

# How to Manually Submit a Loan Out Request

Quick Start Guide

ETC

## How To Manually Submit a Loan Out Request Quick Start Guide

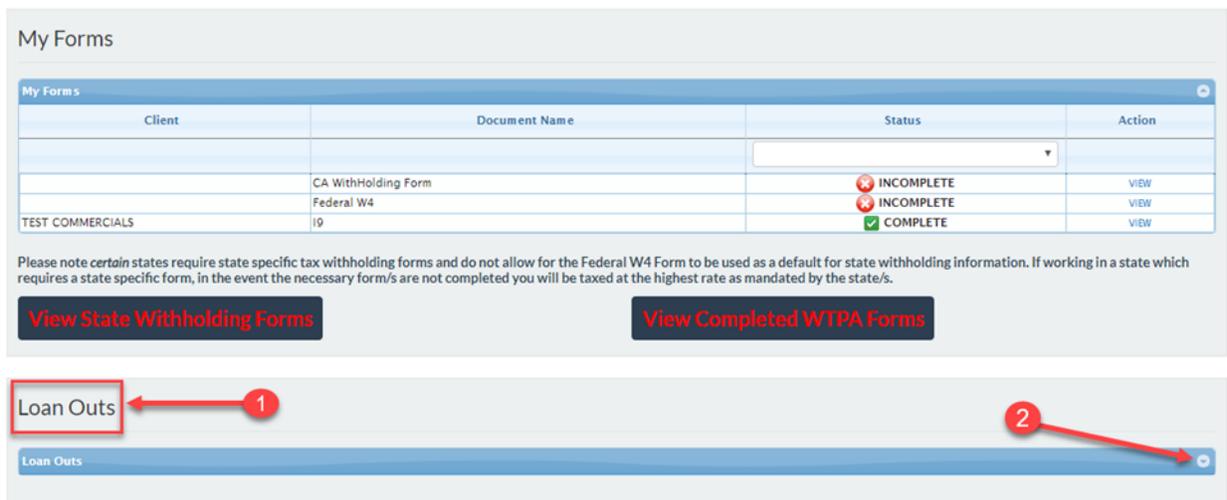
This guide will demonstrate and show the steps taken on how to manually submit a loan out request if you've been added into a project in ETC as a regular employee and would like to be paid under your corporation.

**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.

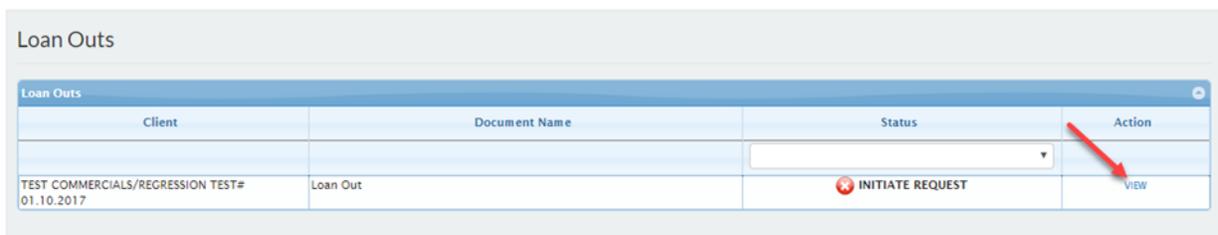
After that's completed, click on the **"My Forms"** link at the top of the page:



**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.



**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."**



**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** **2** ↓  
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 **GNET DEMO# 9461**

**1** SUBMIT DOCUMENTS   **2** SUBMIT REQUEST   **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 not submitted all the required documents.  
[Loan Out Request Activity History](#)

**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.

Loan Out Request for **GNET DEMO# 9461**

**1** SUBMIT DOCUMENTS   **2** SUBMIT REQUEST   **3** PROJECT ADMIN APPROVAL  Always Apply

**Status Summary**  
Please submit this loan out request to the project administrator for consideration. [Submit](#)  
[Loan Out Request Activity History](#)

**Articles of Incorporation**  
Current Articles of Incorporation in use was uploaded on 10/10/2018 [Upload New Articles of Incorporation](#)

**Form W-9**  
Current W-9 in use was completed 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 in use was completed on 10/10/2018: Edit  
Tax Identification Number \_\_\_\_\_  
Company TEST BUSINESS  
10600 VIRGINIA AVE  
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 **GNET DEMO# 9461**

**1** SUBMIT DOCUMENTS **2** SUBMIT REQUEST **3** PROJECT ADMIN APPROVAL  Always Apply

Status Summary

You have successfully submitted all your paperwork. Your request is being reviewed by the project administrator and may be subject to denial.

Loan Out Request Activity History

Articles of Incorporation

Current Articles of Incorporation in use was uploaded on 10/10/2018

Form W-9

Current W-9 in use was completed on 10/10/2018:

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 in use was completed on 10/10/2018:

Tax Identification Number	
Company	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 **GNET DEMO# 9461**

**1** SUBMIT DOCUMENTS **2** SUBMIT REQUEST **3** PROJECT ADMIN APPROVAL

Status Summary

The request to be paid out as a loan out has been accepted. This is still subject to review and approval by Caps Payroll.

Loan Out Request Activity History

Articles of Incorporation

Current Articles of Incorporation in use was uploaded on 10/10/2018

Form W-9

Current W-9 in use was completed on 10/10/2018:

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 in use was completed on 10/10/2018:

Tax Identification Number	
Company	TEST BUSINESS 10600 VIRGINIA AVE CULVER CITY, CA 902323514

Have a question?  
Contact support  
today.



888.570.6180



[etcsupport@capspayroll.com](mailto:etcsupport@capspayroll.com)



[www.castandcrew.com/support/](http://www.castandcrew.com/support/)

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