

Images Agency Talent:

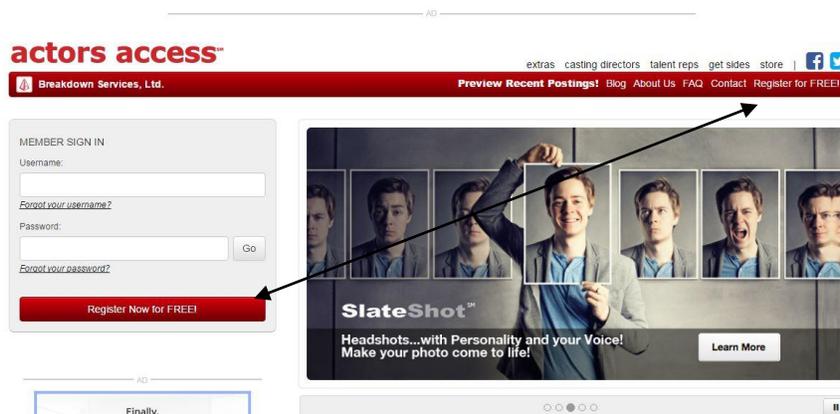
If you are a talent with Images Agency, **YOU MUST REGISTER WITH ACTORS ACCESS.** You are missing out on opportunities from Images Agency. Some of our local casting directors pull headshots from this sight.

NOTE: You must UPLOAD YOUR Images Agency HEADSHOT and create your resume in Actors Access to be registered. If you do not do this, you are not completely registered and will not be considered for auditions or job opportunities.

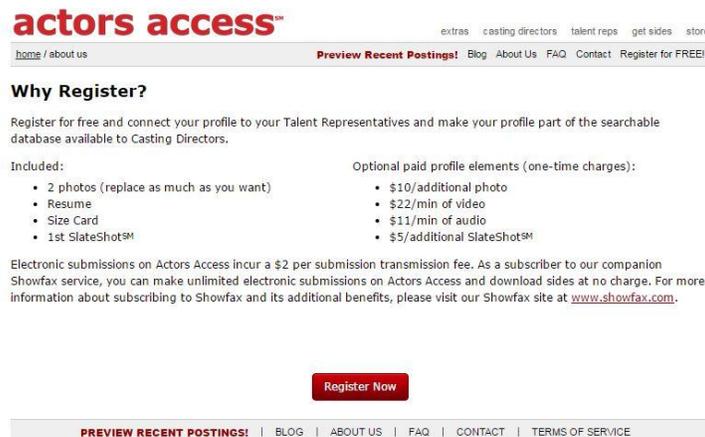


PRINT this document for your step by step registration to Actors Access – this will make registration easy. If you wing it, you might miss steps in registration.

1. Go to www.actorsaccess.com
2. You will see this screen:
3. Click on “Register for Free”



4. After you click on “Register for Free” – this screen will come up



- Fill in your First Name then tab over to fill in your Last Name. Then answer the question if you are 18 and older. Then click on the "Next" button



IMPORTANT!!! Make sure the name you enter in this section is the **EXACTLY** the name we have on file at Images Agency! If it is different, notify the Agency so we can correct your profile to match Actors Access profile!

You might have to use your middle name if you have a common name. AA will prompt you if middle name is needed.

- Then you will see this screen, verifying your name...please make sure your name is spelled correctly then click on "Next".

As you can see, I used my middle name because I have a very common name and Actors Access guided me to add the middle name:

7. The next screen looks like this...now you will fill out the appropriate information for your profile.

Use your personal email address –
DO NOT use the Agency's email address.

Desired Username

*This is used in combination with a password to gain access to your account.

E-Mail Address

E-Mail Address (Confirm)

Gender: Male Female

Birthdate (Not Required)
 / /

Country: State / Province: Postal Code:

The breakdown list page will default to the Primary Region selected below. This selection can be changed at any time from the "My Account" page.

Primary Region:

Notify me by e-mail when a project is released that contains one or more roles that match my profile. Only notify me of projects released in the regions checked below.

<input type="checkbox"/> Los Angeles	<input type="checkbox"/> New York	<input type="checkbox"/> Vancouver (Western Canada)	<input type="checkbox"/> Florida
<input type="checkbox"/> Mountain Region (CO, UT)	<input type="checkbox"/> Texas - South Central Region	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Toronto (Eastern Canada)
<input type="checkbox"/> Southeast	<input type="checkbox"/> Chicago - Midwest	<input type="checkbox"/> Northwest	<input type="checkbox"/> Mid - Atlantic
<input type="checkbox"/> Alberta (Western Canada)	<input type="checkbox"/> Maritimes (Eastern Canada)		

I'd like to be informed of new features, updates, and information on Actors Access.

Next

You can check as many cities as you want BUT you must check Chicago-Midwest.
Then click on the next button to continue.

8. After you have filled out the information and click on "Next". You will get a confirmation screen, like this:

actors accessSM [extras](#) [casting directors](#) [talent reps](#) [get sides](#) [store](#)

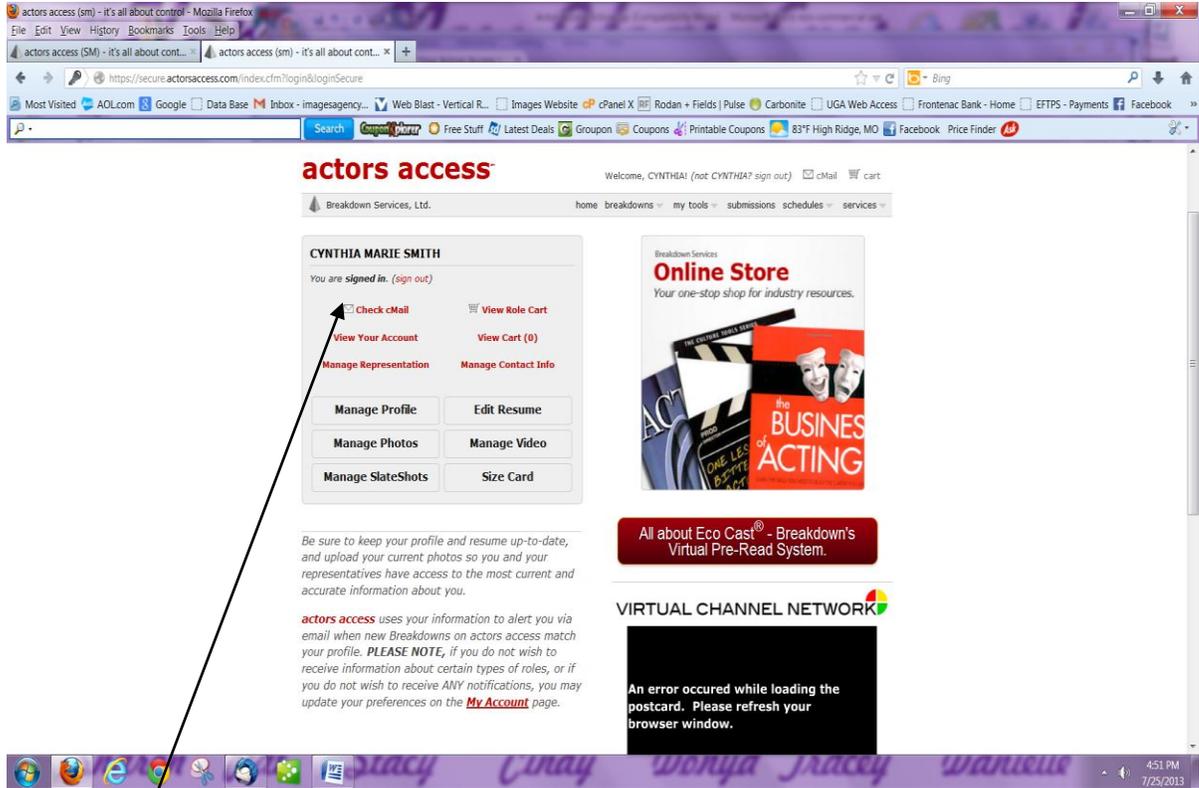
[home](#) / [register](#) / [create account](#) **Preview Recent Postings!** [Blog](#) [About Us](#) [FAQ](#) [Contact](#) [Register for FREE!](#)

Your actors access (SM) account has been created!

We have sent a temporary password to the e-mail address you provided. Once you receive this (usually within a couple of minutes) you can log in and set up your profile, photos, resume, and more! And don't worry -- you'll also be able to change your password to something more easily remembered once you log in.

PREVIEW RECENT POSTINGS! | [BLOG](#) | [ABOUT US](#) | [FAQ](#) | [CONTACT](#) | [TERMS OF SERVICE](#)

9. Once you have received your email giving you your passcode...go back to www.actorsaccess.com and sign in with your username and password that Actors Access gave you. Or click on the home button to get to the member sign in.
10. Once you have logged in you will see this screen:



11. Click on "Check cMail"



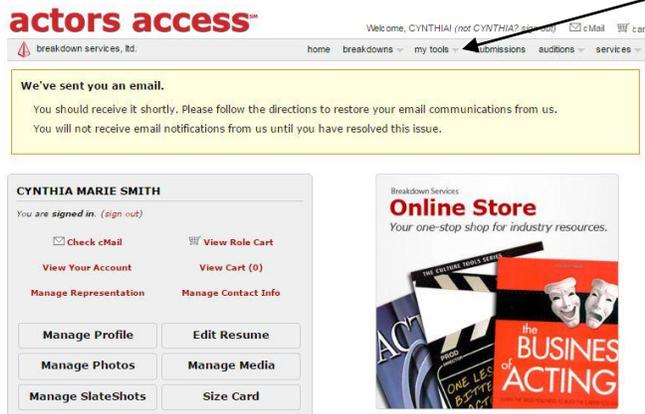
12. Then you will see this screen

13. Click on "Cmail Preferences"

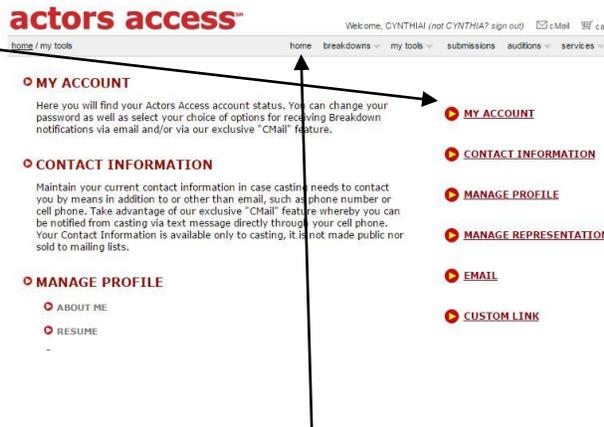
14. When you click on "Cmail Preferences" you will get this box. Make sure you have the box checked to get messages for job bookings or auditions.



15. You need to change your passcode to one that you will remember...click on **“My Tools”**

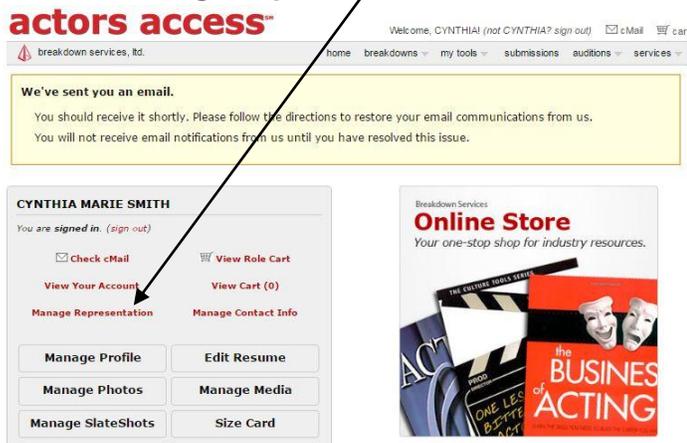


Then click on **“My Account”**



16. Once you have updated your passcode, go to **“Home”**.

17. Click on **“Manage Representation”** ----



18. Fill in Agency Name & Location.

actors access™ Welcome, CYNTHIA! (not CYNTHIA? sign out) cMail cart

home / my tools / manage representation / add new home breakdowns my tools submissions auditions services

Add Representative

Required fields are marked with an asterisk*

Agency Name* Agency Division (if applicable)

Agency Location (City)* (Commercial, Children, Dance, etc.)

Many reps have offices in more than one city. Please indicate the city for your rep's office location.

Notes

Please provide any clarification needed for this request (Maximum 500 characters)

Submit Request

Make sure you click on the red **“Submit Request”** button

19. Go back to home page and click on **“Manage Profile”**.

actors access™ Welcome, CYNTHIA! (not CYNTHIA? sign out) cMail cart

breakdown services, ltd. home breakdowns my tools submissions auditions services

We've sent you an email.
You should receive it shortly. Please follow the directions to restore your email communications from us.
You will not receive email notifications from us until you have resolved this issue.

CYNTHIA MARIE SMITH
You are **signed in**. (sign out)

Check cMail View Role Cart
View Your Account View Cart (0)
Manage Representation Manage Contact Info

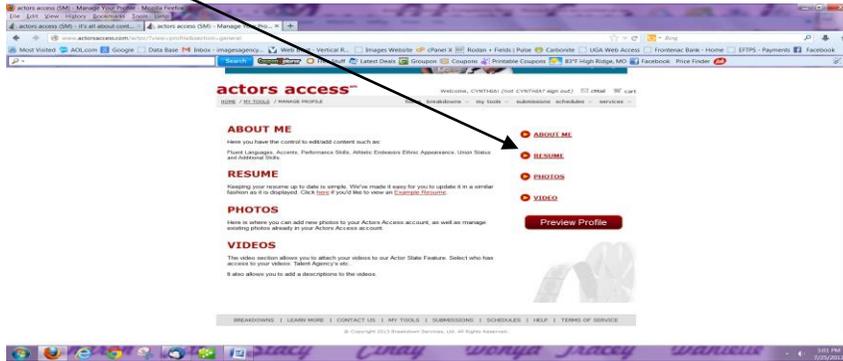
Manage Profile Edit Resume
Manage Photos Manage Media
Manage SlateShots Size Card

Breakdown Services
Online Store
Your one-stop shop for industry resources.

the BUSINESS of ACTING

20. You will need to upload your Images Agency headshot. Must have Images Agency logo on picture. If you do not have the headshot; email Stacy@ImagesAgency.com. Once you upload your headshot, you will get a “pending” notice. It takes approximately 24 hours to get your headshot approved with Actors Access.

21. You MUST have a resume. Click to get a [“Sample Resume”](#).
22. After you have prepared “YOUR” resume from our sample resume.
23. Now click on “Resume”.



24. You will see this screen, fill in the blanks from your prepared Acting “Resume”:

A screenshot of the actors access website showing the resume editing form. The page title is 'actors access'. The navigation menu includes 'HOME / MY TOOLS / MANAGE PROFILE / RESUME'. The main content area has a message: 'Keeping your resume up to date is simple. We've made it easy for you to update it in a similar fashion as it is displayed. [Click here](#) if you'd like to view an [Example Resume](#).' Below this is a 'Preview Profile' button. The form consists of a grid of input fields for the resume text. To the right of the grid is a list of 'Header' items, each with an 'insert | delete' link. A red arrow points from the top left of the grid to the first input field.

25. Check List:

- Personal information inputted
- Headshot with Images Logo uploaded (this was emailed to you from Images)
- Resume inputted
- Email Pat@imagesagency.com the following information:
 1. Your **EXACT** Actor Access name, not your login information.



This is your **EXACT** name...do not give Sharon your login information.



2. Confirm with Images that you are **completely** registered with Actors Access
 - a. **Completely** means: Headshot uploaded, resume uploaded
3. Copy of your resume that you prepared so we have it for your profile with Images.

26. This is the most important step...

1. Email Pat@ImagesAgency.com
2. Tell her that you are now registered with Actors Access
3. Tell her the EXACT name that you are registered under Actors Access; not login information.

If you have any questions you can call or email:

- Stacy Caudle, Photographer & Booking Agent (314)372-0510 Stacy@ImagesAgency.com
- Cindy Smith, Owner (314)372-0506 Cindy@ImagesAgency.com