WGAW Start Button
Please remember, Start Button does not replace your Declaration of Earnings

Overview

Start Button is a tool to:

- Inform the Guild when writers begin working on a step and when the draft is scheduled to be submitted
- Enable follow-up when payment for your writing should be due
- Give writers the opportunity to request assistance and advice if paid late or asked for free work
- Provide more education to aid contract enforcement
- Questions?
  Email StartButton@wga.org or call 323-782-4731

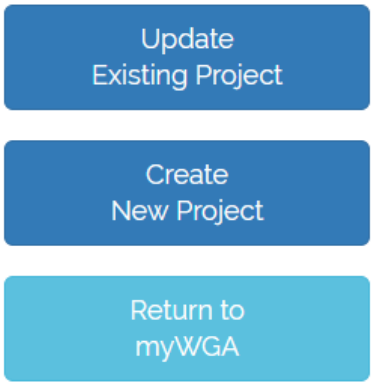
What to Expect

Start Button does not replace your Declaration of Earnings; you must continue to submit this as requested.

Summary

- Log in to myWGA using your user ID and password
- Click "Create New Project" for new titles
- Click "Update Existing Project" to edit a project already entered
- [Return to myWGA] takes you back

Start Button runs on mobile devices!
Try it out on your phone and tablet!



Reminders Sent to You by Start Button

Start Button is designed to "look" at the dates you enter – Commencement Date, Anticipated Delivery Date and "I Delivered On" date and see if the appropriate action has occurred for each.

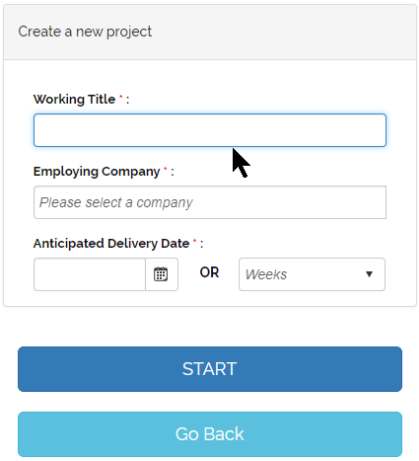
For example, if you enter a Commencement Date but don't enter a related Commencement Payment Date within 2 weeks, Start Button will send you a reminder email.

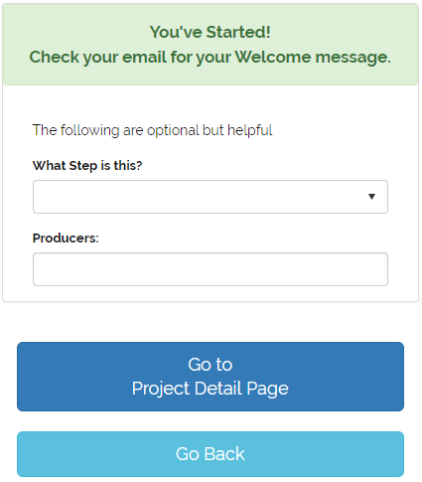
Ditto if the Anticipated Delivery Date passes – two weeks later Start Button will send a reminder asking if you delivered the work. If you've delivered but there's no Delivery Payment Date, two weeks later Start Button will send you a reminder email asking if you got paid.

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How to use Start Button – Getting Started

- Click [Create New Project] on the initial screen.
- Fill in the Working Title.
- Fill in the Employing Company. As you start to type, companies come up. If the name you want is not on the list that comes up, that's ok, you can make one up.
- Select the Anticipated Delivery Date either as a date or as a number of weeks in the future.
- Click [START]



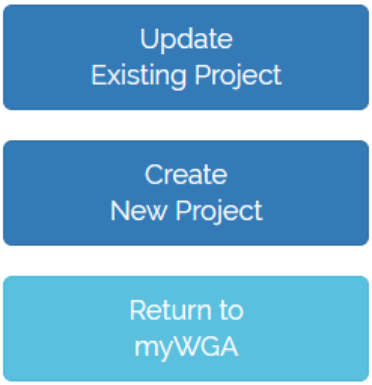


You've Started!

- The Start Button system will send you a Welcome email.
- It's helpful if you fill in the Step you're doing and Producers, but this is optional.
- Click [Go to Detail Page] if you'd like to fill in more information now or [Go Back] if you are done or want to update an existing project.

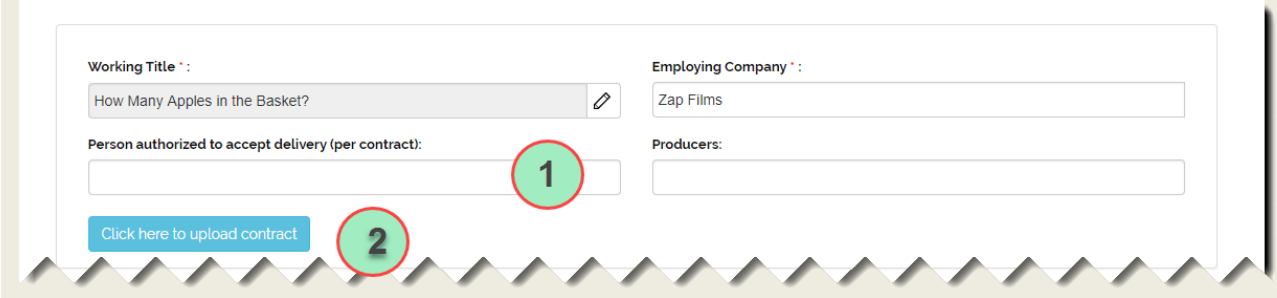
How to use Start Button – Update an Existing Project

- Click [Update Existing Project]
- You will see the titles you have already entered. You will see only your own titles. Click the one you want.
- You will be taken to the Project Detail page (see below).
- The Project Detail screen shows you everything you entered and gives you the opportunity to put in the information that makes Start Button work.



Project Detail Page - explanations follow after the illustrations below

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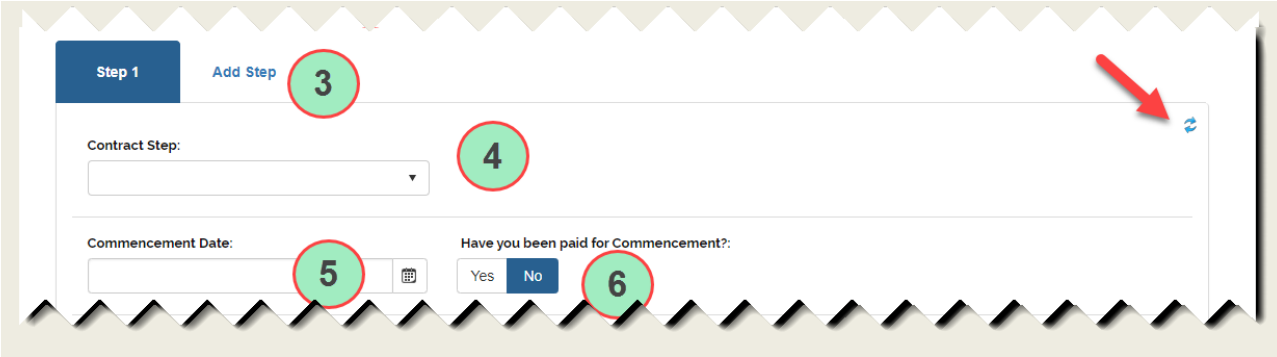
The "Working Title" & "Employing Company" are from the first screen.
"Producers" gets copied from the first screen if you filled this in.

You may edit the Working Title by clicking on the pencil icon at the right of the Working Title box.
You may edit the Employing Company, too, by clicking into the box.

1) **Person Authorized to Accept Delivery (per contract)**
   Per your contract, there is a specific person who is authorized to accept delivery of your work. Please specify this person here. This helps troubleshoot any potential payment delays later.

2) **[Click here to upload contract]**
   It is VERY helpful for you and the Guild to have your contract on file.
   This button will open up a new screen and you can upload your contract from there.

   Note: This feature does not work with cloud storage tools like Dropbox or Google Drive so you need to use it from the computer that has your contract stored on it.



3) **Add Step**
   If your contract has more than one Step, as you deliver each Step, enter the next one by clicking here to Add Step. Your current Step must be delivered (filled in "I Delivered On" date) in order to add a new Step.

   You can also "refresh" your entry back to what it was since you last clicked [Save] by clicking on the refresh icon – the red arrow points at this.

4) **Contract Step**
   And speaking of Steps, it is very helpful – especially for contracts with more than one Step – to

specify the Step here. Click on the arrow and a short list of Contract Steps will appear. Select the one closest to what matches what you are delivering.

5) Commencement Date

It is helpful if you enter a Commencement Date. That way, when you get paid for Commencement, the system can tell if your payment is on time or if you are owed interest.

6) Have you been paid for Commencement?

When you click YES the system will open up the box for entering Commencement Payment Date. Please enter the Commencement Payment Date so that the Guild will know if your payment is on time.



7) I Delivered On

Enter the date you delivered. When you do, a box for entering the name of the person to whom you delivered will open up. It is helpful to fill this in as it helps when troubleshooting Late Pay.

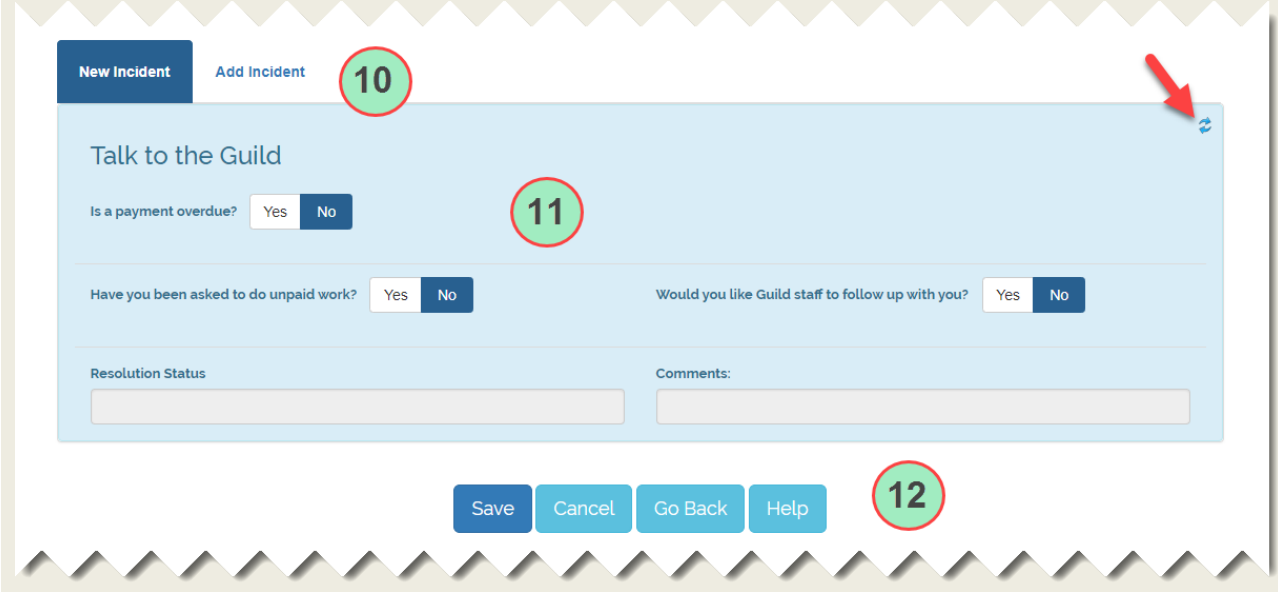
8) Have you been paid for Delivery?

When you click YES the system will open up the box for entering Delivery Payment Date. Please enter the Delivery Payment Date so that the Guild will know that you got paid.

9) Comments about Step

Click the "+" to open up the box for comments and enter any comments you would like about this Step.

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10) Add Incident

If you have more than one Incident (a "payment overdue" or "I was asked for unpaid work" event), please click here to add the new Incident.

You can also "refresh" your entry back to what it was since you last clicked [Save] by clicking on the refresh icon – the red arrow points at this.

11) Talk to the Guild / Incidents

If your payment is overdue let the Guild know by clicking YES on the "Is a payment overdue?" question. You may also enter a comment – the comment box will open up once you click YES. Somebody from the Guild will follow up with you.

If you were asked for unpaid work let the Guild know by clicking YES on the "Have you been asked for unpaid work?" question. You may also enter a comment – the comment box will open up once you click YES. If you'd like somebody from the Guild to follow up with you about this, click YES on the "Would you like Guild Staff to follow up with you?" question.

Note: For "Asked for Unpaid Work", you need to indicate that you want somebody from the Guild to follow up with you if you do, indeed, want this.

12) [Save], [Cancel], [Go Back] & [Help]

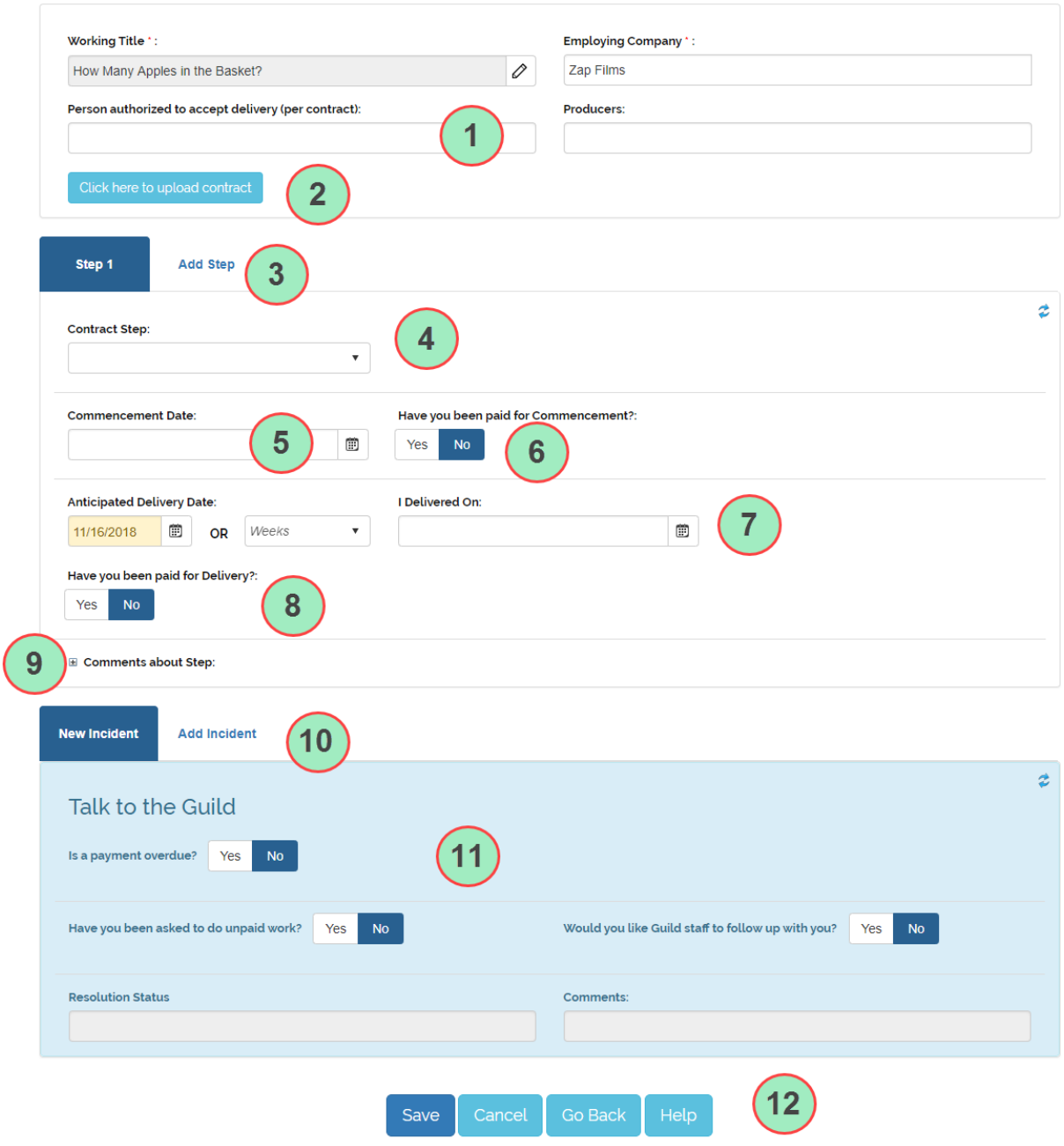
SAVE and CANCEL control whether or not the information you entered is saved or undone.

GO BACK takes you back to the first screen.

HELP opens up a page with tips and a means to download the latest version of this document .

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Putting it All Together



Appendix

You Delivered Work – What's Next?

Fill in the "I Delivered On" date.

Once you do, it will open up the box for "Who Did You Deliver To?" Fill in the name of person to whom you delivered.

You Got Paid! What's Next?

Tell Start Button you got paid!

Click on the YES button below the "Have you been paid…" for the payment you've received – Commencement or Delivery.

Clicking the YES button will open up the appropriate Payment Date box for you to fill in.

You Didn't Get Paid! What's Next?

Fill in an Incident, clicking YES on "Is payment overdue?"

What happens next is that you will get an acknowledgement email and the Late Pay team will get an email, too, to alert them to the situation. You will then be contacted by the Late Pay team to find out more about the situation.

You Were Asked for Unpaid Work

Fill in an Incident, clicking YES on "Have you been asked for unpaid work?"

Also, if you want somebody from the Guild to follow up with you, click YES on the "Would you like Guild staff to follow up with you?" If you request follow-up, what happens next is that you will get an acknowledgement email and the Member Organizing and Contracts Department teams will get an email, too, to alert them to the situation. You will then be contacted by the Member Organizing and Contracts Department teams to find out more about the situation.

When Are Reminder Emails Sent?

Two weeks after Commencement Date if there is no Commencement Payment Date on file – Start Button asks for Commencement Payment Date.

Two weeks after Anticipated Delivery Date – Start Button asks for "I Delivered On" date.

Two weeks after "I Delivered On" Date if there is no Delivery Payment Date on file – asks for Delivery Payment Date.

Deletions

Delete a Project

This cannot be done. If you need to delete a Project, please contact Start Button support at StartButton@wga.org.

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Delete a Step – when you can, and when you can't

To delete a Step, the Step cannot have any related Incidents. If the Step has Incidents, these must be deleted first, which can be done provided there is no WGA action on them yet (blank Resolution Status indicates no WGA action yet).

To delete the Step, click on the trashcan icon in the upper right of the Step section.

A Project must have at least one Step, so if a Project has one Step, that Step may not be deleted.

Delete an Incident – when you can, and when you can't

To delete an Incident, the Incident cannot have had WGA action on it yet (blank Resolution Status indicates no WGA action yet).