

Application to CopyPress Accepted

Inbox | X

☆ CopyPress to me

[show details](#) 12:49 PM (22 hours ago)

[Reply](#)

Dear Do:

Congratulations; your application to CopyPress has been accepted!

Please log into our system to get started writing for us. Simply click on the link below and enter your login information:

<http://content.copypress.com>

Username.

Password:

Before you begin writing, you'll need to familiarize yourself with our guidelines. Please click on the link that reads "Copywriter Manual." There, you'll find information to help you complete your first assignment with us.

You can also visit our FAQ page for more information.

Again, congratulations; you're joining a team of accomplished, talented writers. We look forward to working with you.

Sincerely,
CopyPress

CONGRATULATIONS

If you're receiving this document, you've been accepted to join the CopyPress Community!

You should have received an email similar to the one above providing you with your username and password. You can change your password after logging in.

Through out this instructional guide you will see two types of boxes, the red ones contain important information about the page you are viewing. The orange ones tell you where to go/click to get to the next page.

Lets check out that Writer's Manual mentioned in the e-mail.

Now let's take a look at other emails you will be receiving regarding your new position.

Welcome, writer [Logout](#)

Last Login 10-28-2010, 04:13 PM

Today's Date 10-29-2010

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WHO WE ARE

The writer's manual is an essential reference guide to all writers and editors. This manual is utilized as a full training guide and is your best source of information regarding the position. It includes the guidelines and rules to follow while writing for BlueGlass. We encourage you to become very familiar with the writer's manual and to reference the manual for any general questions that may arise.

BlueGlass Interactive is a search engine optimization firm on the forefront of search and social media marketing. We use a variety of approaches to help our clients rank well in the organic search engines. We also utilize a wide range of social media tools to get the word out about our clients.

What We Do

At BlueGlass Interactive, we provide various services to our clients, offering a comprehensive approach to their marketing efforts. From viral marketing and branding to user behavioral analysis and search engine optimization, our services bring solid results to our clients.

Why We're Different

BlueGlass Interactive was founded on a basis of ethics. Whereas other online marketing and SEO companies may employ dishonest techniques to get their clients to rank well in the engines, we only offer wholly ethical marketing techniques. While unethical practices sometime result in short-term results, they inevitably end up hurting in the future. We're interested in the long-term viability of our clients and employ marketing practices that benefit them across the board.

Your Role as a Copywriter

As a copywriter for BlueGlass Interactive, you'll work primarily within our SEO division.

EchoSign.
Document Exchange

**Ryan Whitney Has
Sent You W-9 (Request
for Taxpayer
Identification Number)
to e-Sign**

[Click here to review and e-sign W-9 \(Request for Taxpayer Identification Number\)](#)

With just **one simple step**, you can electronically sign this document. After you e-sign the **W-9 (Request for Taxpayer Identification Number)**, all parties will receive an emailed signed copy (PDF).

If you are using dial-up or having trouble with the link above try [signing here](#).

Do you need to forward this to a party authorized to sign it? [Click here](#)

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

Complete a W-9 form via
echosign or fax it to Ryan
Whitney at (801) 606-7585.
You will not be paid for your
work until a completed W-9
is submitted. If you move at
any point while working for
BlueGlass Interactive,
please submit an updated
W-9 form.

INDEPENDENT CONTRACTOR AGREEMENT

This INDEPENDENT CONTRACTOR AGREEMENT ("Agreement"), is made and effective as of this day of , 20 by and between BlueGlass Interactive, Inc., LLC, a United States of America, Florida limited liability company ("Company") and , an ("Contractor") functioning in the capacity of an Independent Contractor, for consulting services to be rendered by Contractor on behalf of Company.

1) Services. Company agrees to engage Contractor to perform the services and undertake the duties and responsibilities set forth in **Schedule A** attached hereto and incorporated herein (collectively, the "Services") and Contractor agrees to render the Services under the terms and conditions set forth in this Agreement. In addition to the terms set forth in Schedule A, Contractor agrees to write and edit original articles for web publication and/or distribution by Company. Contractor further agrees to provide editor feedback and reasonable rewrites to comply with editor's comments. As part of the Services to be provided, Contractor shall use Contractor's best efforts to promote the Services represented by Company, shall timely perform its services consistent with Company's quality standards and shall assist Company in promoting the goodwill of Company.

2) Term. The term of this Agreement (the "Term") shall commence as of the date set forth above, and shall remain in full force and effect until terminated by either party as provided herein.

3) Termination. Either party may terminate this Agreement prior to the expiration of the Term upon providing the other party with ten (10) days advance written notice of such party's intent to terminate. Upon termination, any current projects in process shall be completed by Contractor unless otherwise specified by Company.

4) Consulting Fee. As payment for the Services, Contractor shall receive fees as set forth in the BlueGlass Interactive, Inc. Orientation Manual, attached hereto and incorporated herein by this reference, for each article accepted by Company for publication, received by the respective deadline, and timely delivered to Company for web publication which shall constitute complete payment for the Services. Company has complete discretion to adjust fees at any time

You need to **sign in 1 location(s)** and **fill in 1 mandatory field(s)**.

[Click to eSign](#)

OR

[I will not eSign this document
Somebody else should sign](#)

You will also receive an email to complete an Independent Contractor Agreement via echosign. You will not be paid for your work until you have properly completed an agreement form. You must fill in ALL requested fields.

BlueGlass Interactive Direct Deposit Form

[Print](#) [PDF](#)

Electronic Funds Transfer (EFT) Form

Employee Information:

Name: SS#:

Address:

City, State, Zip:

Phone #:

Bank Information: ****PLEASE SEE EXAMPLE BELOW- ATTACH VOIDED CHECK****

Bank Name:

Name on Account:

Account #: Routing #:

☐ Checking ☐ Savings

Authorization Agreement: I hereby authorize Search & Social Media, LLC to deposit my paycheck directly into the above mentioned account. This authority will remain in effect until I have given written notice that I am terminating this contract, or until Search & Social Media, LLC has notified me that this deposit service has been discontinued. I understand that I must give advance notice to allow reasonable time for my instruction to be executed. If an incorrect deposit should be made into my bank account, I authorize my bank and Search & Social Media, LLC to make the appropriate adjustment(s).

Employee Signature: Date:

You need to [sign in 1 location\(s\)](#).

[Click to eSign](#)

OR

[I will not eSign this document
Somebody else should sign](#)

If your payment preference is direct deposit you **MUST** complete a direct deposit form via echosign or fax the form back to Ryan Whitney at (801) 606-7585. You are also required to send a copy of a voided check. You can email the voided check to rwhitney@blueglass.com or fax it to the number listed above. Please note: You will **NOT** be eligible for direct deposit if you do not submit a voided check.

Time to go back to CopyPress and check out the homepage.

Select My Account.Welcome, writer [Logout](#)

Last Login 10-28-2010, 04:13 PM

Today's Date 10-29-2010

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Will adjust to your name :)

Notifications

Important notifications will be listed below:

| Clear Item | You have 3 items that need your attention | Date |
|----------------------------|--|---------------------|
| Clear Item | You have been unassigned 7 keyword(s) from campaign December Florida and Colorado | 2010-01-06 03:00:01 |
| Clear Item | You have been assigned 1 keyword(s) from campaign test-campaign2 | 2010-01-19 19:00:02 |
| Clear Item | You have been unassigned 10 keyword(s) from campaign Vacation Rentals Backlog Dec 2009-Local Content Short | 2010-01-11 10:00:01 |

Overview

Your statistics are listed below:

| | |
|--|-----|
| Total articles completed to date: | 23 |
| Total current assignments: | 15 |
| Total client approved articles to date: | 104 |
| Total articles assigned so far: | 126 |
| Total client approved articles this month: | 0 |

Campaign Overview

Your currently assigned campaigns are listed below, along with a progress % and other relevant details.

| Campaign Name | Progress | Editor | # of articles in progress | Action |
|----------------|------------------------------|--------|---------------------------|-----------------------------|
| Demo Campaign | <div><div>57.14%</div></div> | Steve | 9 | Style Guide |
| test-campaign2 | <div><div>0.00%</div></div> | George | 1 | Style Guide |
| Hamburgers | <div><div>0.00%</div></div> | Joanna | 2 | Style Guide |
| paydaycenters | <div><div>78.57%</div></div> | Dave | 3 | Style Guide |

Calendar

More information on later slide.

| Mark dates you cannot work | | | | | | |
|----------------------------|----|-------|----|---------------|---------------|---------------|
| October - 2010 | | | | | | |
| << | < | Today | | | > | >> |
| S | M | T | W | T | F | S |
| | | | | | 01 | 02 |
| 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

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Also be sure to update your availability.

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User's Information

[Edit](#)

Make sure your details are always up to date so we can pay you on time, every time, without any problems.

Whenever you need to update it simply click the edit button.

| | |
|----------------|--|
| User Name | writer |
| First Name | writer |
| Last Name | jones |
| E-mail Address | ABC@123.com |
| Birthday | 01-01-1970 |
| Main Number | 111111111 |
| Cell Number | 111111111 |
| Address | Address1: neptune Address2: n/a City: n/a State/Province: n/a Zipcode: n/a |
| Country | United States of America |

| | |
|----------------------|----------------|
| Gender | male |
| Hire Date | 01-01-2006 |
| SSN | n/a |
| Payment Preference | Direct Deposit |
| Bank Name | n/a |
| Bank Rounting Number | n/a |
| Account Number | n/a |
| Bank Account Type | Unknown |

Also available on homepage

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Specialties tab is our next step

Profile

Specialties

Availability

Payment History

Dates Unavailable

Mark dates you cannot work

October - 2010

<< < Today > >>

| S | M | T | W | T | F | S |
|----|----|----|----|---------------|---------------|---------------|
| | | | | | 01 | 02 |
| 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Make sure you let us know in advanced the dates you cannot work, so that nothing is assigned to you at that time.

Simply click the days you are unavailable and you will see a red X appear on top.

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Copywriter Specialties

Please fill this in as accurately as possible and keep it up to date.

The more information you provide the better we can assign appropriate articles for you.

Also the more topics you are capable of writing the more variety of work there will be.

We'll try to match you up with assignments that fit your areas of expertise. While we can't guarantee that every assignment will be in line with your specialty areas, we'll try our best. Please choose your specialty areas from the categories below. Simply check the box next to the category and click Update once you're finished.

Select Category

Required Information

| Category | Level |
|--|---|
| <input checked="" type="checkbox"/> Arts & Entertainment | <input type="radio"/> Casual/Basic Interest <input checked="" type="radio"/> Expert/Certified |
| <p>Description</p> <p>I am an expert</p> | |

Click this box to indicate you are capable of writing on this subject.

Then indicate level of content you can provide on the subject. Before going into more detail about your skills.

| | |
|---|--|
| <input checked="" type="checkbox"/> Animals | <input type="radio"/> Casual/Basic Interest <input type="radio"/> Expert/Certified |
|---|--|

Description


i like dogs. i have one

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Articles List

You can enter the "campaign name","keyword","article content" etc. into the keyword input to search the relevant article's information

Keyword Article Type Article Status Show: row(s)

 **Search**

Now lets check out that forum.

Article status lets you know what stage it is at, more details in the Writer's Manual, under the help tab.

Select the update button to start writing your article.

| No. | Keyword | Article Number | Campaign Name | Editor | Article Status | Start Date | Due Date | Action |
|-----|-------------------------------------|----------------|---------------|--------------|----------------------|------------|------------|--|
| 16 | Test 5 | I-1-1-3103 | Demo Campaign | editor jones | Writing | 01-08-2010 | 01-15-2020 | Update Comment |
| 2 | kaiser1 | I-1-1-17551 | Demo Campaign | editor jones | Editor approved | 07-13-2010 | 07-20-2010 | Comment |
| 3 | kaiser | I-1-1-17550 | Demo Campaign | editor jones | Possible Duplication | 07-13-2010 | 07-20-2010 | Comment |
| 4 | writer availability | I-1-1-10075 | Demo Campaign | editor jones | Client reject | 05-25-2010 | 06-01-2010 | Comment |
| 5 | test google check 3 | I-1-1-6665 | Demo Campaign | editor jones | Possible Duplication | 04-19-2010 | 05-06-2010 | Comment |

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CopyPress

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You last visited on 28 Oct 2010 13:48

The time now is 28 Oct 2010 21:30

[CopyPress Forum Index](#)

The CopyPress writer's forum is used to create a flow of communication between writers, editors, and management. We encourage you to utilize the forum for any general questions. The forum is also a great way to get to know your fellow colleagues and learn about important news going on within CopyPress & BlueGlass.

[View posts since last visit](#)[View your posts](#)[View unanswered posts](#)

| | Topics | Posts | Last Post |
|--|--------|-------|---|
| General Content Help | | | |
|  Newbies | 18 | 193 | 28 Oct 2010 09:36 rajivkarran → |
|  Content Discussions | 12 | 89 | 17 Oct 2010 21:38 kharit → |
|  Job Board The Job Board is for CopyPress Admins to post internal opportunities to write and edit for a specific types of campaigns | 4 | 32 | 12 Oct 2010 05:36 janinegardner → |
|  Production Board Announcements and production-related issues | 13 | 182 | 17 Oct 2010 21:25 angierentmeester → |
| Editors Only | | | |
|  Editorial Discussions | 0 | 0 | No Posts |
| Technical Support | | | |
|  Technical Support Questions | 16 | 88 | 08 Oct 2010 20:27 sherrywilliams → |
|  Suggestions Please help us make the content system better by posting suggestions. | 6 | 47 | 28 Oct 2010 04:27 mattgriffis → |
| Miscellaneous | | | |