

Creator Messaging

Example email to influencers pertaining to Veepio below:

Hi xyz,

Captiv8 is where you can sign up to authenticate your account as well as update your payment information. [Here](#) I have included a step-by-step guide to help answer any questions you have. If you have a Talent Manager that represents you please let me know and we can send through instructions for them to follow, however, you will also need to set up your own creator account within the platform following the instructions below.

- Please navigate [here](#) to create or login a Veepio account.
- Once you have signed up you will be prompted to connect your social accounts
 - Note: In order to authenticate an IG account you must have a creator/business account that is connected to a public social FB page. This is a requirement for authentication from FB. Instructions and video guide [here](#).
- If you are the person that needs to receive payments to yourself please update your payment information. Instructions [here](#).
 - Note: If your talent agent/agency needs to be paid out on your behalf they must sign up to Veepio with an agent account and update the payment information on your behalf. Please put us in contact with your agent so we can send them instructions to sign up for the Veepio platform.
- If you are working with a talent agent/agency you would need to authorize them to act on your behalf and invite them to edit your profile. Instructions on how to add representation [here](#).
- Lastly, because we've confirmed **paid media usage** as a part of the contract, we'll need you to accept our request for advertiser access in Veepio under Privacy Data. Instructions [here](#).

I have also copied to this note Terrence who is our Veepio contact that can help answer any questions you may have, you could also reach out to help@captiv8.io for additional information. Let me know if you need anything else!

Talent Agency Messaging

Example email to Talent Agents pertaining to Captiv8 below:

Hi xyz,

The Captiv8 talent manager account is where you can manage your creator's campaigns, communication with brands, and facilitate payment. [Here](#) I have included a step-by-step guide to help answer any questions you have about creating a Talent Manager account. Please note that both you and the creator will need to create Captiv8 accounts. Creator instructions can be found [here](#).

- Please navigate [here](#) to create a Captiv8 account.
- Once you have signed up you will be prompted to add your name, title, company, and mailing address
- Next you will need to [add your talent/ creator](#) to your roster
 - Note: If the creator is already on Captiv8 you will be able to search for them & quickly send an invite for you to be added as their representation
- From there you will need to [add your payment information](#) to the platform
 - Note:
 - For additional help with setup or editing of payments see [here](#)
 - Skipping this step could result in a delay in payment
- Lastly navigate to the Campaigns dashboard to be able to see all active, archived, and negotiating campaigns that your creator is apart of

I have also copied to this note Erika who is our C8 contact that can help answer any questions you may have, you could also reach out to help@captiv8.io for additional information. Let me know if you need anything else!