

## Quick Start Guide My EP – My Account and My Pay Sections

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### My Account:

#### How do I connect / disconnect My Account with my Payroll Profile?

[Video instructions available here.](#)

Prerequisites to connect your profile:

1. You will need to have your social security number available.
2. You must have been paid by EP within the past 3 years.
3. You must enter check information from one of your last 25 EP issued checks.

Note: If you do not have a physical check available, you can go to your bank site to find the Net Amount from one of your EP checks and can use the Net Amount from this check to connect your payroll profile. You can also wait for your next EP check and return to connect your profile once you have check information available.

After creating an account, go to the Enhance Your Profile section and click Tell Us About Your Role, and after selecting your role, you select Connect Payroll Profile.

When you select Connect Payroll Profile, you will be prompted by a wizard. The first step will be to verify your Social Security Number.



Once your Social Security Number has been verified, you will be asked to verify information from your most recent check from an EP-paid show. You may enter one of three pieces of information: Take Home Amount (Net Amount), Check Number or Gross Amount.

Once complete, you will receive a confirmation that your profile has been connected.

You are now able access all of your pay data and also now have the ability to update your address(es) yourself as needed.

### **How do I update my address(es)?**

You will only be able to update your information after you have successfully connected your Payroll Profile (see page 1).

After connecting your Payroll Profile, navigate to the menu bar (top left on desktop, bottom on mobile) and select My Account.

Then select Profile. From here you will be presented with any applicable addresses based on your role and how you have been paid.

Locate the address you would like to update, select the Edit option which will open a modal with your current address on file.

You may update your address by engaging the individual fields and making changes as applicable.

To submit your changes, select the Save button to close out the modal. You should see your changes reflected in the My Profile page upon completion.

### **Can I enter in another address? I have two.**

No, you are only able to have one address per employment type. If your residency differs from your mailing address, please indicate that in the Residency section.

### **How do I know when my address has been updated?**

You will see a success message flash at the top of the screen when you select Save on an address. At that time, your address will be immediately sent to payroll. Any checks sent for the next week will be mailed to the new address.

Please make sure if you change your address you also let your production accounting office know.

### **Where can I change my name?**

To change your legal name, fill out the [Crew and Talent Inquiries and Corrections form](#). Once complete send to EP by email [paymentsupport@ep.com](mailto:paymentsupport@ep.com) or fax (818) 688-0486 now.

### **My Pay:**

#### **How do I know how much I made on a certain project or during a given year?**

To see your total Net or Gross Amount of a project or year, follow the steps below.

1. On the menu bar go to My Pay and Pay History.
2. Select from the chart or above the chart type in the project name or year into the search field. The list below will filter down to match your search criteria.
3. You can choose to select and unselect certain rows by clicking on the check box(s).
4. At the bottom of the table you will see your Net and Gross totaled up based on your selection.
5. Select the project pay information you would like to be included in the export and then, select the button on the top right labeled Export and select if you want to export the Current View of By Project.

#### **Can I export a list of my pay history?**

Yes, by using either the search field or by selecting the check boxes on the left-hand side, you can select the pay information you would like to be included in the export and then, select the button on the top right labeled Export.

The system will export the list into an Excel file.

#### **How do I compare two checks?**

1. On the left-hand side of the table, select two rows. The selection box will turn pink. You can only compare two rows at once.
2. On the top right select the button Compare. The comparison of the two will pop up.
3. Notice that the system will highlight how many differences there are between the two checks and it will highlight where the differences are.