

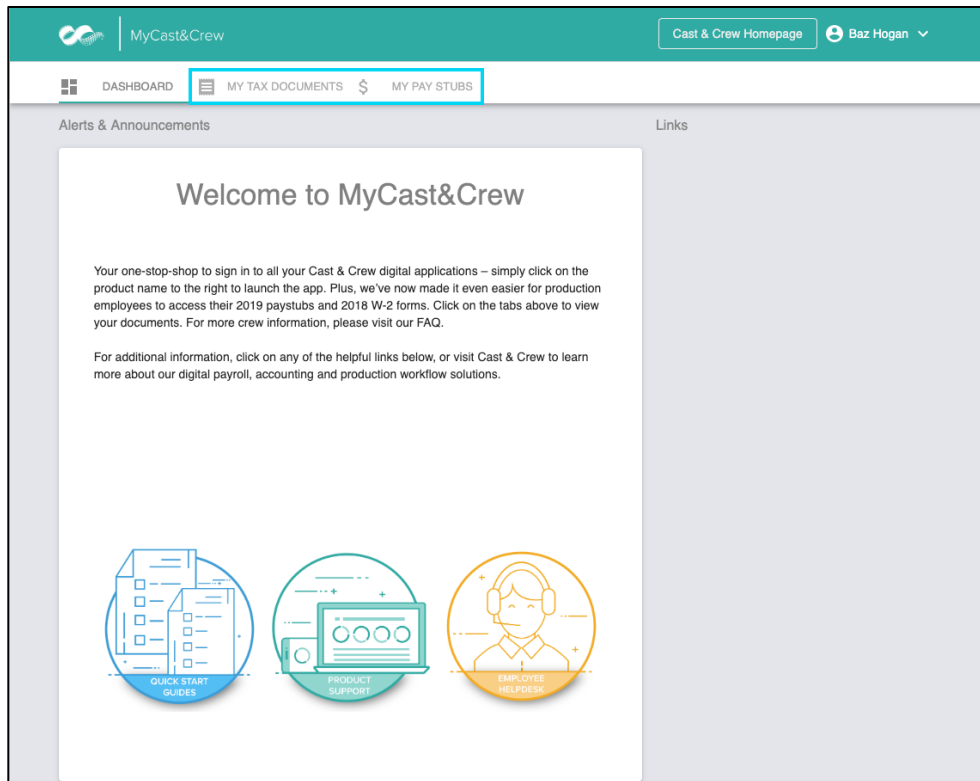
Registering to Access Pay Stubs

Quick Start Guide

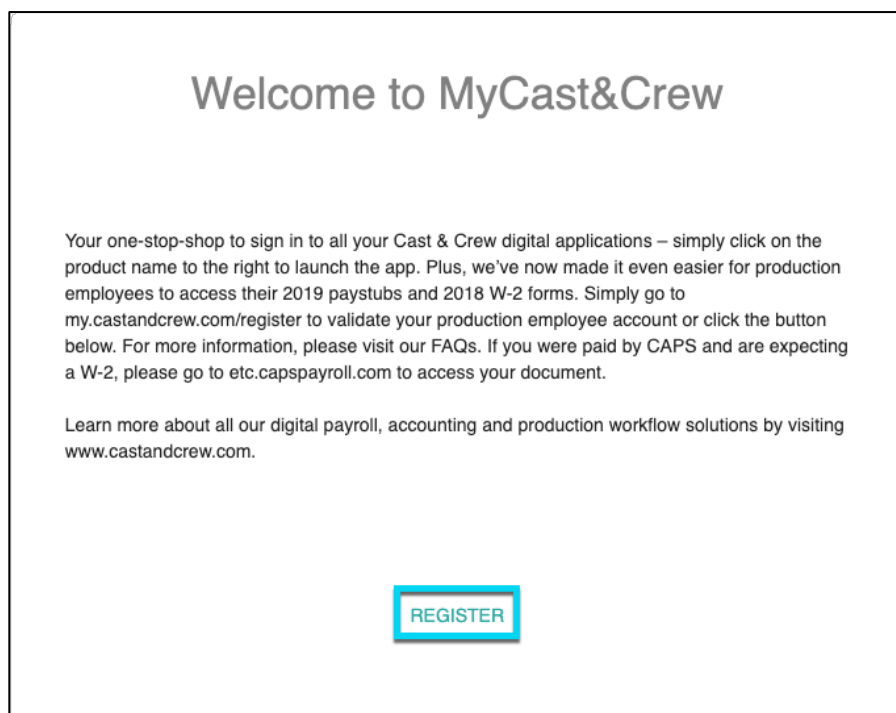
MyCast&Crew

Registering to Access Pay Stubs Guide

The purpose of this guide is to demonstrate the steps you take to gain access to your pay stubs and tax documents such as W-2 forms. **Note:** Before you can register, you must have already been paid by Cast & Crew.



STEP 1. After logging in to the **MyCast&Crew portal**, a welcome message displays on the home page. Notice the **Register** link that appears just below. Click the link to begin the registration process.



STEP 2. Now, the **User Registration** page appears. Alternatively, you can reach this page by navigating to this URL in your browser: <https://my.castandcrew.com/register>.

User Registration

Welcome! This registration portal is for U.S. employees who have been paid by Cast & Crew.
If you were paid by CAPS, please go to <https://etc.capspayroll.com> to access your documents.

If you have not been paid by Cast & Crew or CAPS, please indicate your selection below to be redirected back to the Cast & Crew homepage.

I have been paid by Cast & Crew

I have NOT been paid by Cast & Crew or CAPS

I don't remember

I have NOT been paid by Cast & Crew or CAPS.

If you have not yet been paid by Cast & Crew, you cannot proceed with the registration because you are not yet in our payroll system. Select the second option, which triggers a warning. Clicking **Continue** takes you to the Cast & Crew website.

I have been paid by Cast & Crew.

STEP 3. If you have been paid, select the first option. Then, click **Next**.

STEP 4. At this point, we attempt to look you up in our system. Enter your first and last name, social security number, and date of birth. Then, click **Next**.

STEP 5. Notice that several street addresses appear on the screen. Select the one that matches yours and click **Next**.

STEP 6. Now, enter the email address you use to sign into the **MyCast&Crew portal**. Enter it again to confirm and click **Next**.

STEP 7. When the process is complete and your information has been verified, we email you a confirmation containing a link, which you use to log into the portal.

I don't remember.

Selecting "I don't remember" triggers a warning. Clicking **Continue** dismisses it. You can now proceed to register by clicking **Next**. But, as before, you cannot complete the process if you are not in the payroll system.

Wrap-Up

If everything completed successfully, you should now be able to view your pay stubs and tax forms, which you can access from the main menu.

Have a question?
Contact support
today.



818.860.7770



plus.support@castandcrew.com



www.castandcrew.com/support/



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