How to Manually Submit a Loan Out Request

ETC

Quick Start Guide

How To Manually Submit a Loan Out Request Quick Start Guide

This guide will demonstrate and show the steps taken on how to manually submit a loan out request if you've been added into a project in ETC as a regular employee and would like to be paid under your corporation.

STEP 1. First, log in to your **ETC account**. If you were added as a regular employee, you will have to complete your I-9 (**Employment Eligibility Verification Form**) first, otherwise the system will not let you navigate anywhere else.

After that's completed, click on the "My Forms" link at the top of the page:



STEP 2. After the page loads, scroll down to the section labeled **"Loan Outs"** and then click the **small arrow** to the right to expand the section.

My Forms			
My Forms			0
Client	Document Name	Status	Action
		T	
	CA WithHolding Form	() INCOMPLETE	VIEW
	Federal W4	INCOMPLETE	VIEW
TEST COMMERCIALS	19	COMPLETE	VIEW
Please note <i>certain</i> states require state specific to requires a state specific form, in the event the or New State Withhickling Form	ax withholding forms and do not allow for the Federal W4 Form to be use accessary form/s are not completed you will be taxed at the highest rate as View County	d as a default for state withholding information. If work mandated by the state/s.	ing in a state which
Loan Outs		2	•

STEP 3. After the section is expanded, you'll see a list of the clients/projects you're working with, along with a link to initiate your loan out request. Click "View."

Loan Outs			
Loan Outs			0
Client	Document Name	Status	Action
		· · · · · · · · · · · · · · · · · · ·	
TEST COMMERCIALS/REGRESSION TEST# 01.10.2017	Loan Out	😮 INITIATE REQUEST	VIEW
01.10.2017			J

STEP 4. Once you've clicked **"View"** and started the loan out request, you'll see a place to upload a copy of your **Articles of Incorporation** (1), **complete an electronic W-9** (2), and **a letter of indemnification**. The letter of indemnification link appears after you complete your W-9.

Loan Out Request for GNET DEMO# 9461	
1 submit documents 2 submit request 3 project admin approval	Always Apply
Status Summary	
Please provide the documents below to initiate a loan out request.	
Loan Out Request Activity History	•
Articles of Incorporation	
No document has yet been uploaded	1 Upload Articles of Incorporation
Form W-9	
You have not completed this form. Click here to complete one now.	

STEP 6. As you go through the process, you'll see the 1,2,3 status boxes at the top. Status box in **yellow** indicates the step is in progress, **green** indicates when they've been completed.

Loan Out Request for GNE	T DEMO# 9461		
		3 PROJECT ADMIN APPROVAL	Always Apply
Status Summary			
You have initiated a request to be	paid out as a loan out for this project but have n	tot submitted all the required documents.	
Loan Out Request Activity Histor	Y		0
Articles of Incorporation			
Current Articles of Incorporation	in use was uploaded on 10/10/2018		Upload New Articles of Incorporation
Form W-9			
You have not completed this form	Click here to complete one now		
Tou nave not completed this form	Chick here to complete one now.		
Loan Out Request for GN	IET DEMO# 9461		
	rs 2 submit request	3 PROJECT ADMIN APPROVAL	
Status Summany			L Aiways Apply
Status Summary		_	
Please submit this loan o	at request to the project administrator	r for consideration. Submit	
Loan Out Request Activity Hist	огу		•
Articles of Incorporation			
Current Articles of Incorporatio	m in use was uploaded on 10/10/2018		Upload New Articles of Incorporation
Form W-9			
Current W-9 in use was comple	ted on 10/10/2018:		Edit
Tax Identification Number Filing Type	Limited Liability C Corporation		
Company	TEST BUSINESS 10600 VIRGINIA AVE		
	CULVER CITY, CA 90232-3514		
Letter of Indemnification			
Current Letter of Indemnification	on in use was completed on 10/10/2018:		Edit
iax Identification Number Company	TEST BUSINESS		
	CULVER CITY, CA 902323514		

STEP 7. Notice that once you add/complete all your paperwork, you still can edit the information in case you made a mistake before submitting it to the project. If everything looks correct, click the blue "**Submit**" button. Once you do, the second box will show up in **green**.

Loan Out Request for G	NET DEMO# 9461			
	TS 2 SUBMIT REQUEST	3	PROJECT ADMIN APPROVAL	Always Appl
Status Summary				
You have successfully submitt	ed all your paperwork. Your request is being revi	ewed by the projec	administrator and may be subject to	denial.
Loan Out Request Activity Hi	story			•
Articles of Incorporation				
Current Articles of Incorporat	ion in use was uploaded on 10/10/2018			
5				
Form W-9				
Current W-9 in use was comp Tax Identification Number Filing Type Company	eted on 10/10/2018: Limited Liability C Corporation TEST BUSINESS 10400 VIRGINIA AVE CULVER CITY, CA 90232-3514			
Letter of Indemnification				
Current Letter of Indemnifica Tax Identification Number Company	ion in use was completed on 10/10/2018: TEST BUSINESS 10600 VIRGINIA AVE CULVER CITY, CA 902323514			

STEP 8. This will send the request to the Client/Project Admin of the project you're working on. When they approve, the final box will turn **green**, and then it will be sent to a CAPS Coordinator for final verification and approval.

Loan Out Request for G	NET DEMO# 9461	L		
	тs 2	SUBMIT REQUEST	3 PROJECT ADMIN APPI	ROVAL
Status Summary				
The request to be paid out as	a loan out has been accep	ted. This is still subject to re	view and approval by Caps Payroll.	
Loan Out Request Activity Hi	story			
Articles of Incorporation				
Current Articles of Incorporat	ion in use was uploaded	on 10/10/2018		
Current W-9 in use was comp Tax Identification Number Filing Type Company	leted on 10/10/2018: Limited Liability C Cor TEST BUSINESS 10600 VIRGINIA AVE CULVER CITY, CA 902	poration 32-3514		
Letter of Indemnification				
Current Letter of Indemnifica Tax Identification Number Company	tion in use was completen TEST BUSINESS 10600 VIRGINIA AVE CULVER CITY, CA 902	d on 10/10/2018: 323514		

Have a question? Contact support today.



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