

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.

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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





5. 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!

	Actors acces	SS [™] Preview Recent Post	extras casting directors talent reps get sides store tings! Blog About Us FAQ. Contact Register for FREE!		
You might have to use your middle name if you have a common name.	DO NOT RE REGISTRI IF YOU ALREADY HAVE AN ACCOUNT. If you have misplaced your login information please use the password retrieval option or call us at 310-385-6920I Do Not register again with a new or different name, we will change your existing accounts name royou. Registering on Actors Access is not only free, it's easy! We'll walkyou through a couple steps to create your account. Just follow our direction. To get started we need to know your name. If you're represented it's likely that you're already in our system. If you are, it is important that we match your name exactly. The will allow you to manaze your representation and control your photos and profile. Don't worry if you're not represented. We can create and can don't you to you to? First & Last name are required. <u>DO NOT ENTER A MIDDLE HAME OR INITIAL</u> if it is not part of your professional name. The name you enter here is the name that shows on your resume and links with your agent (if repped)				
you if middle name is needed.	*First liame *Are you over the age of 18? ○ Yes No Next	Middle Name	*Last Name		

6. 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:

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	CYNTHIA MARIE SMITH	an try again.		
	If your name is correct, please proceed to the n	ext step to finish setting up your account.		
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7. The next screen looks like this...now you will fill out the appropriate information for your profile.

	Desired Username]		
	*This is used in combination	n with a password to gain acc	ess to your ac <mark>count</mark> .	
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Use your personal				
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vou must check	(CO, UT)	Region		Canada)
Chicago-Midwest	Southeast	Chicago - Midwest	Northwest	Mid - Atlantic
chicage marcos	Canada)	Canada)		
Then click on the next				
button to continue.	I'd like to be informed o	f new features, updates, and	information on Actors Access	3.
	Next			

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

ome / register / create account	Preview Recent Posting	js! Blog	About Us	FAQ	Contact	Register for FRI
Your actors access (SM) account has been cre	ated!					
We have sent a temporary password to the e-mail	l address you provided. Once you	receive t	his (usua	lly withi	n a coup	le of minutes)
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- Once you have received your email giving you your passcode...go back to <u>www.ActorsAccess.com</u> 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"

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	home / c mail / inbox	home breakdowns - my tools -
12. Then you will see this screen	MY FOLDERS » Inbox » Sent Items	INBOX - 0 Messages CMail Messages stay in the Trash folder for 7 days before being perm
13. Click on "Cmail Preferences"	 » <u>Trash</u> » <u>Create New Folder</u> » <u>Cmail Preferences</u> 	There are no Unread Messages in Inbox. There are no messages in Inbox.
14. When you click or Preferences" you	n "Cmail will get this box.	Cmail Preferences - Google Chr Cmail Preferences - Google Chr www.actorsaccess.com/comcenter/?act
checked to get me bookings or auditi	essages for job	Update your preferences: Notify me by email when I have new Cmail messages.
		Revised 5/1





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





16. Once you have updated your passcode, go to "Home".

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We've sent you an email	. /	
You should receive it sho	tly. Please follow the directions to	restore your email communications from us.
You will not receive email	notifications from us until you ha	ve resolved this issue.
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18. Fill in Agency Name & Location.

home breakdowns - my tools - submissions auditions - se
Agency Division (if applicable)
(Commercial, Children, Dance, etc.)
500 characters)

19. Go back to home page and click on "Manage Profile".



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 <u>Stacy@ImagesAgency.com</u>. 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".

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

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		Welcome, em	initial (not critinian aigh out)	
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25. Check List:

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

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This is your EXACT	We've sent you an email. You should receive it shor You will not receive email	ty. Please follow the directions to notifications from us until you hav	estore your email communications from us. e resolved this issue.
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- 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 <u>Cindy@ImagesAgency.com</u>