



## INDUSTRY HUB QUICK REFERENCE GUIDE

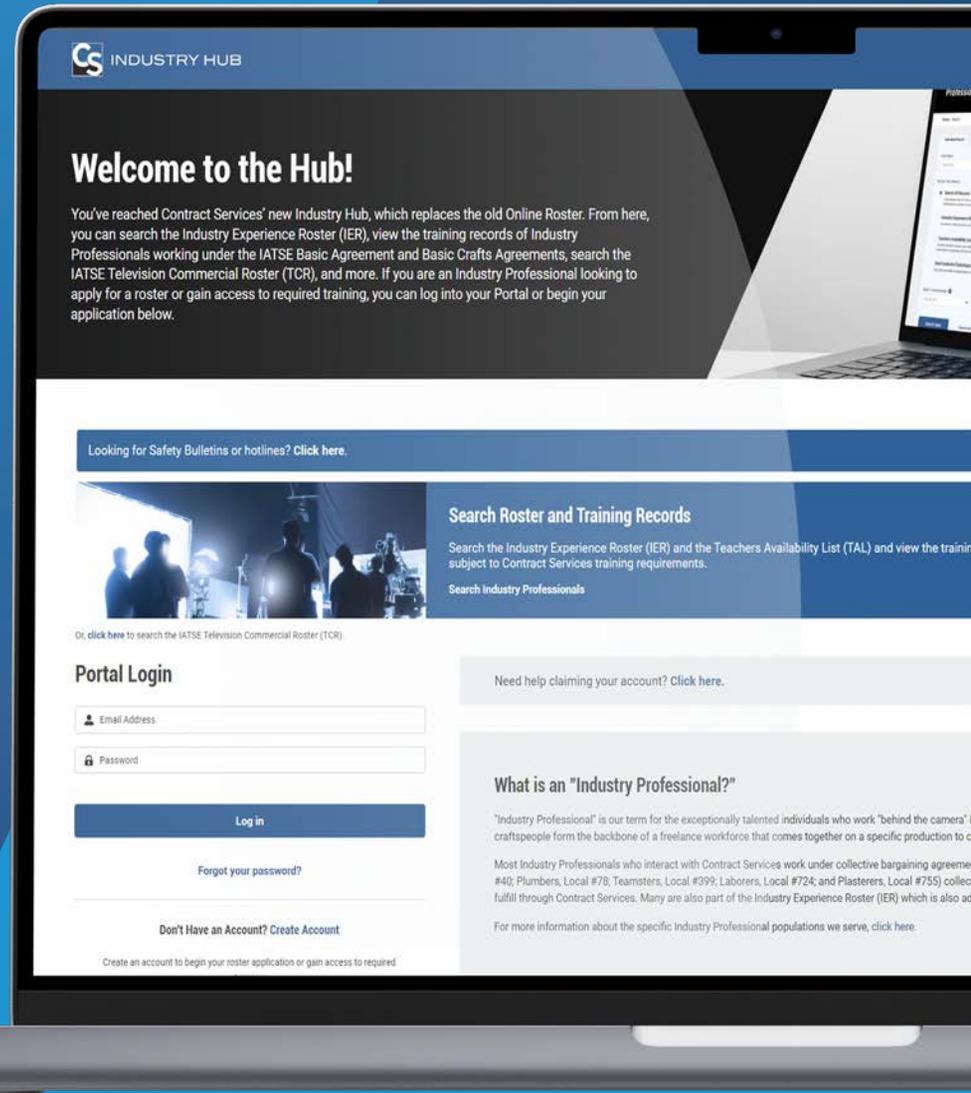
# HOW TO CREATE A PORTAL ACCOUNT AND COMPLETE AN APPLICATION

A guide for Industry Professionals new to Contract Services

### Need More Help?

Contact us at **818.565.0550** ext. 1100.

[thehub.org](http://thehub.org)

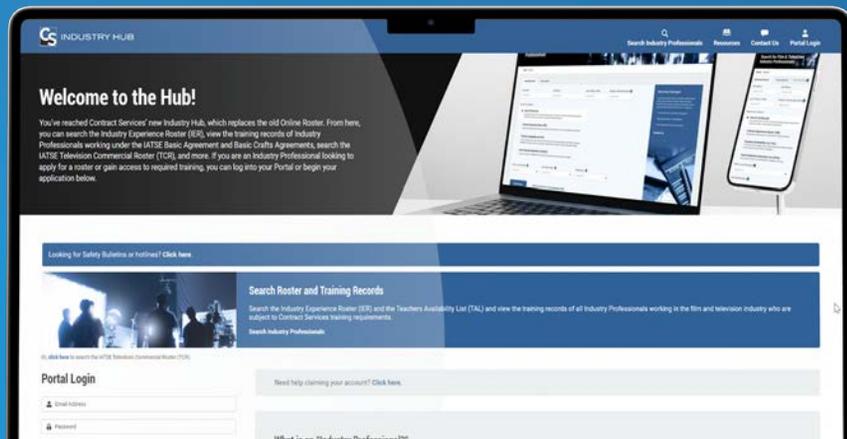


# MEET THE NEW INDUSTRY HUB

Contract Services' Industry Hub is a new gateway to your personal Portal experience. It's going to make your life (and keeping up with your Contract Services requirements) a lot easier. Visit [thehub.org](http://thehub.org).

# A BRAND-NEW PORTAL EXPERIENCE

With a sleek and modern design, your new Portal will show you everything you need to know about your classifications, requirements, deadlines and more. You can enroll for training, upload required documents, and keep track of important notifications in your Message Center – all in one place right at your fingertips!



## What is an Industry Professional?

“Industry Professional” is our term for the exceptionally talented individuals (like you!) who work “behind the camera” in the motion picture production industry. These tens of thousands of artists, technicians and craftspeople form the backbone of a freelance workforce that comes together on a specific production to create the film and television content enjoyed by millions around the world.



## Key features of your new Portal

- ✓ A **self-service Portal** you can access 24/7
- ✓ Keep up with your **classification and training requirements**
- ✓ Easily **upload documents** for review
- ✓ A **Message Center** where you'll be notified of important deadlines and requirements

# HOW TO CREATE AN ACCOUNT

## 1 How to create an account

- ✓ Head to **thehub.org** or scan the QR code with your mobile device.



- ✓ Then, scroll down the page to “Create Account.”

## 2 To create an account, you will need to provide the following information:

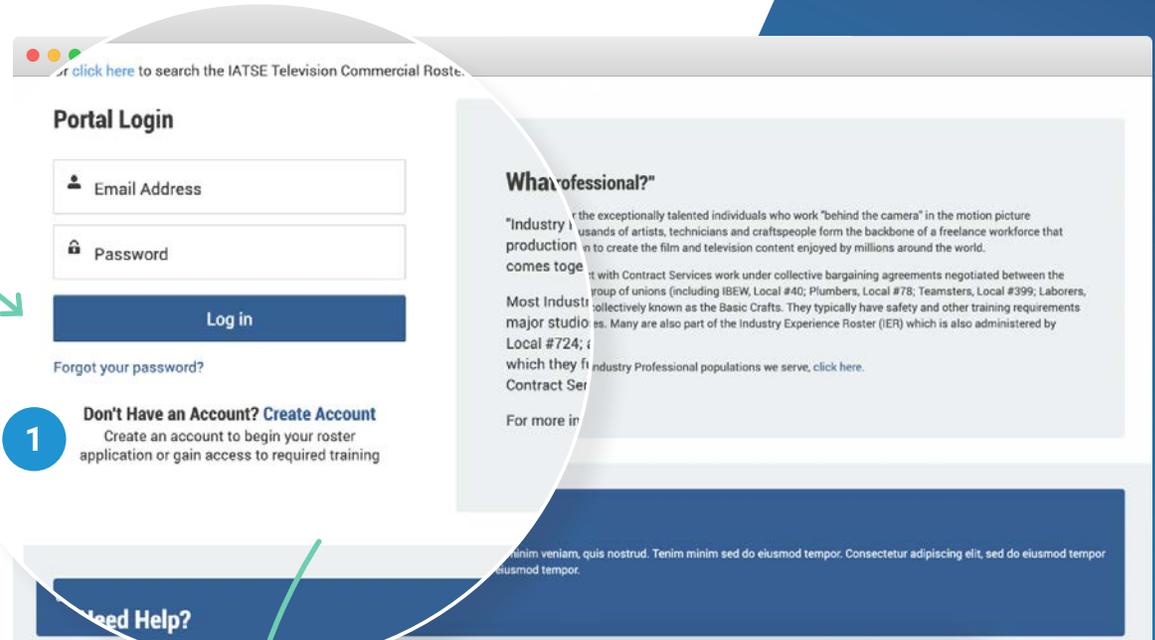
- ✓ Full legal name
- ✓ Social Security number
- ✓ Postal address
- ✓ Primary phone number
- ✓ Email address
- ✓ The local union you are associated with
- ✓ The classification you're interested in

If you have all this information, then you are ready to create an account and apply for a roster or training access.

If you are missing any of this information, please call 818.565.0550 ext. 1100 for assistance with creating your account.

### Did you know?

If you don't have an account with us, creating one is your very first step. Whether you're applying for placement on a roster or for access to training, you'll need an account to start an application.

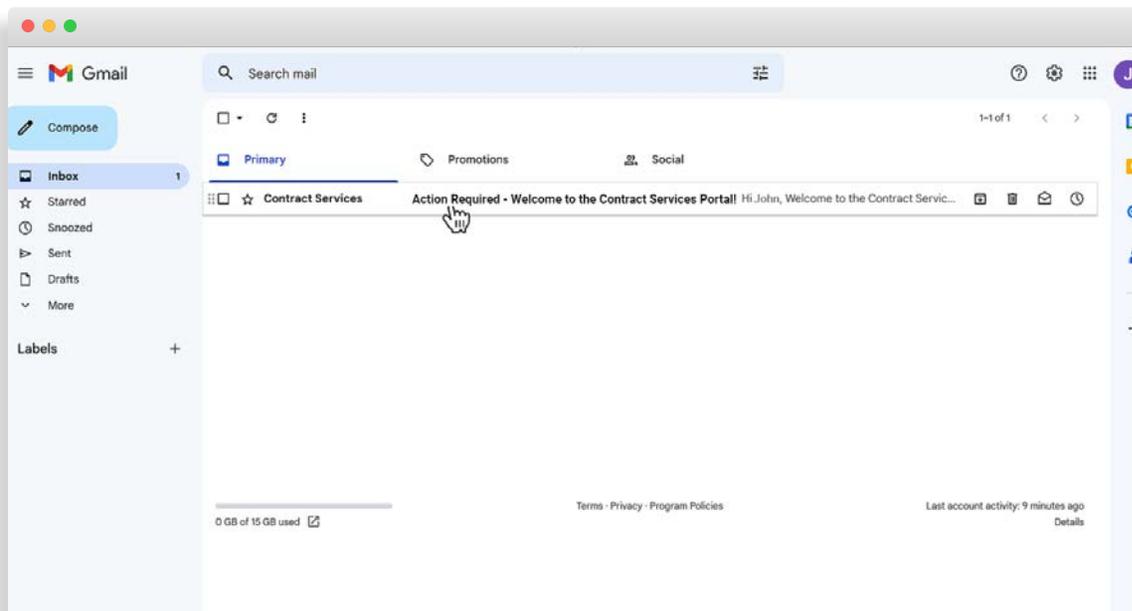
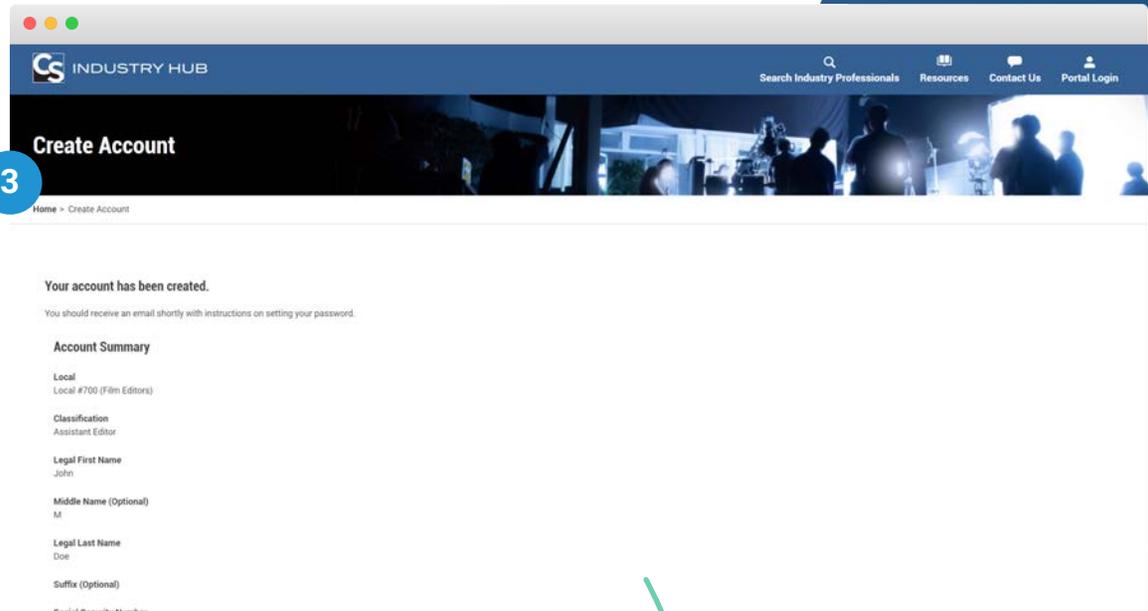


1 Don't Have an Account? Create Account  
Create an account to begin your roster application or gain access to required training



# HOW TO CREATE AN ACCOUNT

3 Next, you will need to select your password. Check your email for a link to choose your password. This email will have the subject line **"Action Required - Welcome to the Contract Services Portal!"** Please check your spam folder if you do not receive it in your inbox.



# HOW TO START AN APPLICATION

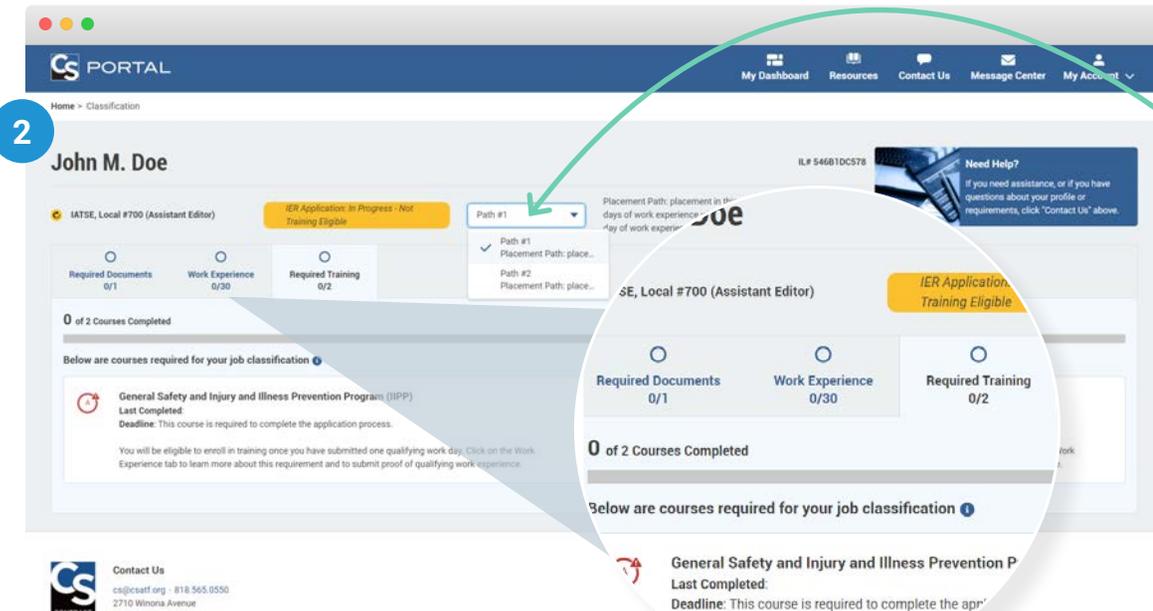
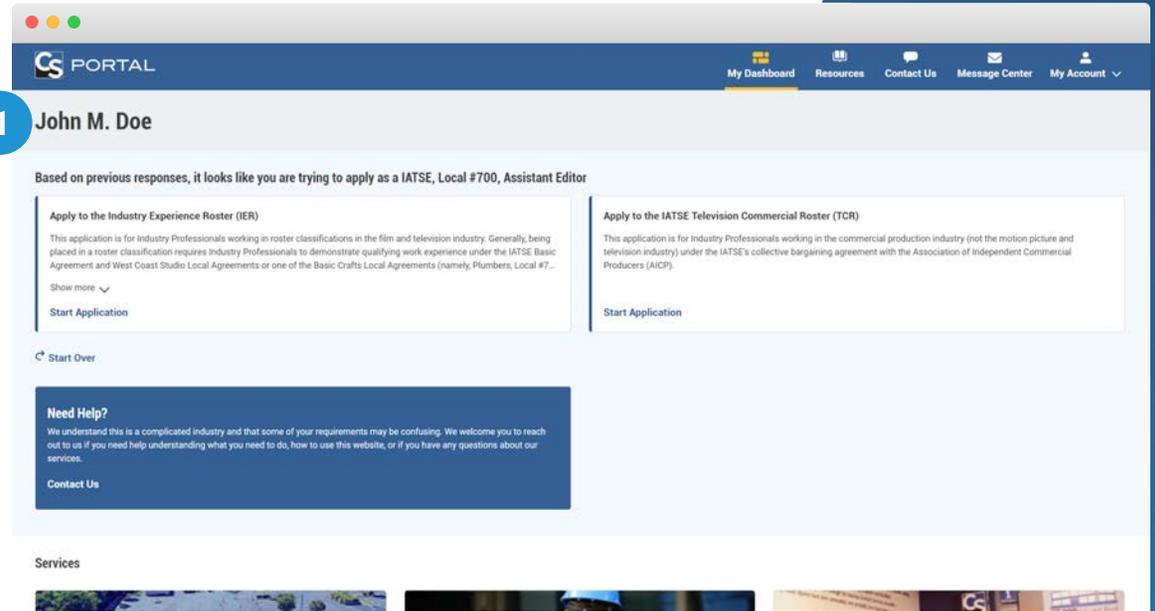
**1** Now that you've created your account, you will be granted immediate access to your Portal Dashboard at login. You'll notice that your Dashboard has now been customized for you based on the job classification you told us you were interested in.

From your Dashboard, select the roster you wish to apply for (or access to training for "non-roster" classifications).

**2** You can now review your application requirements.

Generally, these requirements fall into three categories that will show as separate tabs:

- Required Documents
- Work Experience
- Required Training

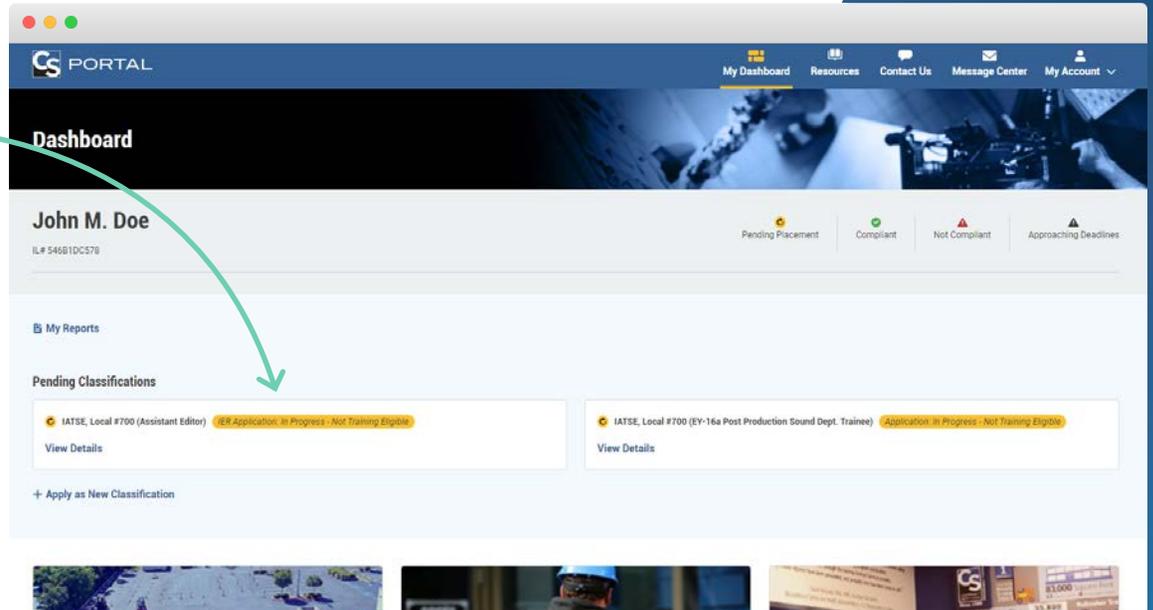


**Did you know?** Some classifications have multiple paths for meeting work experience requirements. If this applies to your classification, you'll see a drop down menu that allows you to toggle between different paths. You only need to complete one path in order to satisfy the work experience requirement.

# HOW TO COMPLETE AN APPLICATION

## Did you know?

You can use your Dashboard to view the progress of all pending applications. (Two applications are pending in this example.)



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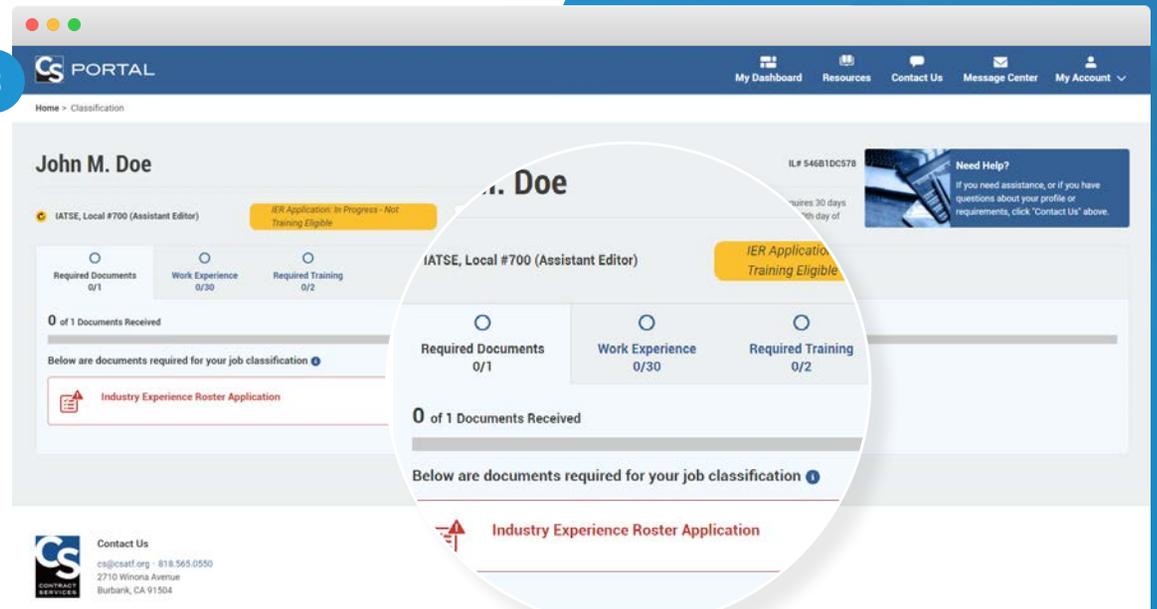
Now that you've started your application, you'll need to satisfy all of the requirements (typically, Required Documents, Work Experience and Required Training) in order to complete it.

But first, check your email. Some documents that require your digital signature will be waiting in your inbox (for example, the Application form itself).

You may complete most of the requirements in any order, with the exception of the Required Training. To gain access to your preliminary training requirements (which are part of your application), you'll need to submit proof of at least one qualifying work day.

Review your Portal to see all requirements in further detail.

3



## APPLICATION COMPLETE!

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Congratulations! You have now completed your application. You will be notified by email and your Message Center once you have been placed on a roster or have been granted access to training (for "non-roster" job classifications).

After placement, you may be asked to complete additional training required for your classification. Check your Dashboard to see your additional training requirements, complete your additional training online, and keep an eye on any new deadlines you might have in the future.

