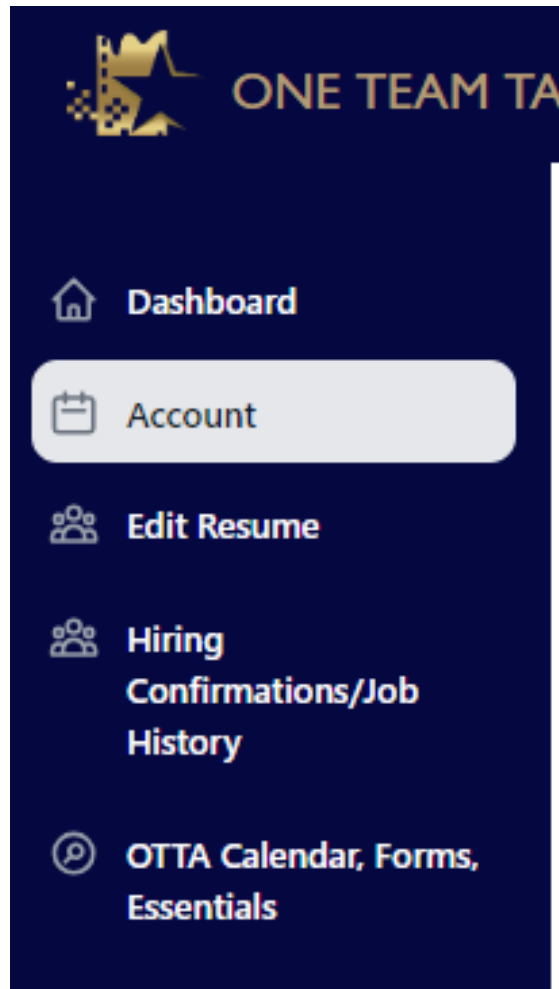


# Accessing Your Account

Now that you are familiar with your dashboard, let's look at your account.

To access your account information, click on **Account** in the menu bar on the left side of the page, under **Dashboard**.



## Account Page Overview

The account page has several sections where you can manage your information.

- **Update Payment Method:** You can update or delete your payment method.
- **Change Password:** To change your password, click the **Change Password** button. You will receive an email with a link to create a new password.

## My Account

### Payment Method

Update Your Billing Information.

Card Type	Last 4 Of Card #
Visa	4242
Expiration Mo/Year	Billing Zip
4/2024	42424

Update Payment MethodDelete Payment Method

### Account Security

Keep Your Account Safe. Never Share Your Password With Another Member.

Change Password

## Changing or Updating Your Email Address

To change or update your email address:

1. Edit the address in the **Email Address** field.
2. Click the **Update Email** button.
3. A popup will appear confirming the update.

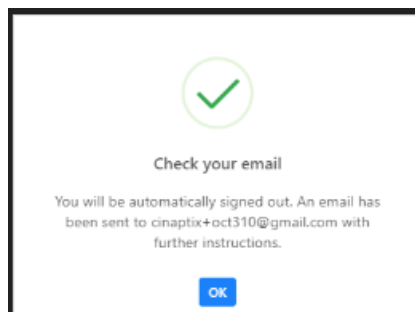
To change or update your email address, you simply edit the address in the email address field and click the Update Email button. You should see this popup.

Account Access

Update Email

Email Address

oct310@gmail.com



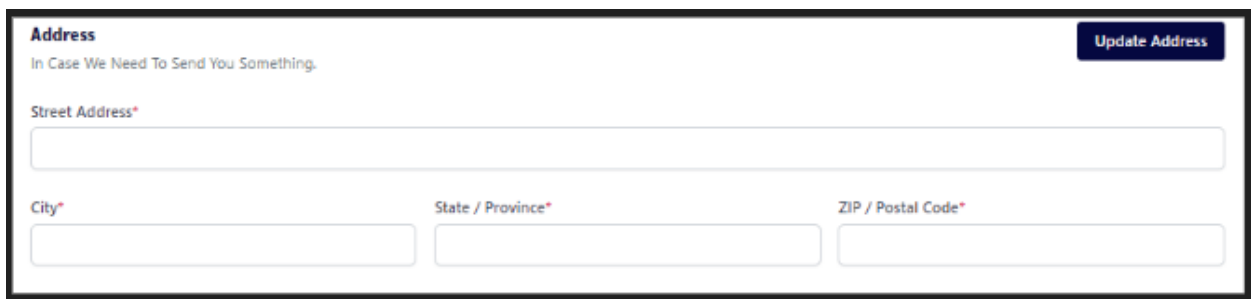
# Changing Your Password and Updating Your Address

## 1. Change Password:

- When you click **OK**, you will be logged out of OTTA.
- Go to your updated email account and click the link to log back into OTTA.
- Click on the **Account** link in the left menu.

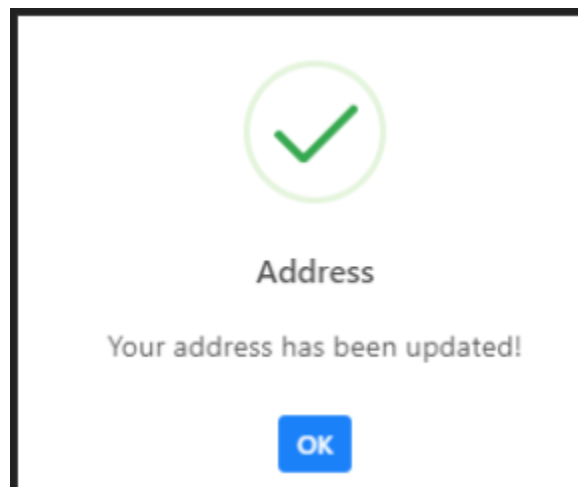
## 2. Update Address:

- Scroll down until you see the **Address** section.
- Fill in the required fields and click the **Update Address** button.



The screenshot shows a form titled "Address" with the subtitle "In Case We Need To Send You Something." in the top left corner. In the top right corner, there is a dark blue button labeled "Update Address". The form contains four input fields: a large "Street Address\*" field, and three smaller fields for "City\*", "State / Province\*", and "ZIP / Postal Code\*".

You should see this popup. Click **OK**, and you are back on the account page.

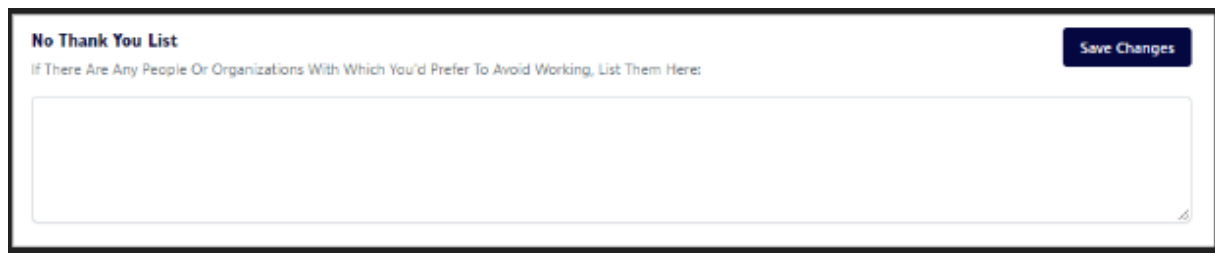


# No Thank You List

The **No Thank You** List allows you to specify people or organizations you prefer to avoid working with.

- **Recommendation:** It is best to list companies rather than individuals.
- **Review:** Admin will review your list before forwarding it to employers.
- **Note:** While the Admin will make every effort to honor your list, please be aware that it may be challenging to track individuals who have recently changed companies. Admin is not legally obligated to ensure complete accuracy in this tracking.
- Enter the information and click **Save Changes** to update your preferences.

*You can also leave the “No Thank You” list blank and move on to the next section.*



The screenshot shows a form titled "No Thank You List". Below the title is a subtitle: "If There Are Any People Or Organizations With Which You'd Prefer To Avoid Working, List Them Here:". To the right of the subtitle is a blue button labeled "Save Changes". Below the subtitle is a large, empty text input field with a small cursor icon at the bottom right corner.

## Birthday Section

In the **Birthday** section, you can update your birthday if it was previously entered incorrectly.

1. Enter the correct date in the **Birthday** field.
2. Click the **Update Birthday** button to save the changes.



The screenshot shows a form titled "Birthday". Below the title is a subtitle: "Birthday". To the right of the subtitle is a blue button labeled "Update Birthday". Below the subtitle are two dropdown menus. The first dropdown menu is labeled "December" and has a downward arrow. The second dropdown menu is labeled "4" and has a downward arrow.

# Billing History

In this section, you can view your billing history.

To print a copy of an invoice, click the **View Invoice** link next to the corresponding entry.

Billing History				
Date	Description		Amount	
10/31/2023	Charge	2023 Membership Dues	\$1.00	<a href="#">View Invoice</a>


Invoice #: 00000720

Date: Tuesday, October 31, 2023

Oct Thirty

cinaptix+oct310@gmail.com

234 234 2342



One Team Talent Agency

123 Main St

Los Angeles, CA

accounting@ottainc.com

Charge: Annual access/admin fee

\$1.00

Total:

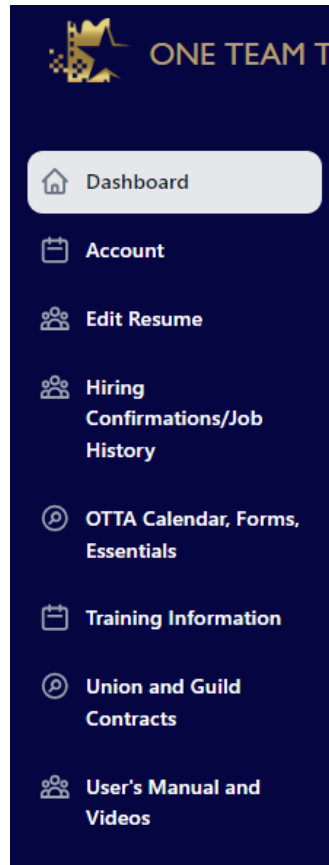
\$1.00

Thank you!

billing@ottainc.com \ www.ottainc.com

# Navigation Bar

The navigation bar starts you on the **Dashboard** when you log in to OTTA.



## Navigation Bar Links

If you have reviewed the **Member Dashboard** and **Account** page documents, you already know what those links do.

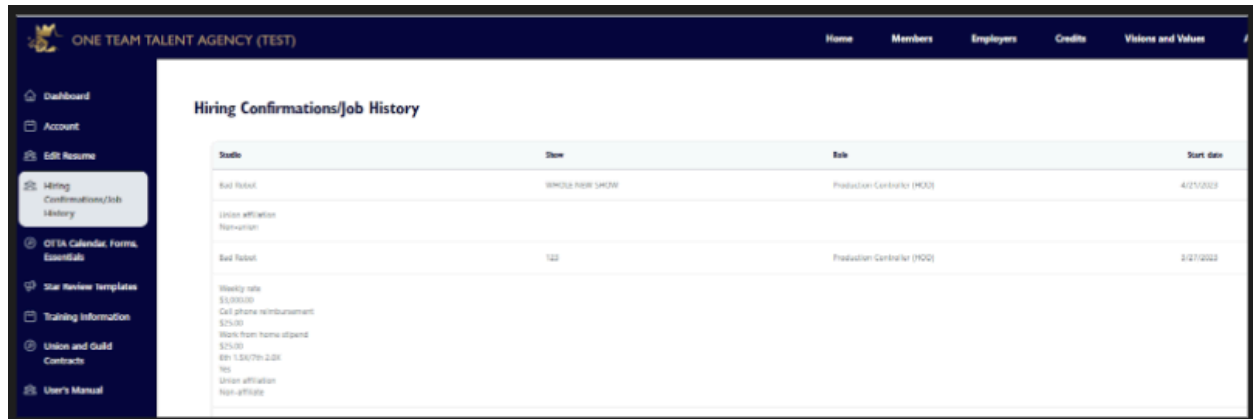
The **Edit Resume** link will take you to the **Resume of Qualifications**.

A screenshot of the "Resume of Qualifications" form in the OTTA system. The form is titled "Resume of Qualifications" and has a subtitle "Production experience and job preferences". It includes fields for "FULL NAME" (Oct Thirty), "EMAIL ADDRESS" (cinaptix+oct310@gmail.com), and "MOBILE PHONE" (234 234 2342). There is a "IMDB LINK" field. The "UNION AFFILIATION\*" section has checkboxes for "Union 871", "Union 161", and "Non-affiliate". The "OFFICE PREFERENCE\*" section has radio buttons for "No preference", "In-office", and "Remote". The "Remote" option is selected. The form also has "Preview OTTA Resume", "Preview Full Resume", and "Save" buttons.

# Hiring Confirmations/Job History

The next link on the menu is **Hiring Confirmations/Job History**. Clicking this link will take you to a page that displays all the OTTA-related jobs you have been hired for.

Any jobs displayed on this page are automatically added to your **Resume of Qualifications**.



The screenshot shows the 'Hiring Confirmations/Job History' page. The left sidebar contains a menu with options: Dashboard, Account, Edit Resume, Hiring Confirmations/Job History (selected), OTTA Calendar, Forms, Essentials, Star Review templates, Training Information, Union and Guild Contracts, and User's Manual. The main content area displays a table with the following data:

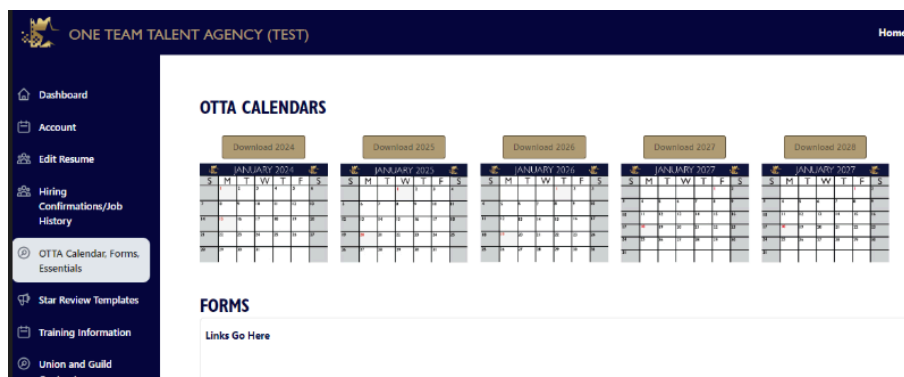
Studio	Show	Role	Start date
Real Talent	WHEELS NEW SHOW	Production Controller (PROD)	4/27/2023
Union affiliation: Non-union			
Real Talent	123	Production Controller (PROD)	5/27/2023
Weekly rate: \$1,000.00			
Cell phone reimbursement: \$25.00			
Work from home stipend: \$25.00			
401k 1,500/75k 2,000			
Yes			
Union affiliation: Non-union			

# OTTA Calendar, Forms, Essentials

Next on the menu are **OTTA Calendar, Forms, Essentials**.

This page provides calendars with the OTTA logo and the West Coast union holidays marked in red. We will carry five years of calendars for OTTA members to download by clicking the corresponding button. Each download will be a PDF file containing all months for the selected year.

Forms and Essentials will be populated as we collect them from the production accounting community.



The screenshot shows the 'OTTA CALENDARS' page. The left sidebar is the same as in the previous screenshot, with 'OTTA Calendar, Forms, Essentials' selected. The main content area displays five calendar download buttons for the years 2024, 2025, 2026, 2027, and 2028. Below the buttons, there are five calendar grids for January of each year, with West Coast union holidays marked in red. Below the calendars, there is a section titled 'FORMS' with a link 'Links Go Here'.

## Additional Resources

Beyond the primary menu pages for OTTA accounting team members, there are helpful and informational areas shown below. Many of these sections will be populated as we ramp up our production environment.

