

On this project you will be using Central Casting's SmartVoucher, in place of paper vouchers. This paperless process is easy and only requires a few quick steps from you.

## HOW TO ACCESS YOUR SMARTVOUCHER

Access your online profile by visiting centralcasting.com and clicking log in. If you have not yet accessed your online profile, select Create new login.



## AT CHECK-IN Prior to call time, you don't need to

do anything.

At your call time, you will receive 3 forms to complete.

You can access these forms by logging in to your profile or by clicking the link in the email sent to you.

A production member will check you in and input your information, like meal periods and wrap times, throughout the workday.

## Once you've wrapped for the

**WRAP** 

day and a production representative has checked you out, you will receive an email with a link to your SmartVoucher for approval.

It's extremely important to

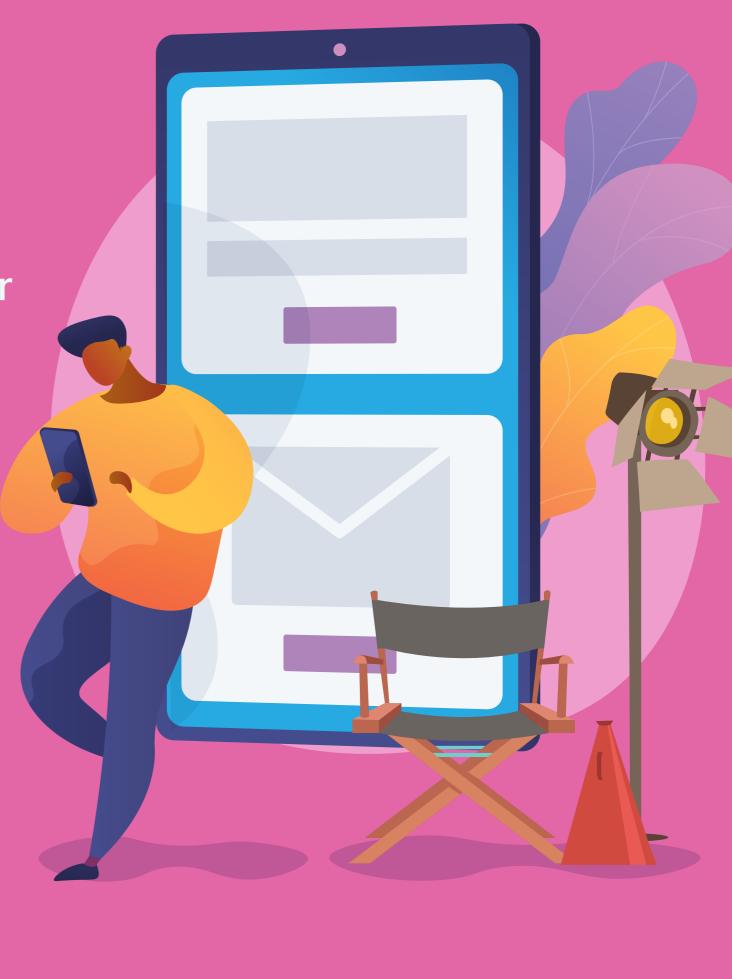
SmartVoucher while on set, so you can resolve any queries in person.

If you don't receive the email, you can simply log in to your

review and approve your

Central Casting profile once you have been wrapped.

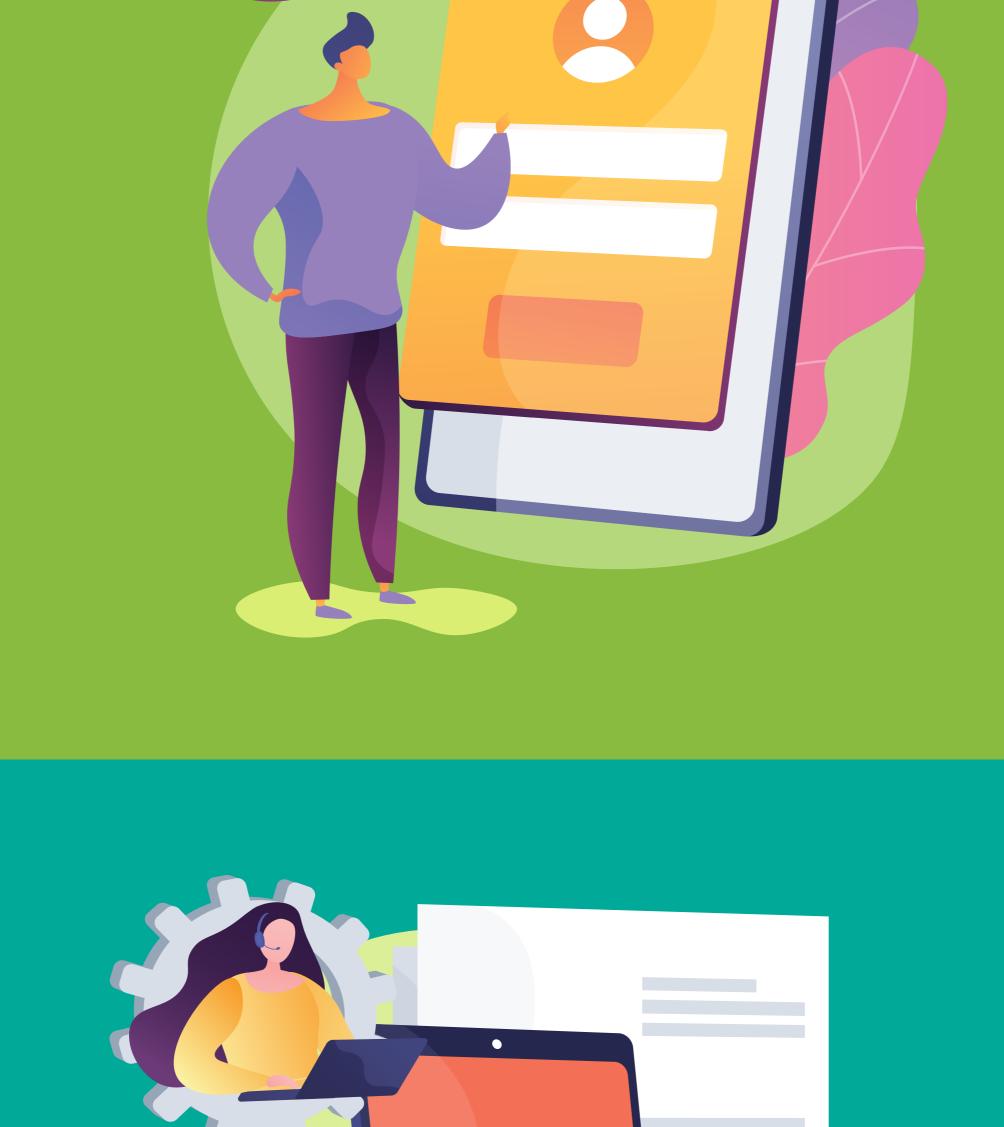
utilize the query box on the review page.



## ① Click the link in your email from Central Casting or log in to your online profile at centralcasting.com and select the "Job Review" option.

**HOW TO APPROVE YOUR SMARTVOUCHER:** 

- Carefully review the information on your voucher to ensure it is correct. If something is missing or incorrect, bring it to the attention of the production representative. If you have left the set, you can
- 3 Once you've reviewed and ensured your voucher is correct, tap or click the "I approve" checkbox. You have 24 hours to approve your digital voucher. If you do not sign off within 24 hours, it is deemed approved.



Once you **approve** your SmartVoucher, you **cannot un-approve**. If you notice an error, you can still bring it up with a production member before you leave. Once a check has been processed, you will need to call the payroll department at **800.562.2718** to resolve any errors.

You can review your past digital vouchers on the "Job Review" page of your online profile and your pay stubs by logging in to my.EP.com.

That's it!

By clicking the Export button on any work date's SmartVoucher, you can create a PDF to download and print for your records.

You can opt out of using SmartVoucher by requesting a paper voucher before dismissal from set.

before distribution set.