Employee Start Packet Best Practices

Quick Start Guide

Start

Powered by **Cast & Crew**

Best Practices for Completing Start+ Digital Start Packets Quick Start Guide

While completing your start paperwork, please note the following best practices. If you have any technical questions or concerns, please contact **Plus.Support@castandcrew.com** or call 818-860-7770 for assistance.

Google Chrome is the preferred browser for **Start+** but you can use the latest version of all browsers.

You can access the most popular e-mail programs via this kiosk.

- These include **www.gmail.com, www.aol.com, www.hotmail.com** and **www.yahoo.com**.

STEP 1. Log into your email and open the message you received from **"Start+ Notification"**.

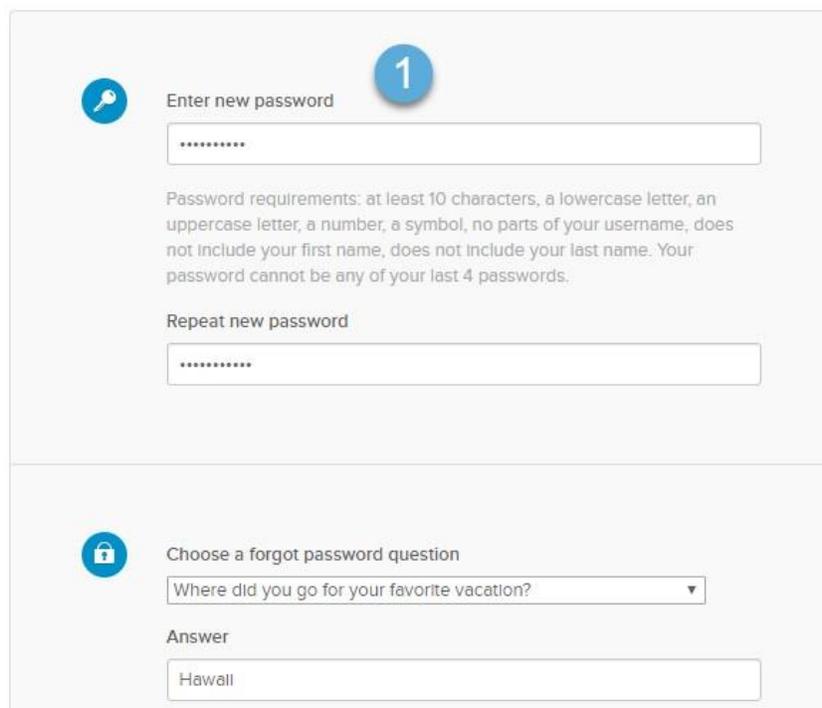**STEP 2.** Click the blue link at the bottom of the email labeled **"Start"**.

STEP 3. A new browser window will open, and you will be asked to setup your password and recovery information.

- Please remember this password for future projects.

STEP 4. Once you have successfully created a password, you will be asked to log into **Start+** see figures 1and 2 below.

STEP 5. The system will walk you through the steps to fill out the start paperwork.

- **Note**: Anything with a red asterisk (*) MUST be completed before you will be allowed to move onto the next page.

- The left side of the screen will show you fields that need to be completed as well.

STEP 6. Once all required fields have been completed, a popup will appear at the bottom of the screen allowing you to proceed.

Success! You've completed all the required fields for this form. Click continue to move to the next form!
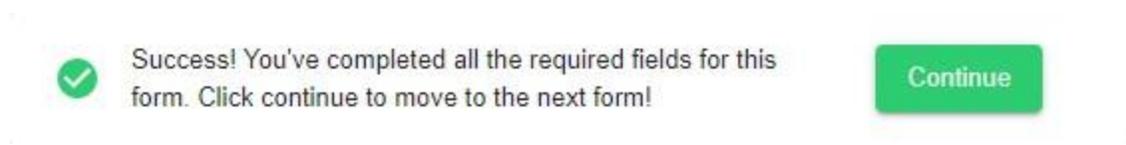
Continue

STEP 7. Continue through all documents, completing each page until the screen reads: **"Your Start Packet Has Been Submitted for Approval"**.

Your Start Packet has been Submitted for Approval!

Don't forget your I-9 needs to be verified, so bring your ID when you report to work!

OFFER STATUS   LOGOUT
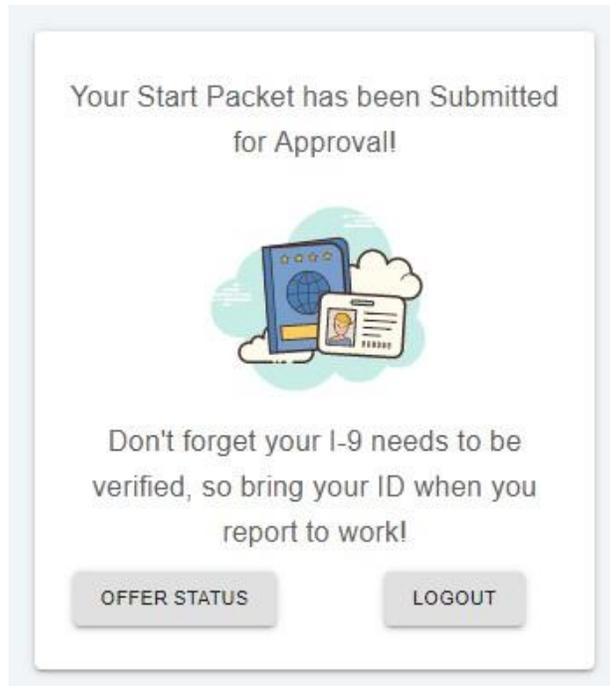
STEP 8. Lastly, you'll need to show your I-9 Verification Documents to a Verifier ASAP.

NOTE: To access Start+ in the future, please login at **www.my.castandcrew.com** and click the Start+ link on the right side of the screen.

Start+
Production Workflow, Reinvented

Common Mistakes to Avoid:

- If you want to claim zero allowances (the highest withholding amount), please enter **"0"** in line 5 **"Total number of allowances you're claiming"**.

- If you type **"Exempt"** on Line 7 you will not have any taxes taken from your paycheck.

- When completing your W4 information, please enter **"0"** on line 6 **"Additional amount, if any, you want withheld from each paycheck"** if you do not want any additional money withheld above your chosen allowances.

- If any required field does not apply to you, especially on the I-9, please enter N/A in the field.

- Required fields show as Yellow boxes with the word **"Required"** written in them.

Remember to log out of all email accounts once you are finished on the computer.