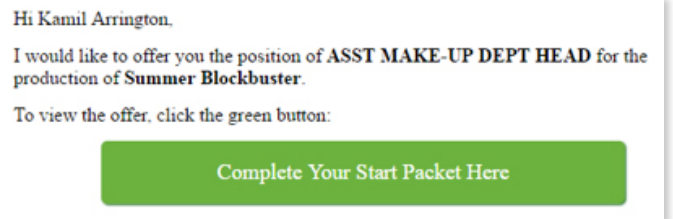


Welcome to **SmartStart**! **SmartStart** is an electronic way to submit your Start Packet. This guide will help you navigate the program and enter in all of your necessary information to get you started on your show. **SmartStart** can be used on your mobile device or on a computer at your production.

Welcome Email

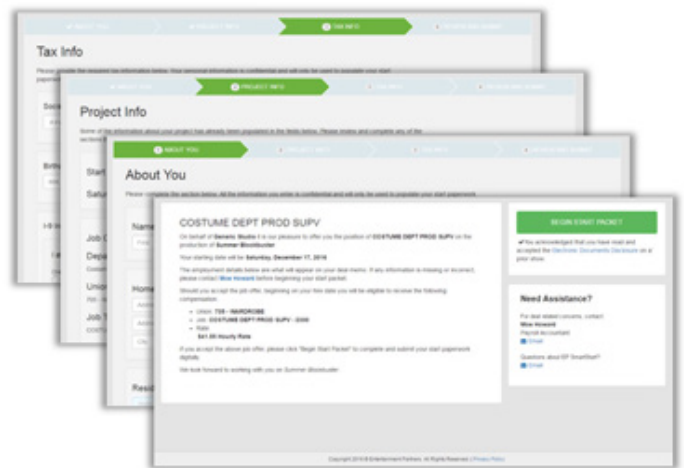
You will receive an email from EP **SmartStart Support** with a link to sign in to **SmartStart**. This link will auto-populate your sign in name and temporary password. You must type in the password and then “**Create Account**” to sign in.



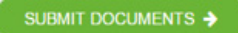
Your Start Packet

Once you're logged in, you then can begin filling out the necessary information in various screens.

- **Welcome Page**
- **About You**
- **Project Info**
- **Tax Info**
- **Studio Info** (if applicable)
- **Review and Submit**



Helpful Hints

- On the **Welcome Page**, click **I acknowledge...** and then **Begin Start Packet**.
- Utilize the **Tool Tips**,  and  for more information.
- Upload necessary documents when asked using the  button.
- After you have clicked , you will be automatically signed out. If you need to review your documents, please sign back in and follow the prompts to view the documents.



Frequently Asked Questions

Q: Is inputting my personal information into *SmartStart* secure?

A: Yes, any information entered into **SmartStart** is encrypted and protected with the highest level of security standards.

Q: What do I do with all of my supporting documents?

A: If your supporting documents are electronic (PDF, DOC, XLS, JPG, GIF, and PNG), they can be uploaded to **SmartStart**.

Q: Why does my job title look different inside of *SmartStart*?

A: Your job title comes directly from the *EP Paymaster* to ensure you have the most up-to-date scale rate and are taxed correctly.

Q: Why is red text appearing below some of the fields on the input screens?

A: The red text indicates that an answer to that particular field is required before proceeding to the next screen, or that a particular value entered is not correct.

Q: What if I have questions about my deal or rate?

A: Contact your hiring manager if you have any questions about your deal. If your rate looks incorrect, the hiring manager will be able to make corrections and resubmit your deal if there is a change.

Q: Why am I seeing a revision email after I have signed off on all of my documents?

A: An Approver may see something that is incorrect on your deal (rate, start date, etc.). The Approver will make that change and send it back to you to sign. This process is to ensure you are always aware of your deal. If you do receive a revised deal, you must log in, accept the deal, and resubmit the packet.

Q: What do I do if I am a Loan-Out?

A: All of your documents have already been loaded into the system. Just be sure to have your Corporation Information and Articles of Incorporation ready.

Q: What do I enter for Resident State?

A: The **Resident State** helps to identify the tax jurisdiction. After selecting a state, you may be asked to specify your locality (City or County). If you do not see a match, select **Other** or **I don't know**.

For **SmartStart Support**, please contact your production office.
