



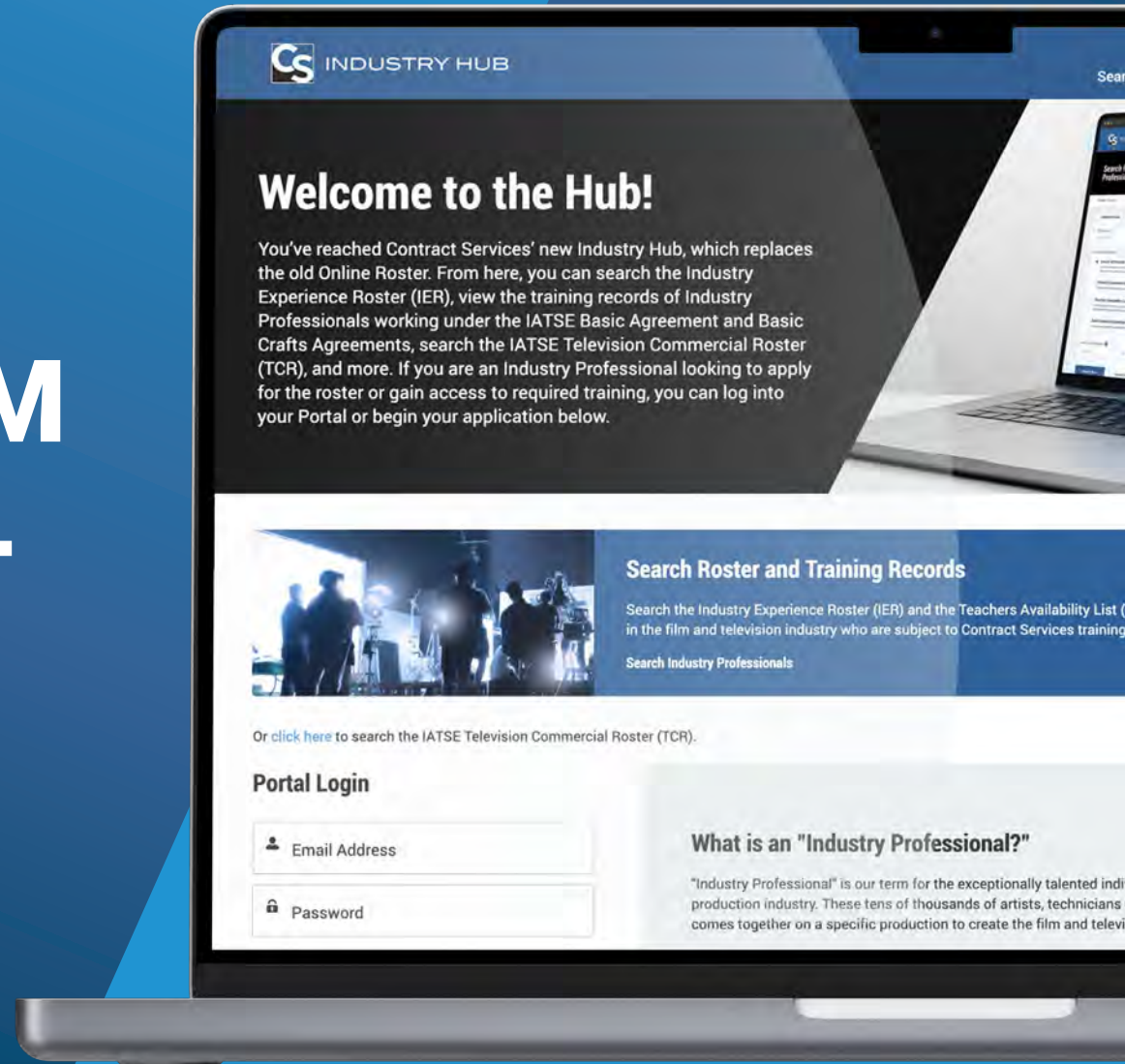
INDUSTRY HUB QUICK REFERENCE GUIDE

HOW TO CLAIM YOUR PORTAL ACCOUNT

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.

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 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.

