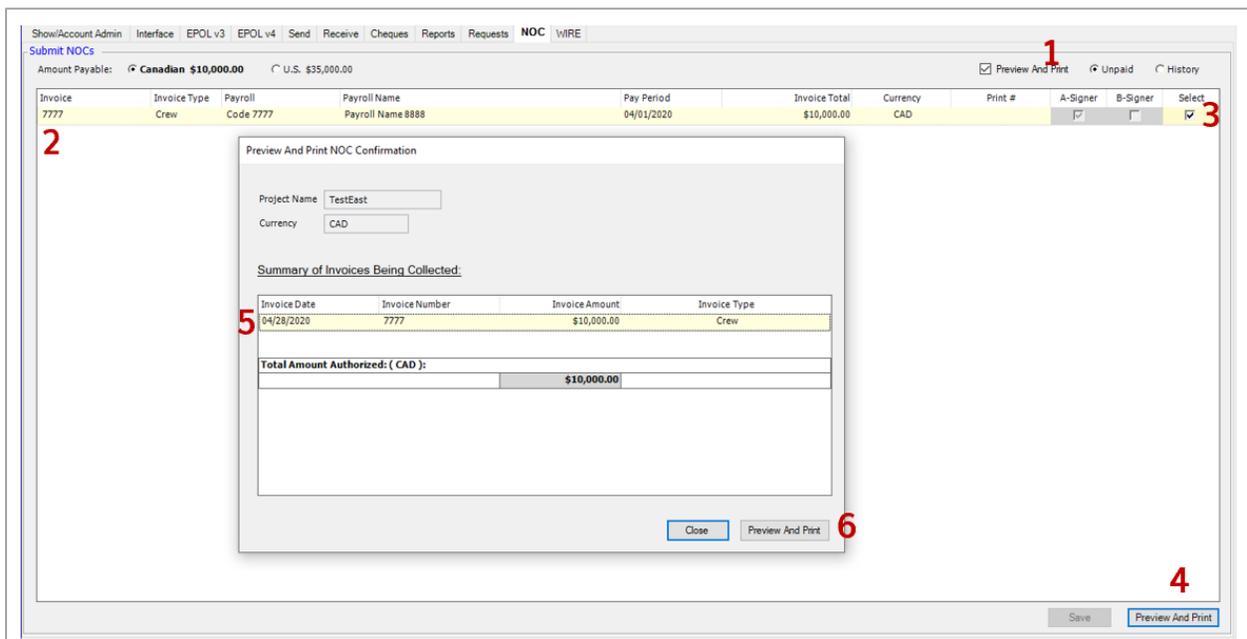


## Notice Of Collection (NOC) - EP Live Instructions

Thank you for using the NOC option with EP Live to complete your payroll. To assure that your Payroll invoice is paid accurately and efficiently, we ask you to review the steps for use of the NOC tab in EP Live.

### To Print Your NOC Authorization Form

1. Turn on the [Preview And Print] checkbox near the top right of the screen.
2. For the selected currency, outstanding invoices that have not been previously printed will be listed.
3. Select one (1) or more invoices from the list.
4. Press the [Preview And Print] button near the bottom right of the screen.
5. Confirm the list of invoices.
6. Press [Preview And Print]. When this is done a common print job number will be applied to the selected invoices.
7. Distribute the NOC Authorization form for signature



Amount Payable:  Canadian \$10,000.00  U.S. \$35,000.00

Preview And Print  Unpaid  History

Invoice	Invoice Type	Payroll	Payroll Name	Pay Period	Invoice Total	Currency	Print #	A-Signer	B-Signer	Select
7777	Crew	Code 7777	Payroll Name 8888	04/01/2020	\$10,000.00	CAD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Preview And Print NOC Confirmation

Project Name:

Currency:

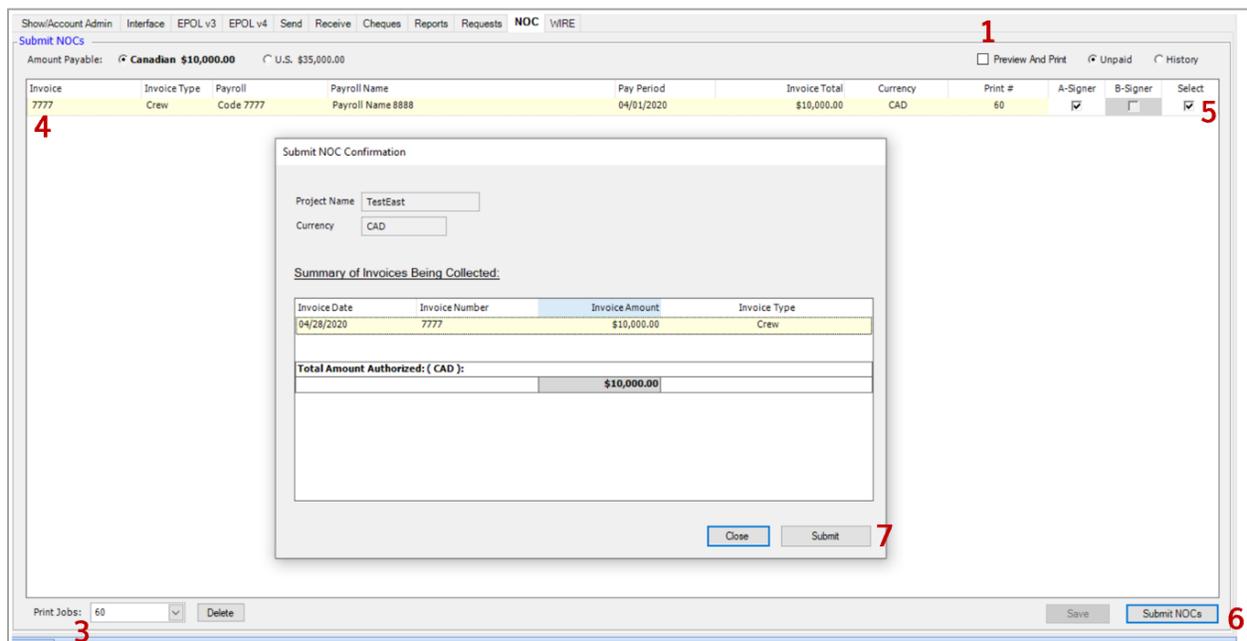
Summary of Invoices Being Collected:

Invoice Date	Invoice Number	Invoice Amount	Invoice Type
04/28/2020	7777	\$10,000.00	Crew

Total Amount Authorized: ( CAD ):

## When the NOC Authorization Form has Been Signed

1. Turn off the **[Preview And Print]** checkbox near the top right of the screen.
2. Find the print number on the bottom of the NOC Authorization form.
3. Select the print number from the drop-down list near the bottom left of the screen.
4. Invoices matching the print number will be listed, and automatically selected.
5. Any Invoices that are not approved for payment should be deselected.
6. Press the **[Submit NOC]** button near the bottom right of the screen.
7. Confirm the information and press the **[Submit]** button.



The screenshot shows the 'Submit NOCs' interface. At the top right, the 'Preview And Print' checkbox is checked (1). Below the main table, a modal window titled 'Submit NOC Confirmation' is open. It shows 'Project Name: TestEast' and 'Currency: CAD'. A table titled 'Summary of Invoices Being Collected:' lists one invoice: Invoice Date 04/28/2020, Invoice Number 7777, Invoice Amount \$10,000.00, and Invoice Type Crew. Below this table, it states 'Total Amount Authorized: (CAD): \$10,000.00'. At the bottom of the modal, there are 'Close' and 'Submit' buttons (7). In the background, a table lists invoices with columns for Invoice, Invoice Type, Payroll, Payroll Name, Pay Period, Invoice Total, Currency, Print #, A-Signer, B-Signer, and Select. The first row shows Invoice 7777, Crew, Code 7777, Payroll Name 8888, Pay Period 04/01/2020, Invoice Total \$10,000.00, Currency CAD, Print # 60, A-Signer checked, B-Signer unchecked, and Select checked (5). At the bottom left, the 'Print Jobs' dropdown is set to 60 (3). At the bottom right, the 'Submit NOCs' button is visible (6).



**ep AUTHORIZATION FOR NOTIFICATION OF COLLECTION**

TO: ENTERTAINMENT PARTNERS CANADA ULC ("EP")  
 RE: TestEast

The undersigned hereby irrevocably authorizes and directs the persons authorized on the Project to access EP Live. EP's secure transfer application, to submit a Notice of Collection submission for the invoices approved as Authorized for Payment in the schedule set forth below:

Summary of Invoices being collected:

Invoice Date	Invoice No.	Invoice Amount	Invoice Type	Authorized for Payment
04/28/2020	7777	\$10,000.00	Crew	
Total Amount Authorized: (CAD Total):		\$10,000.00		

Authorized Signer(s)  
 please sign or initial above if such approval is required

EP is not responsible for ensuring that persons authorized on the Project to access EP Live have received the appropriate authorization prior to submitting the invoices selected for payment within EP Live. The approval and submission of such invoices within EP Live will cause EP to deem that the appropriate authorization has been granted.

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## Final Steps

The submitted NOC is automatically sent through EPLive to the Entertainment Partners (EP) Accounts Receivable team for processing.

Processing of the NOC may take up to 2 hours (provided we have the bank account details on file).

When the EP Finance team processes the submitted NOC, you will receive a PDF confirmation report in your EP Live Receive tab.

Should you require any additional info, or if any of these features are not currently available to you, please reach out to our Support Team at:

[clientsupport@epcanada.com](mailto:clientsupport@epcanada.com)

1.800.830.8882