There is a metadata tab titled “Talent” which includes two optional fields that may be filled out when creating, editing and cloning an Ad-ID code. The two optional fields are:

- **Talent Payment Type**: Describes the version category which the advertisement falls under for talent payment purposes.
- **Talent Payment ID**: The Ad-ID code which talent payments should be processed under.

This document will provide instructions on completing the Talent Payment fields when creating, editing and cloning an Ad-ID code.

**Creating a Code with Talent Payment Information**

1. On the code creation screen, complete all the required fields marked with red asterisks within the slate (i.e. Media Type, Ad Title, Length). For more detailed instructions on the slate fields, review the “Creating a Code” help document here.

2. To input the talent payment information, click the Talent tab on the left hand side of the screen.
3. Choose the Talent Payment Type. There are 4 options in the drop down menu: Base Spot, Allowable Lift, Allowable Version and Allowable Version of Allowable Lift.

4. Enter the Ad-ID code in the Talent Payment ID field. The ID must be a valid 11 or 12 character Ad-ID code and meet the following validation criteria.
   a) If Base Spot is selected as the Talent Payment Type, the Talent Payment ID cannot be entered and the system will automatically assign once the code is created.
   b) If Allowable Lift or Allowable Version are selected as the Talent Payment Type, the Talent Payment ID must be an Ad-ID code that is assigned as a Base Spot.
   c) If Allowable Version of Allowable Lift is selected as the Talent Payment Type, the Talent Payment ID must be an Ad-ID code that is assigned as an Allowable Lift.
5. After entering the ID for an Allowable Lift, Allowable Version or Allowable Version of Allowable Lift, click the Validate button to confirm if the code is valid or click Clear to remove information. If you do not click the Validate button, the system will confirm if the code is valid when you click Submit. If there is an error, you will not be able to create the code until the issue is fixed.

**Example of a Valid ID**

![Valid ID Example]

**Example of an Invalid ID**

![Invalid ID Example]

**Example of Incorrect Code Entered for Allowable Lift**

![Incorrect Code Example]

6. Once you have entered all of the necessary information, click Submit at the bottom of the page.

![Submit Button]
Editing a Code with Talent Payment Information

1. You are only able to edit Talent Payment information for a single code. Find the code that you want to edit and make any edits to the fields on the Slate. For more detailed instructions on editing the slate, review the “Editing a Code” help document here.

2. Click the Talent tab on the left hand side of the screen to edit the Talent Payment information.

3. Editing the Talent Payment Information:
   a) The Talent Payment ID cannot be changed if the Talent Payment Type field lists Base Spot.
   b) The Talent Payment Type cannot be changed if the Ad-ID code being edited is listed as the Talent Payment ID for another code record.

Example of cloning a code with Allowable Version
c) The Clear button may be used to remove the Talent Payment Type and Talent Payment ID if the Ad-ID code being edited is not listed as the Talent Payment ID for another code record. You can leave them blank or enter in new information.

4. If you made changes to either the Talent Payment Type or ID fields, click the Validate button to confirm the code is a valid 11 or 12 character Ad-ID Code. If you do not click on Validate, the system will confirm if the code is valid when you click Submit. If there is an error, you will not be able to save the code until the issue is fixed.

5. If you are editing an SD, HD or 3D code, the edits made here do not automatically update across all of the matching versions unless you select the “Also apply changes to the matching SD/HD/3D versions of this code” option at the bottom of the screen.

6. When finished with your edits, click on Submit.
Cloning a Code with Talent Payment Information

1. Find the code that you want to clone. There are two different ways to clone: from the Actions drop down menu or by clicking on a code. Make any changes to the fields on the Slate. For more detailed instructions on cloning a code, review the “Cloning a Code” help document here.

2. Click the Talent tab on the left hand side of the screen to update Talent Payment information for the cloned code.

3. Cloning the Talent Payment Information:
   a) Click Clear to create a code without talent payment info.
   b) When cloning a Base Spot, the Talent Payment Type will populate as Base Spot. The Talent Payment ID will be blank and will auto-populate as the Ad-ID code being created once the code is created. You can change the Talent Payment Type if needed.
c) When cloning an Allowable Lift, Allowable Version or Allowable Version of Allowable Lift, the Talent Payment Type and Talent Payment ID will populate based on the cloned info. You can change it if needed.

Example of cloning a code with Allowable Version

![Example of cloning a code with Allowable Version](image)

4. If you made changes to either the Talent Payment Type or ID fields, click the Validate button to confirm the code is a valid 11 or 12 character Ad-ID Code. If you do not click on Validate, the system will confirm if the code is valid when you click Submit. **If there is an error, you will not be able to create the code until the issue is fixed.**

5. In the Talent Tab, check the "Cloned Talent Payment Data Confirmation" box in order to create the new code. This is only required when cloning a code that has information listed in the Talent Payment Type and ID fields. This is to ensure you check the talent information before creating the new code.

![Check the box. Only required when cloning a code that has information entered in Talent Payment Type and ID](image)

6. When finished with your updates, click on Submit.

![Submit](image)

For questions regarding Talent Payment terminology and best practices: Please contact your talent payroll contact.

For questions relating to the Ad-ID system: Please contact Ad-ID Customer Relations at 704-501-4410 or cs@ad-id.org.