



## INDUSTRY HUB QUICK REFERENCE GUIDE

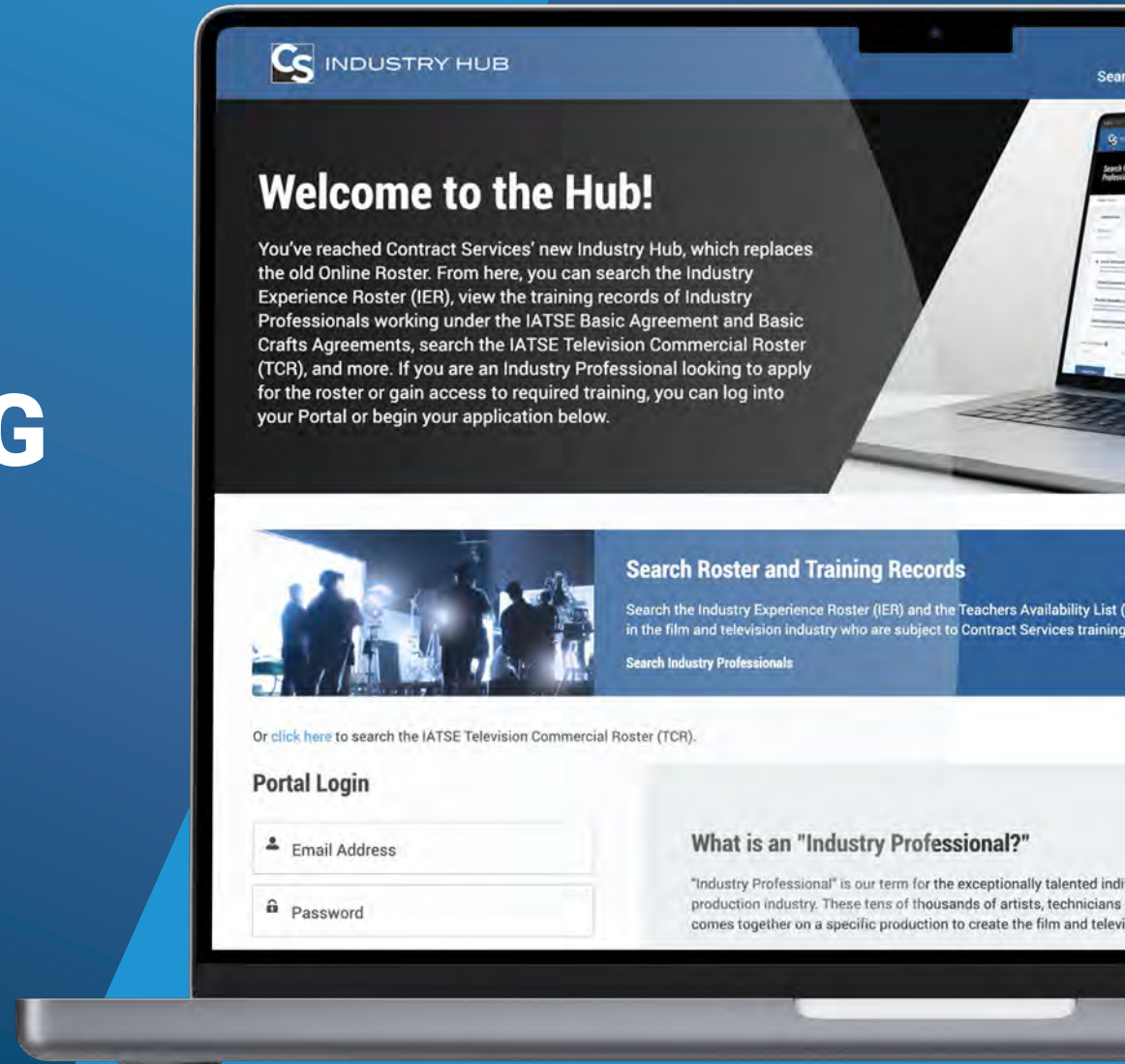
# HOW TO FIND YOUR GROUPING ADVANCEMENT DATE

A guide for Industry Professionals in Local #399

### Need More Help?

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

**thehub.org**

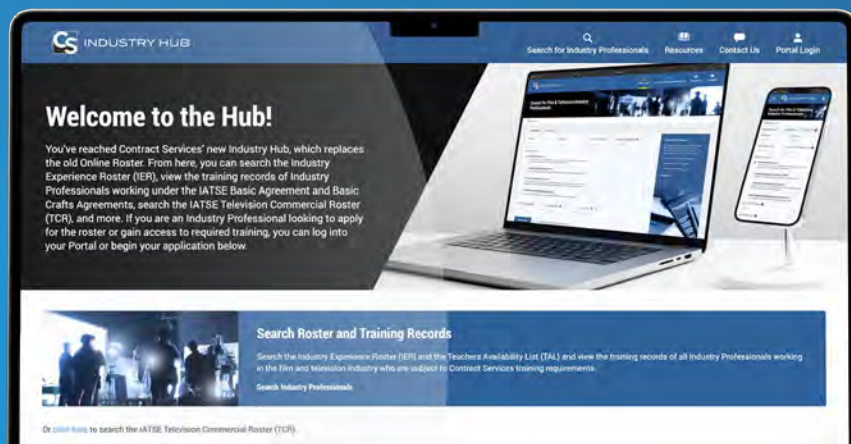


# MEET CONTRACT SERVICES

Welcome to Contract Services, the home of the Industry Experience Roster, the Safety Pass training program, and much more. We are a nonprofit organization with a unique mission. Established in 1965 by the major studios and Hollywood unions, our job is to administer certain aspects of the collective bargaining agreements between Producers and Unions.

## 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 FIND YOUR GROUPING ADVANCEMENT DATE

This guide explains how to find your grouping advancement date in your Contract Services Portal account.

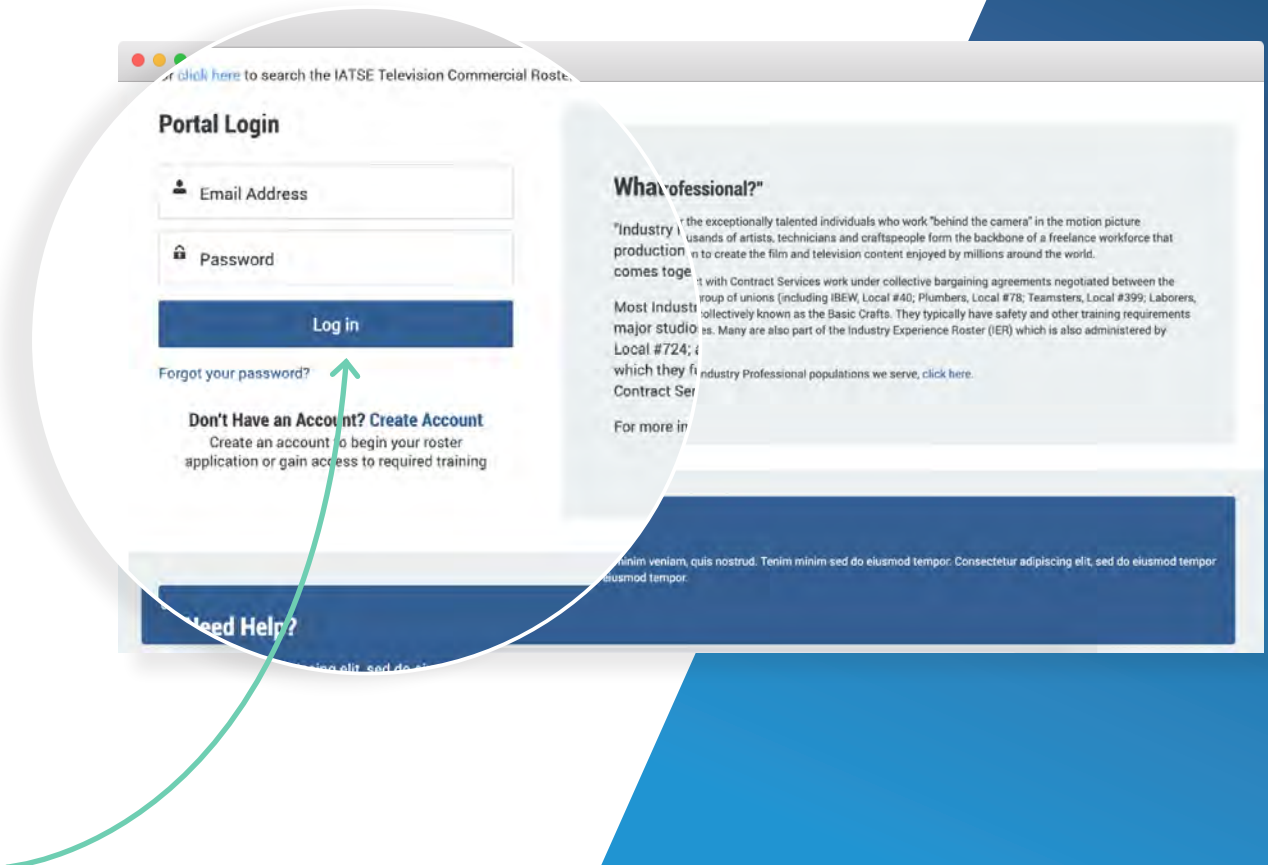
## Step 1: Log into your Portal account

First, you'll need a Portal account. If you already have one, keep reading to learn how to view requirements and submit documents.

If you don't have a Portal account, visit [thehub.org](https://thehub.org) and click "Create Account" in the Portal Login section. (For step-by-step instructions on how to create your account and navigate your Portal, click [here](#).)

If you are in a Local #399 classification with grouping (e.g., Auto Mechanic, Auto Service, Driver, Dispatcher, or Wrangler), you will advance in grouping over time, provided that you remain compliant with all requirements.

To find your grouping advancement date, log into your Portal on the Industry Hub ([thehub.org](https://thehub.org)).





# HOW TO FIND YOUR GROUPING ADVANCEMENT DATE

## Step 2: Click on your pending classification

After logging in, you will be taken to your Portal Dashboard, where you will see your current classification (e.g., Driver Group 3) and a pending record for your future grouping upgrade.

To find out the anticipated date of your grouping advancement, click on **"View Details"** of your pending classification (e.g., Driver Group 2).

The screenshot displays the CS Portal Dashboard for a user named John Doe. The dashboard is divided into several sections. At the top, there's a navigation bar with links to Dashboard, Resources, Contact Us, Message Center, and My Account. Below this, the user's name and ID are shown. The 'My Classifications' section lists two entries: 'Teamsters, Local #399 (Driver Group 3)' with a green 'IEN - Compliant' status and a 'View Details' link, and 'Teamsters, Local #399 (Driver Group 2)' with a yellow 'IEN - Pending (In Progress)' status and a 'View Details' link. A green arrow points from the text in the previous block to the 'View Details' link for the pending classification. The 'Pending Classifications' section provides a detailed explanation of the advancement process and includes a 'View Details' link for the pending classification. At the bottom, there's a '+ Apply as New Classification' button. A circular callout on the right side of the dashboard shows a magnified view of the 'View Details' link for the pending classification.

**CS PORTAL**

**Dashboard**

**John Doe**  
IL# 0000000000

**My Classifications**

- Teamsters, Local #399 (Driver Group 3)** IEN - Compliant  
[View Details](#)
- Teamsters, Local #399 (Driver Group 2)** IEN - Pending (In Progress)  
[View Details](#)

**My Reports**

**Pending Classifications**

You are in a classification that is subject to advancement in grouping. To find your Anticipated Advancement Date, click on View Details of the Pending classification below (not the classification you are currently in, but the one you are advancing toward) and select the Other Requirements tab. There, you will find the date we calculate that you will advance in grouping, provided you remain compliant with all requirements. For more information, [click here](#).

**Teamsters, Local #399 (Driver Group 2)** IEN - Pending (In Progress)  
[View Details](#)

[+ Apply as New Classification](#)

**View Details**

# HOW TO FIND YOUR GROUPING ADVANCEMENT DATE

## Step 3: Click on "Other Requirements" tab

On your classification detail screen, click on the "Other Requirements" tab. There, you will see your "Anticipated Advancement Date."

### Don't forget!

Your Anticipated Advancement Date may be delayed if you do not remain compliant with your classification requirements. For example, if you don't keep up with your training requirements, or if you allow your required documents to expire (e.g., Commercial Driver's License or Medical Examiner's Certificate), you will be suspended from the Industry Experience Roster. Any time that you are suspended from the Industry Experience Roster does not count toward your advancement in grouping.

To avoid this, and make sure you advance in grouping as quickly as possible, you should check your Portal account periodically to ensure you are always up to date with your classification's requirements.

The screenshot shows the CS Portal interface for John Doe. The user is logged in as John Doe, and the page displays the 'Other Requirements' tab for the 'Teamsters, Local 399 (Driver Group 2)' classification. The 'Other Requirements' section shows '0 of 1 Other Requirements Completed'. Below this, a section titled 'Time-Based Requirements' lists a requirement: '2 Years Active, Upgrade' with an 'Anticipated Advancement Date: 5/30/2024'. A circular callout highlights this requirement. A green arrow points from the 'Other Requirements' tab in the 'Don't forget!' box to the 'Other Requirements' tab in the portal interface.

Additional requirements for your job classification

2 Years Active, Upgrade  
Anticipated Advancement Date: 5/30/2024

Upgrade Path: advancing to Group 2 requires 2 years of being active on the IER in Group 3 and in compliance with all requirements. (Any days not in compliance are not counted toward advancing in grouping.)

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