

Registering to Access
Pay Stubs/W-2s
Quick Start Guide

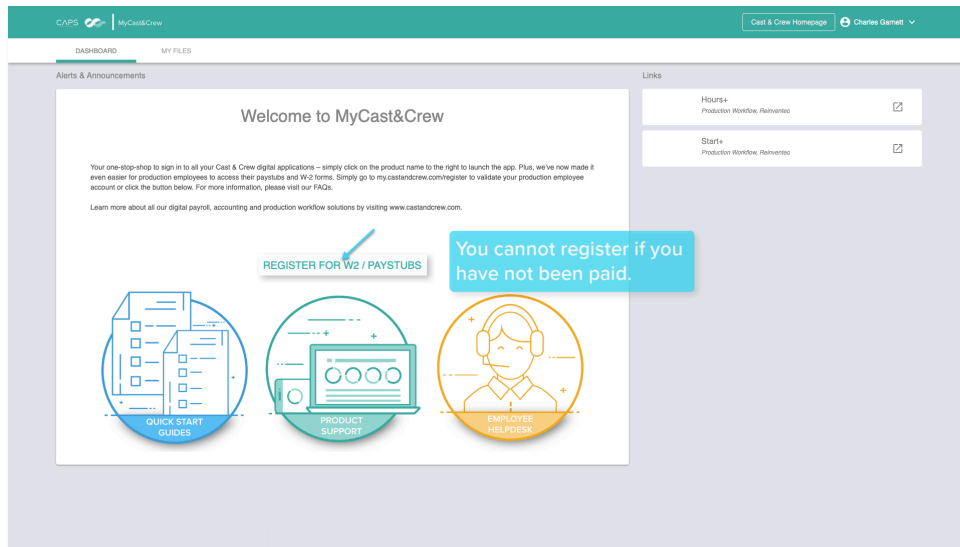
MyCast&Crew

MyC&C Registering to Access Pay Stubs/W-2s Guide

The purpose of this guide is to demonstrate the steps you take to gain access to your pay stubs and tax documents in **MyCast&Crew**.

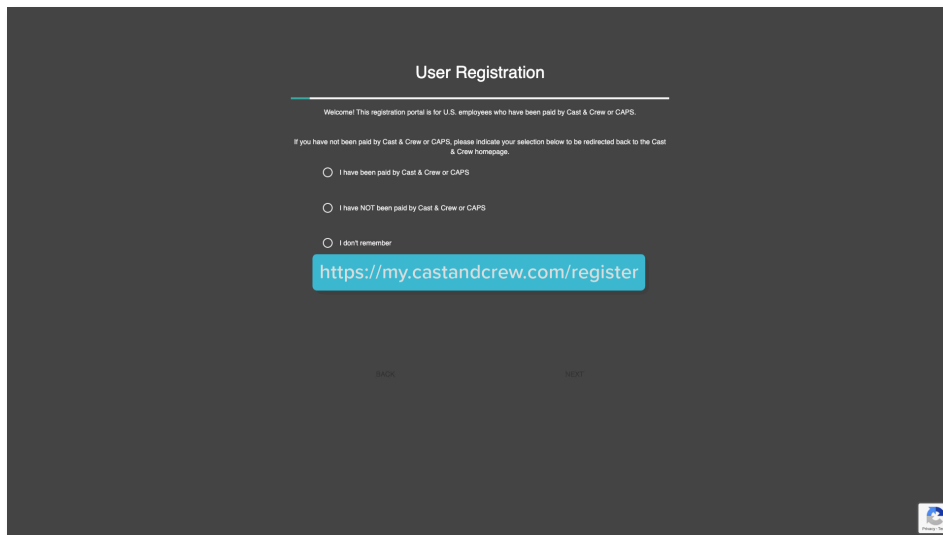
NOTE: If you are a first-time user, a welcome message appears that contains a **Register** link. Note that to complete the process, you must have already been paid by **Cast & Crew** or **CAPS**.

Click the **Register** link to begin.

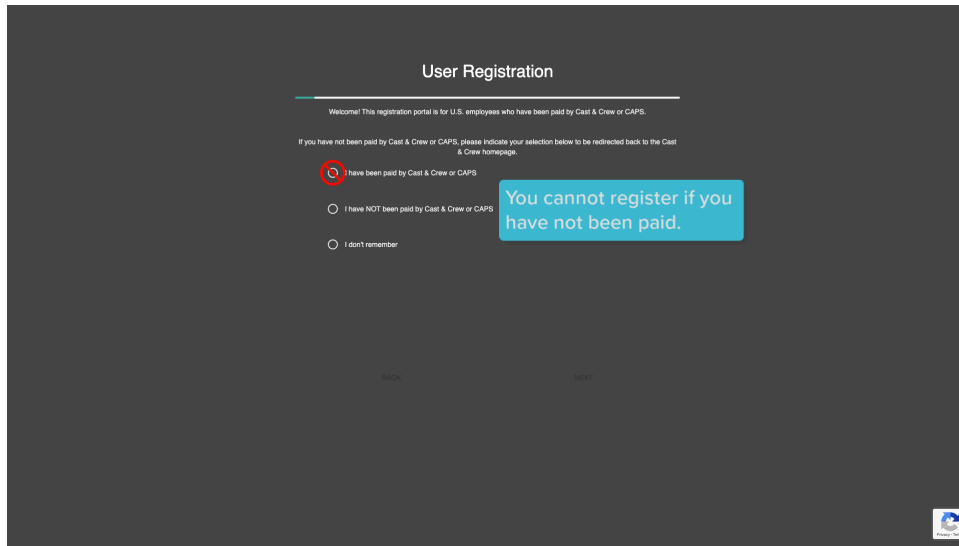


The User Registration Page

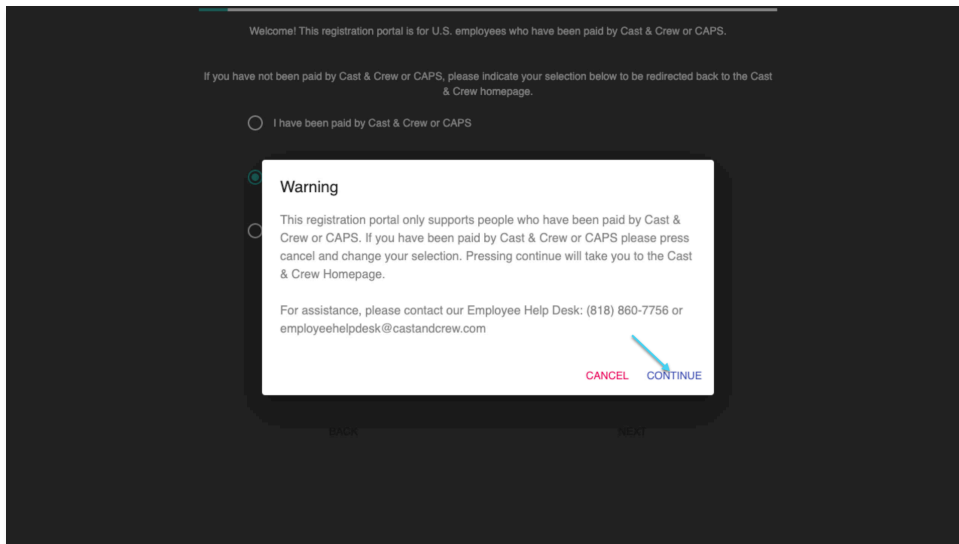
Clicking the **Register** link displays the **User Registration** page. Alternatively, you can reach this page by navigating to this URL in your browser.



If you have not been paid by Cast & Crew or CAPS, you cannot proceed with the registration because you are not yet in our payroll system. Select the second option.



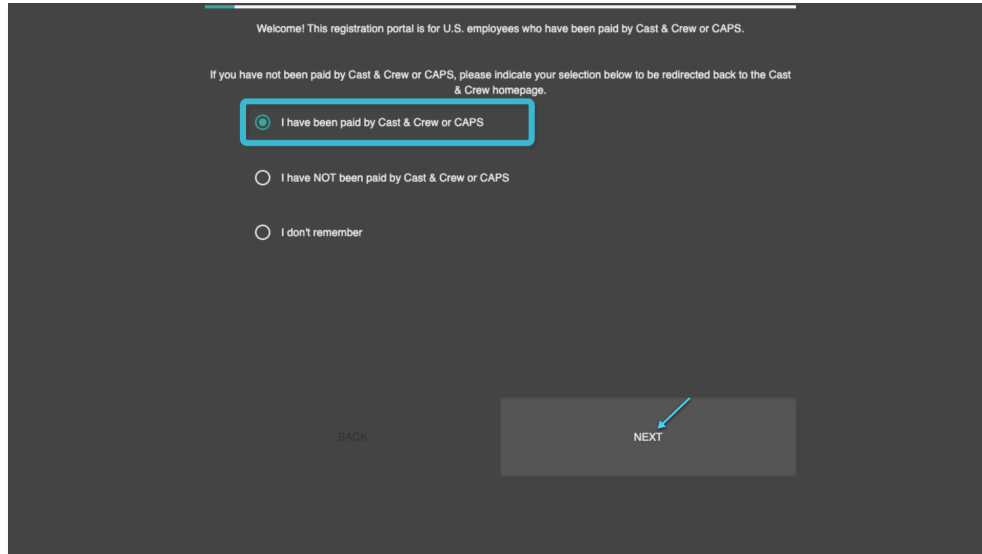
A warning is displayed. Clicking **Continue** takes you to the Cast & Crew website.



The Registration Process

Selecting “I have been paid...” or “I don’t remember” begins the registration process.

Now, click **Next**.



Welcome! This registration portal is for U.S. employees who have been paid by Cast & Crew or CAPS.

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 or CAPS

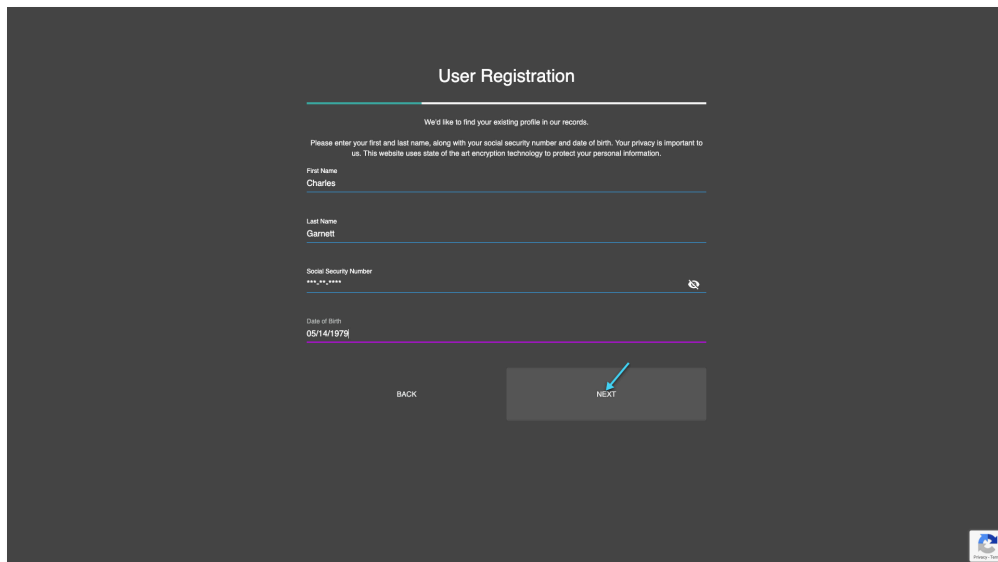
I have NOT been paid by Cast & Crew or CAPS

I don't remember

BACK NEXT

The image shows a dark-themed registration portal. At the top, it says "Welcome! This registration portal is for U.S. employees who have been paid by Cast & Crew or CAPS." Below that, it asks the user to indicate their selection if they haven't been paid. There are three radio button options: "I have been paid by Cast & Crew or CAPS" (which is selected and highlighted with a red box), "I have NOT been paid by Cast & Crew or CAPS", and "I don't remember". At the bottom, there are two buttons: "BACK" and "NEXT". A red arrow points to the "NEXT" button.

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



User Registration

We'd like to find your existing profile in our records.

Please enter your first and last name, along with your social security number and date of birth. Your privacy is important to us. This website uses state of the art encryption technology to protect your personal information.

First Name
Charles

Last Name
Garnett

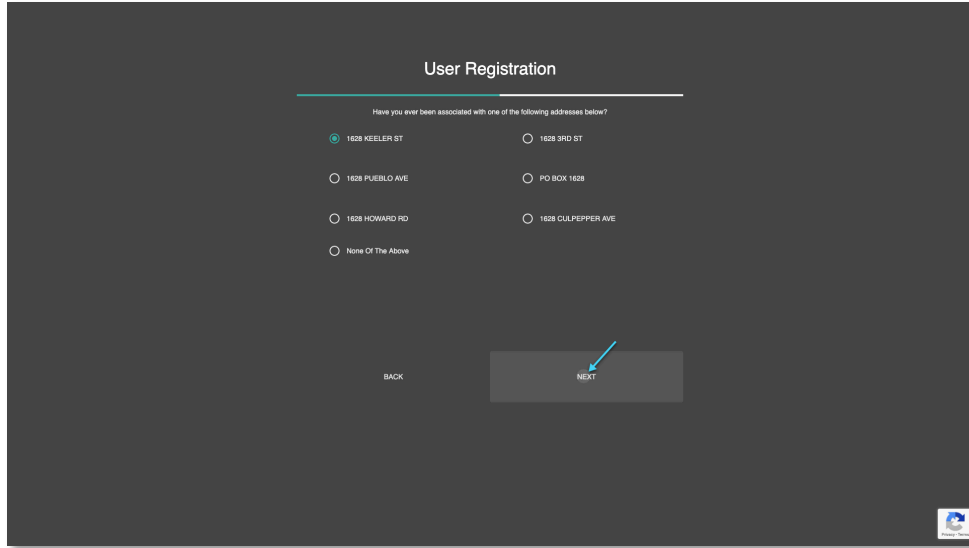
Social Security Number
-**-*

Date of Birth
05/14/1978

BACK NEXT

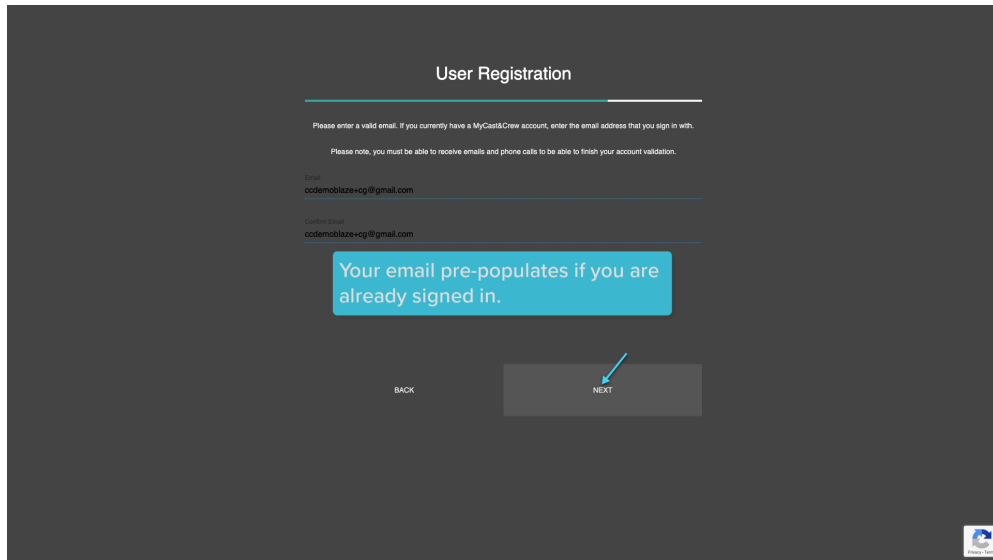
The image shows a dark-themed "User Registration" form. It has a title "User Registration" and a subtitle "We'd like to find your existing profile in our records." Below that, it asks the user to enter their first and last name, social security number, and date of birth. The form has four input fields: "First Name" with the value "Charles", "Last Name" with the value "Garnett", "Social Security Number" with the value "***-**-****", and "Date of Birth" with the value "05/14/1978". At the bottom, there are two buttons: "BACK" and "NEXT". A red arrow points to the "NEXT" button. In the bottom right corner, there is a small logo for "Cast & Crew" with the text "A Division of".

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



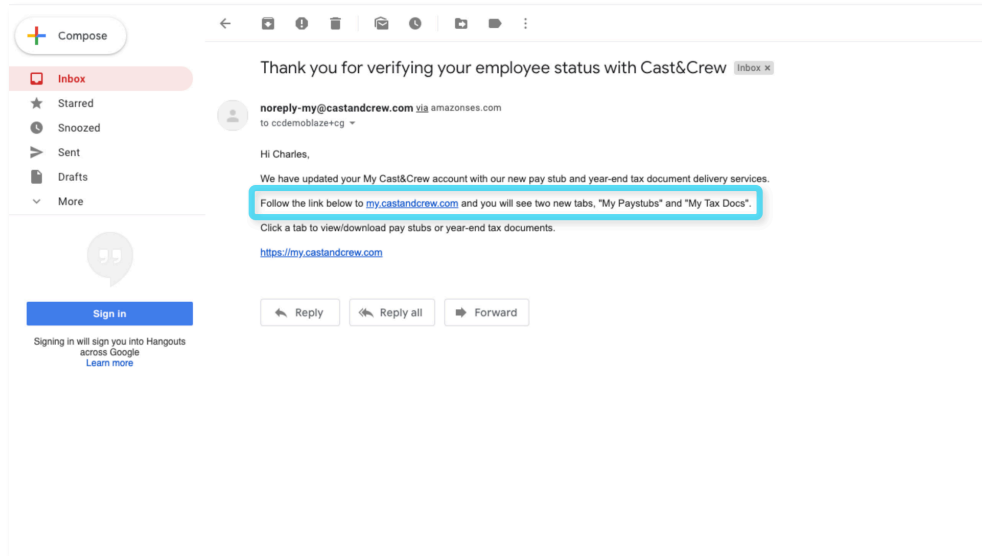
The screenshot shows a 'User Registration' screen with a dark background. At the top, it asks 'Have you ever been associated with one of the following addresses below?'. There are six radio button options: '1628 KEELER ST' (selected), '1628 3RD ST', '1628 PUEBLO AVE', 'PO BOX 1628', '1628 HOWARD RD', and '1628 CULPEPPER AVE'. Below these is a 'None Of The Above' option. At the bottom, there are 'BACK' and 'NEXT' buttons. A blue arrow points to the 'NEXT' button. A small logo is in the bottom right corner.

Enter the email address you use to sign in to **MyCast&Crew**. Enter it again and click **Next** to confirm.



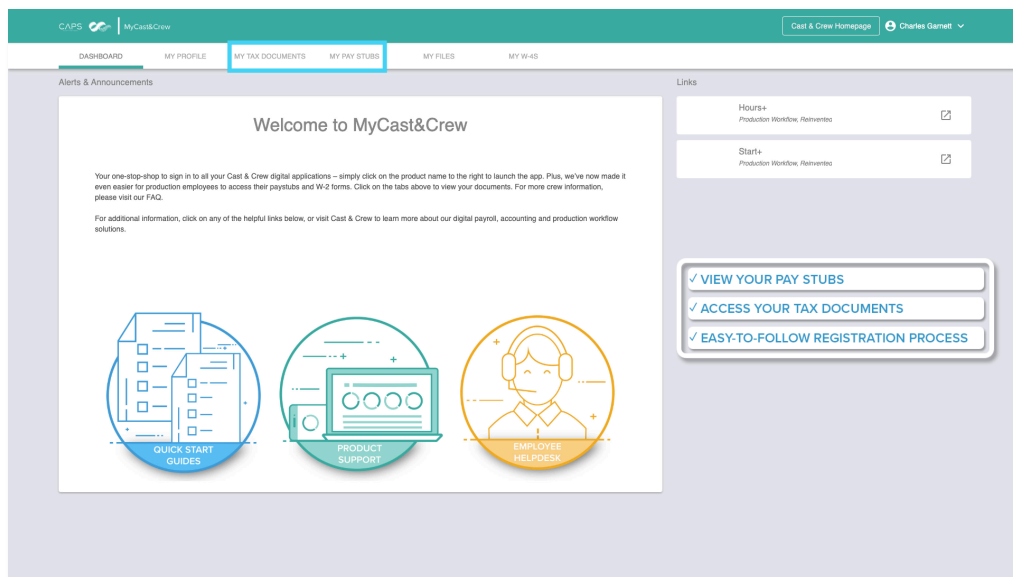
The screenshot shows the same 'User Registration' screen, but now with email input fields. The text says 'Please enter a valid email. If you currently have a MyCast&Crew account, enter the email address that you sign in with.' and 'Please note, you must be able to receive emails and phone calls to be able to finish your account validation.' Both the 'Email' and 'Confirm Email' fields contain 'codemoblaze-vcg@gmail.com'. A blue callout box says 'Your email pre-populates if you are already signed in.' At the bottom, there are 'BACK' and 'NEXT' buttons. A blue arrow points to the 'NEXT' button. A small logo is in the bottom right corner.

When your information has been verified, we email you a confirmation containing a link, which you use to log in to **MyCast&Crew**.



You can now view your pay stubs and tax documents, which you access from the main menu.

MyCast&Crew makes it simple to gain access to your pay stubs and tax documents by providing an easy-to-follow registration process.



Have a question?
Contact support
today.



888.570.4650 (US) / 818.659.6455 (Outside US)



plus.support@castandcrew.com



www.castandcrew.com/support/



Cast & Crew