" icon.