



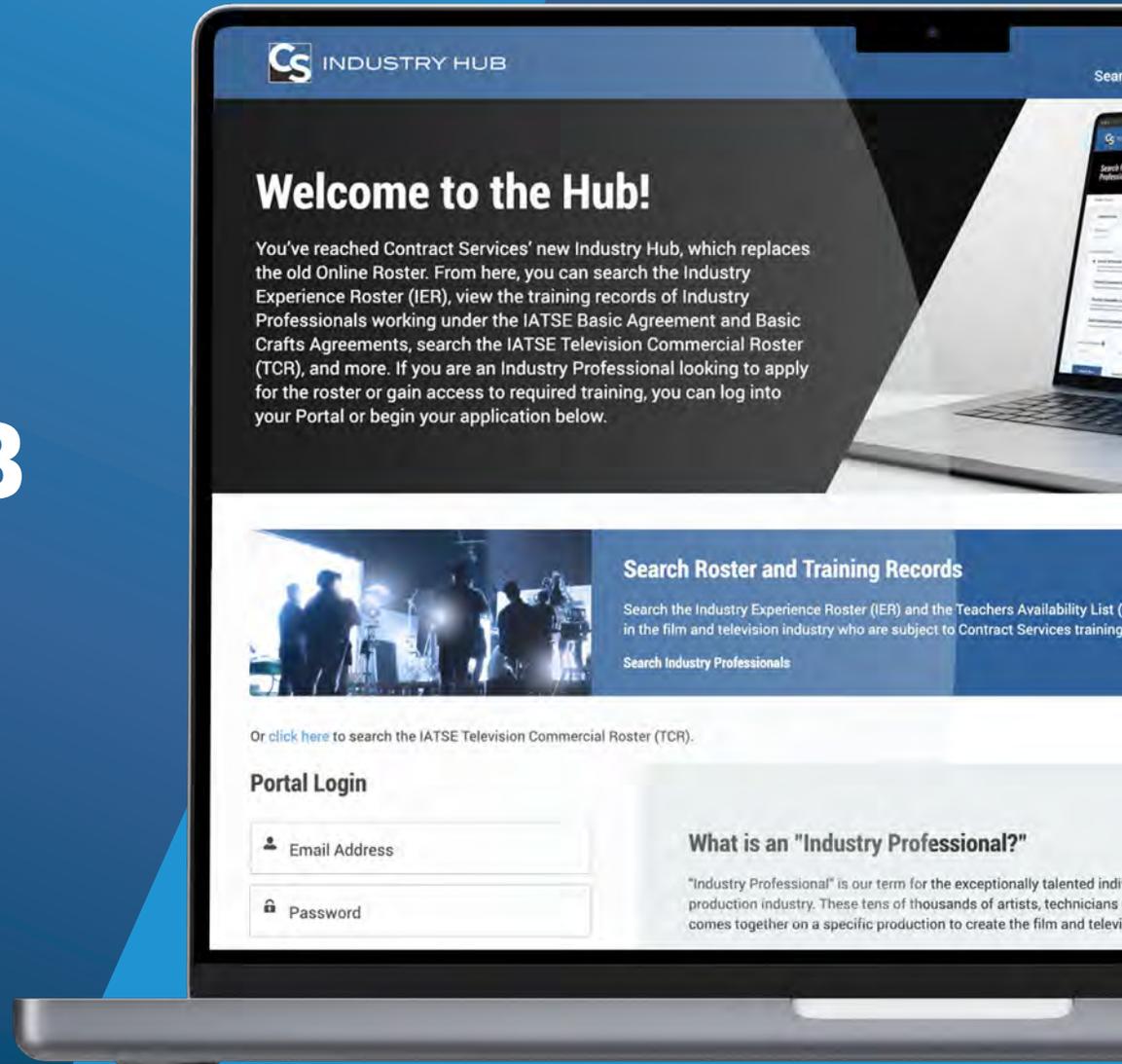
INDUSTRY HUB & PORTAL QUICK REFERENCE GUIDE

MEET THE INDUSTRY HUB & YOUR NEW PORTAL

Need More Help?

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

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.

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

KEY FEATURES OF THE HUB

- ✓ Without logging in, search the publicly available records of 60,000 Industry Professionals
- ✓ Access useful resources
- ✓ Contact us if you need assistance!
- ✓ Visit thehub.org

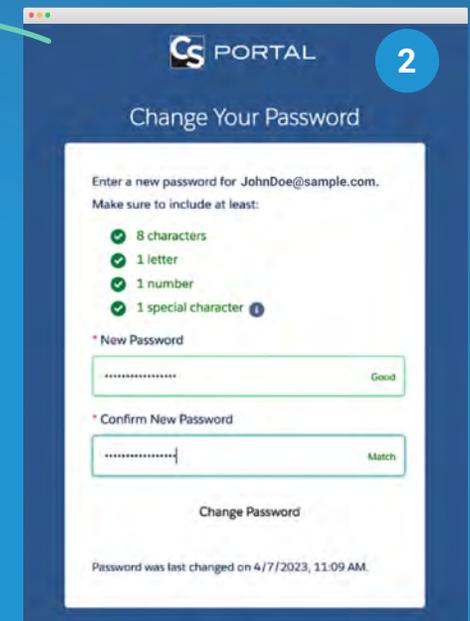
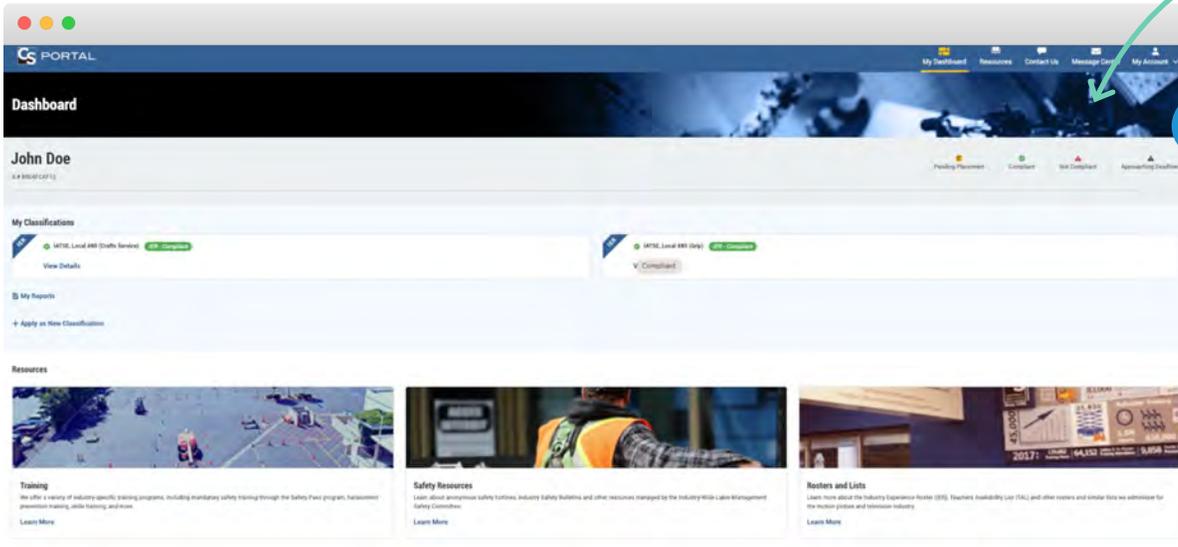
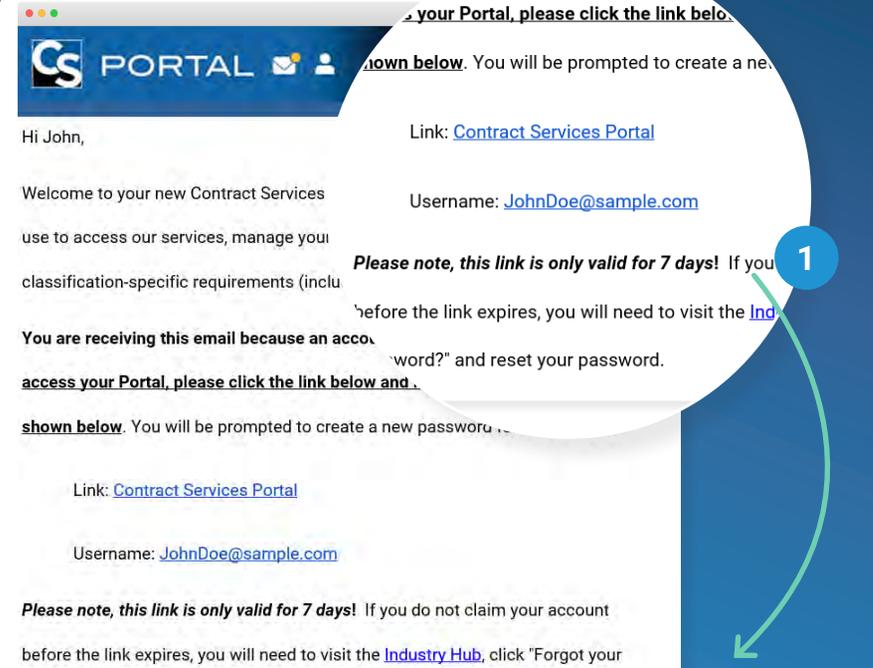


Portal Login

- ✓ Already have an account? Log into the Portal using your email address and password.
- ✓ New to the Industry? Click "Create Account" to start a new application.

HOW TO CLAIM YOUR NEW PORTAL ACCOUNT

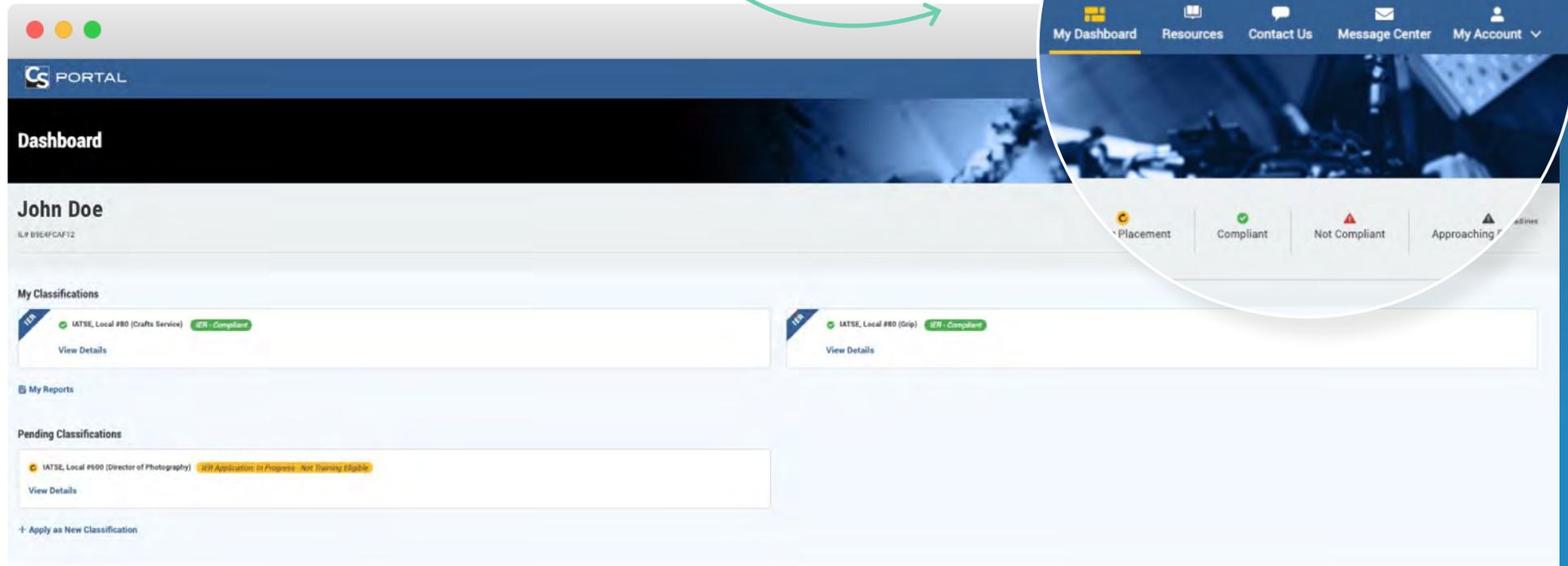
- 1 First, check your email. If you already had an old Portal account, you should find an email with the subject line **"Action Required - Welcome to the Contract Services Portal!"** inviting you to claim your new account. (If you can't find that email, please contact us.)
- 2 Create your password within 7 days of receiving the email. (After 7 days, the invitation will expire, and you'll need to visit thehub.org, select "Forgot your password?" and choose a new password to unlock your new Portal.)
- 3 Congratulations! You can now log into your new Portal.



HOW TO NAVIGATE YOUR PORTAL

- 1 My Dashboard**
This is the homepage of your Portal, where you can see all your classifications in one place. Click "My Dashboard" to return home at any time.
- 2 Resources**
Links to helpful resources
- 3 Contact Us**
Reach out to us if you have questions or need assistance. We're here to help!

- 4 Message Center**
Review notifications about deadlines and other important information.
- 5 My Account**
Update your profile information, change your settings or log out of your account.



UNDERSTANDING YOUR CLASSIFICATION REQUIREMENTS

1 My Classifications

Visit your Dashboard to see all your current classifications under “My Classifications” - and select “View Details” to learn more.

2 Pending Classifications

Here you'll find your pending applications that still have outstanding requirements. Click “View Details” to learn what you need to do next.

3 Apply as New Classification

Apply for new classifications in just a few clicks.

4 Understanding the Status Icons

Each of your classifications will have one of the following statuses:



In Progress - Not Training Eligible

Your application is in progress, but you are not yet eligible to complete your application training requirements. In general, you need to submit one day of work experience to gain access to the training required to complete your application.



In Progress - Training Eligible

Your application is still in progress, but you now have access to complete your application training requirements because you submitted at least one day of work experience.



Compliant

You're compliant with your classification and training requirements. (But keep an eye out for upcoming deadlines!)



Not Compliant

You're currently out of compliance with at least one classification or training requirement. Click “View Details” to learn more.



Approaching Deadlines

You have an approaching deadline! Click “View Details” to learn more and take appropriate action.

