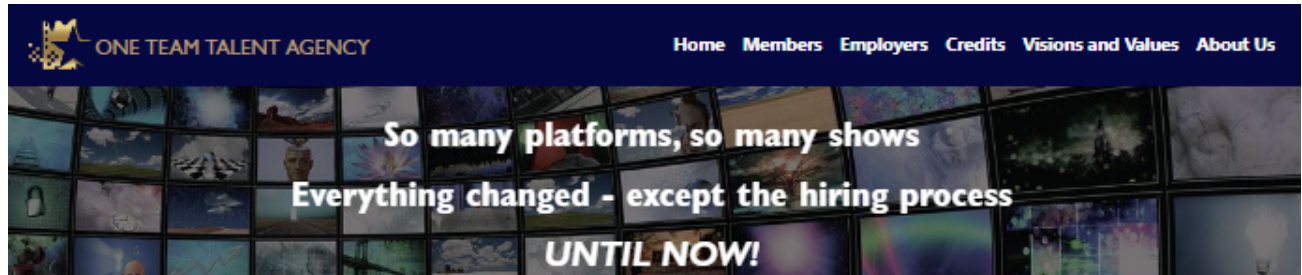# REGISTRATION PROCESS

On the OTTA website, navigate to the top of the page and click the '**Members'** link in the navigation bar.

To create an account, please click the **'Register'** button located in the lower right corner of the "**Member Sign-In"** box.
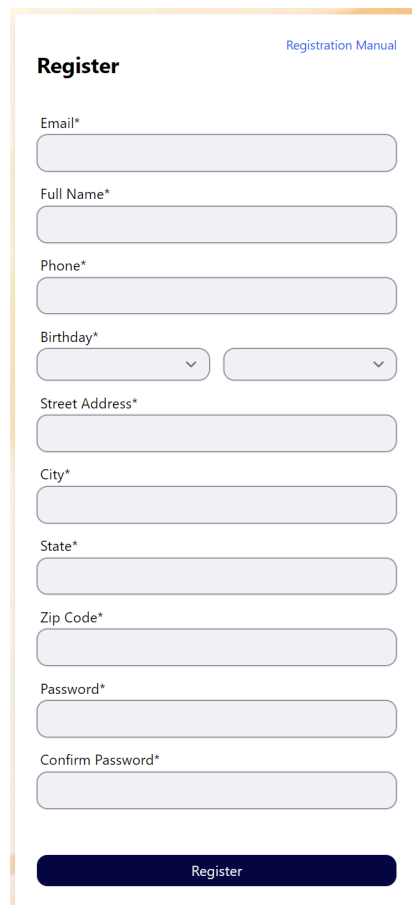
To register for an account:

Please note the blue link located in the upper right corner of the registration form. Clicking this link will open a new window containing the **Registration Manual** to assist you throughout the registration process. We highly recommend reading the manual to ensure you don't overlook any steps

Complete the Registration Form: Fill out all the required fields on the Registration Form.

Your 'Birthday' information is optional, it allows us to celebrate your special day!

Registration Manual

Register

Email*

Full Name*

Phone*

Birthday*

Street Address*

City*

State*

Zip Code*

Password*

Confirm Password*

Register

Once you've completed the form, click the '**Register'** button to be taken to the page displaying our **User Agreements**

Review and Agree: Terms of Use & Privacy Policy

Before you proceed, please take a moment to scroll down and review both of our User Agreements. When you are ready, you can agree by checking the boxes below. Once both boxes are checked, you can click the 'Submit' button to finalize your registration.

★ **Terms of Use: This document outlines the rules for using our service. By checking the box below, you acknowledge that you have scrolled down, reviewed and understand these terms.**

★ **Privacy Policy: This document explains how we collect, use, and protect your information.By checking the box below, you acknowledge that you have scrolled down, reviewed, and understand this policy.**

User Agreements ×

Before you proceed, please take a moment to scroll down and review both of our User Agreements. When you are ready, you can agree by checking the boxes below. Once both boxes are checked, you can click the "Submit" button to finalize your registration.

Terms of Use

These Terms of Use are entered into by and between you and One Team Talent Agency, Inc., and/or its affiliates, related entities, divisions, subsidiaries, or parent companies (collectively, "OTTA", "we", "our" or "us"). OTTA includes our website, https://www.ottainc.com, and all services offered through the website and may include other methods of accessing OTTA's services (collectively, the "Site").

The following terms and conditions, together with any documents they expressly incorporate by reference, (the "Terms of Use"), govern your access to and use of the Site, including any content, functionality and services offered on or through the Site as well as to your voluntary choice to submit information through the Site.

Privacy Policy

Scope and Definitions

One Team Talent Agency, Inc. (the "**Company**" or "**we**") has developed this Privacy Policy out of respect for the privacy of our customers, visitors to our website, and consumers. This Privacy Policy describes the personal data we collect, use, and disclose about consumers who visit or interact with the Company's website, visit any of our offices, stores, facilities or locations, purchase or inquire about any of our products or services, contract with us to provide services, or otherwise interact or do business with us.
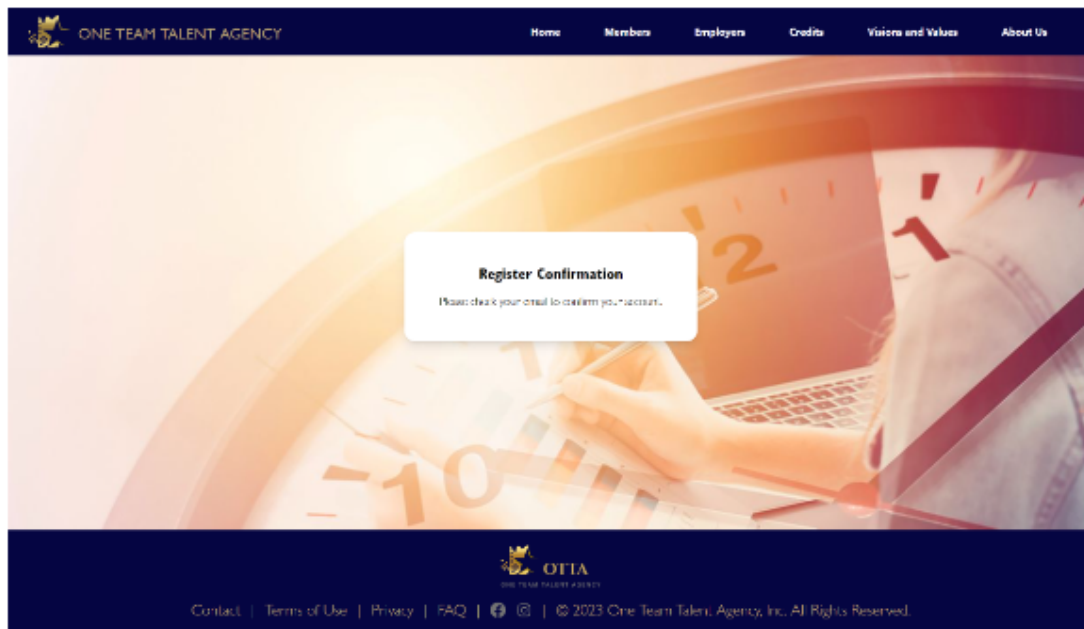
☐ I agree to the Terms of Use
☐ I agree to the Privacy Policy

Submit

Locate your Welcome Email: Check your inbox for an email titled "Welcome to the Team".

Verify your Email Address: Please click on the '**Confirm Email Address**' button, this will redirect you to the OTTA Member Sign-In page. Please wait for the process to complete.

Once on the **Member Sign-In** page, enter the email address and password you created during the registration process.

Click the **'Login'** button to access your OTTA account.

Member Sign-In

Thank you for verifying your email address!

Email

Password

☐ Remember Me   👁   Forgot your password?

Login

Create an Account   Register

Welcome to your **Member Dashboard**:

ONE TEAM TALENT AGENCY

🏠 Dashboard
📅 Account

Your membership is currently pending approval.

Add payment method: **pending**
Add Payment Method

Complete resume: **pending**
Complete Resume

OTTA approval: **pending**

Start by entering your payment information for the OTTA Admin Fee. This payment method also serves as a secondary verification step to confirm your identity.
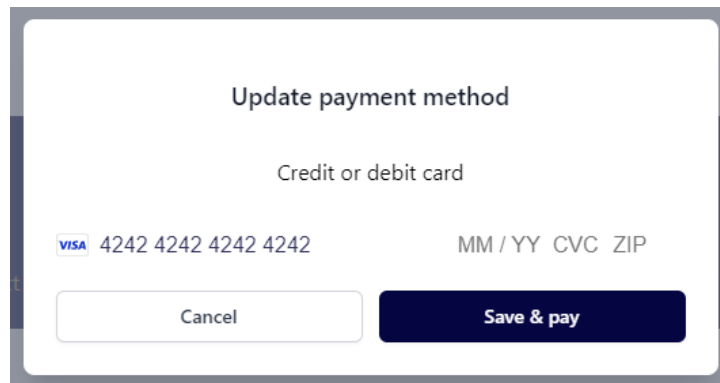
Click the **'Add Payment Method'** button

Add payment method: **pending**
Add Payment Method

Secure Payment Processing with Stripe:

OTTA uses Stripe, a secure third-party payment system, to process your payment for the admin fee. This ensures your credit card information remains secure. We do not have access to, nor will we ever store your credit card information on our servers.

Please enter your card number, expiration date, CVC number (aka: CVV), and your billing zip code, then click the **'Save & Pay'** button.
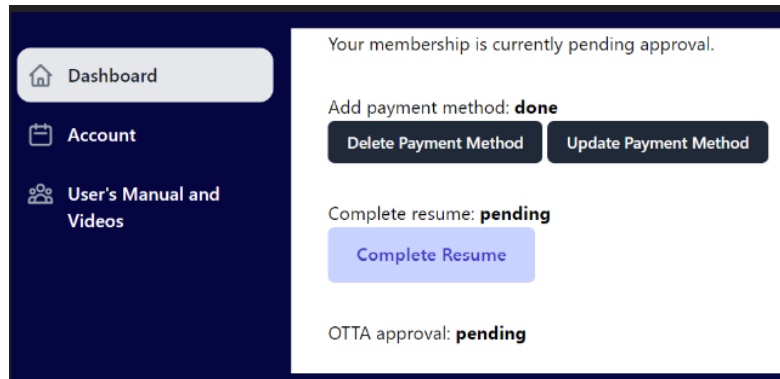

Members will always have the ability to update the payment method or delete it.
<u>**COMPLETE ACCOUNT SET UP**</u>

Please note the message: "Your membership is currently pending approval".

This requires the following:

1. Registration
2. Add payment method, click '**Save and Pay'**
3. Complete Resume of Qualifications

Once all of the above are completed, the OTTA Admin is notified that a new membership is pending approval. The Admin will then review the application and approve or reject it. Membership will only be rejected if the information provided is incomplete or violates the OTTA Terms of Use. In such cases, the Admin will reach out to the member to try to resolve the issue.

Please take note of the '**User's Manual and Videos**' link in the left navigation bar. Clicking on this link will direct you to a page where you can access available manuals and videos. These resources are designed to assist you throughout the process and maximize the benefits of your OTTA membership.

Click the user manual called Resume of Qualifications Manual or watch the video. Then click on Dashboard in the left navigation bar and click Complete Resume.