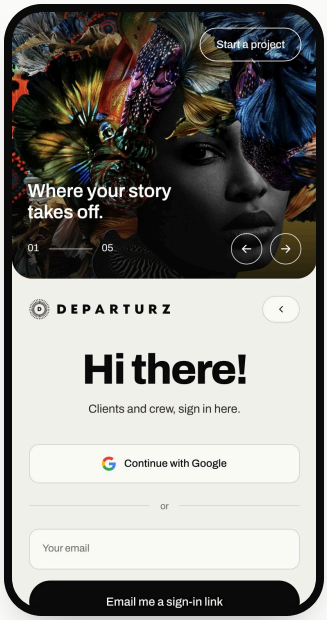
YOUR PORTAL, STEP BY STEP.

Everything about your project lives in one place: **where it stands, what we need from you, cuts to review, documents and payments.** Here's how to get in and find your way around. It takes about two minutes.

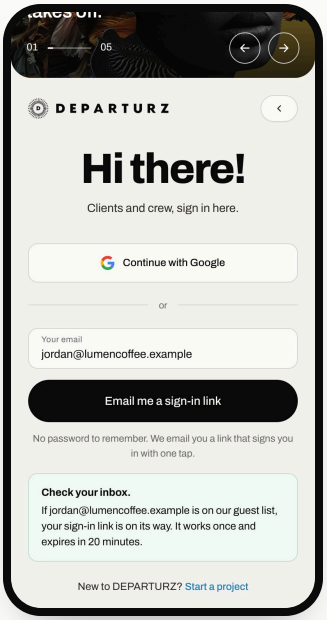
01 · GETTING IN NO PASSWORD. JUST YOUR EMAIL.



1 Open the portal

Go to `departurz.com/portal` on your phone or computer.

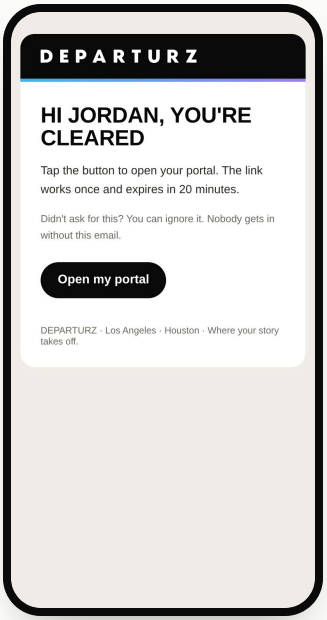
Works in any browser. Nothing to download.



2 Ask for your link

Type the email you gave us and tap **Email me a sign-in link**.

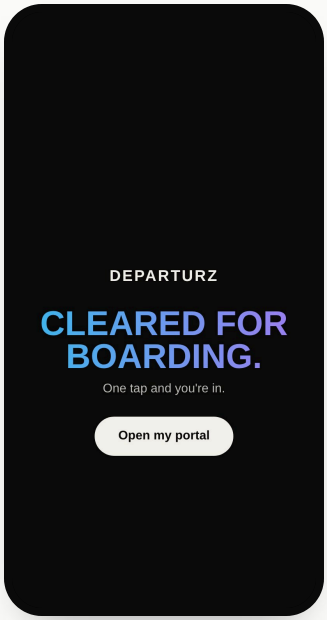
If your email is a Google account, you can tap **Continue with Google** instead.



3 Check your inbox

Open **Your DEPARTURZ sign-in link** from portal@departurz.com and tap **Open my portal**.

Not there after a minute? Look in spam or promotions.



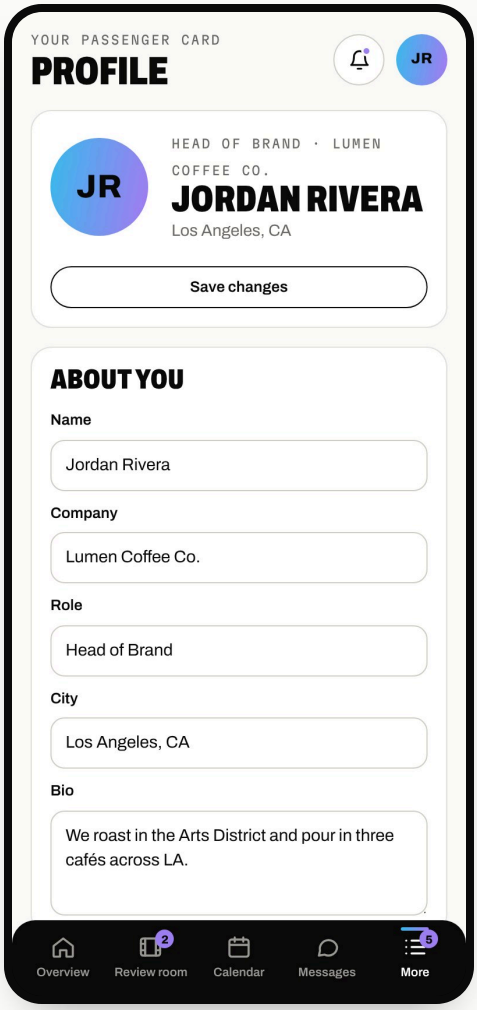
4 One tap, you're in

On the **Cleared for boarding** page, tap **Open my portal**.

Each link works once and lasts 20 minutes. Ask for a fresh one any time.

02 · MAKE IT YOURS

TELL US WHO YOU ARE.



5 Fill in your profile

Tap your initials in the top corner, or **More**, then **Profile**.

- **Name, company, role and city,** so the crew knows who they're working with.
- **A line or two about you or your brand.** It helps us tell your story the right way.
- **Your socials,** so we can tag you when the work goes out.
- **Emails from us.** Choose project updates, thank-you notes and offers. Switch any of them off whenever you like.

Then tap **Save changes**.

6 Put it on your home screen

So the portal opens like an app, one tap from your phone.

iPhone

Open departurz.com/portal in Safari, tap **Share**, then **Add to Home Screen**.

Android

Open it in Chrome, tap the ⋮ menu, then **Add to Home screen**.

LOOKS LIKE THIS

DPZ–0142

Your project has its own number. You'll find it on your Overview and in Documents. Every invoice and document is filed under it. Put it in the memo if you pay outside the portal, and in the subject line when you email us.

IF SOMETHING'S OFF

"That link has expired"

Links work once and last 20 minutes. Go back to the sign-in page and ask for a new one.

"Not on our guest list"

Use the email you gave us when we booked. Want to use a different one? Message us and we'll add it.

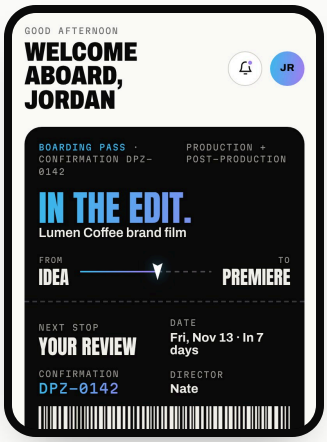
No email showing up

Check spam or promotions, then add portal@departurz.com to your contacts so the next one lands.

03 · FIND YOUR WAY AROUND

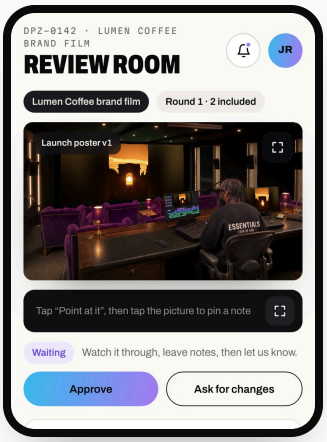
YOUR WHOLE PROJECT, IN EIGHT PLACES.

Overview, Review room, Calendar and Messages sit along the bottom of your phone. Everything else is under **More**. On a computer, it's all in the menu on the left.



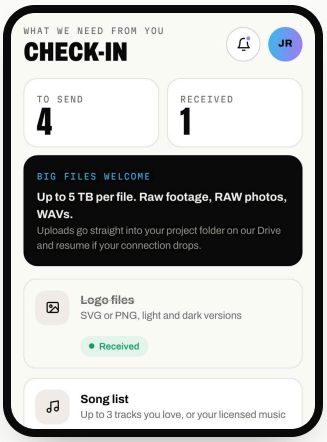
Overview

Your boarding pass: where the project stands, what's next, and anything waiting on you.



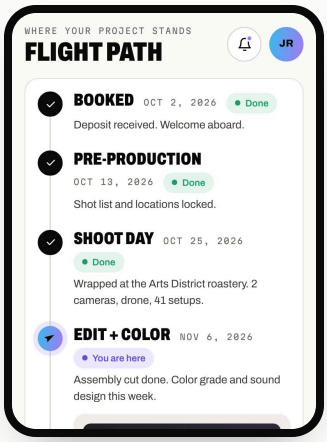
Review room

Watch cuts and drafts. Tap **Point at it** to pin a note to a spot, then **Approve** or **Ask for changes**.



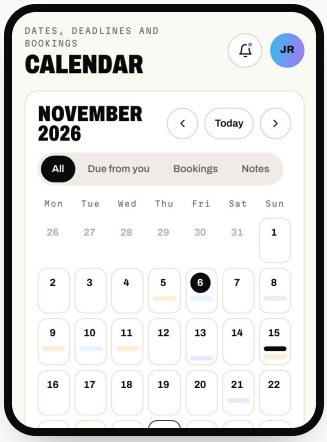
Check-in

What we need from you and when. Upload files right here, big ones included.



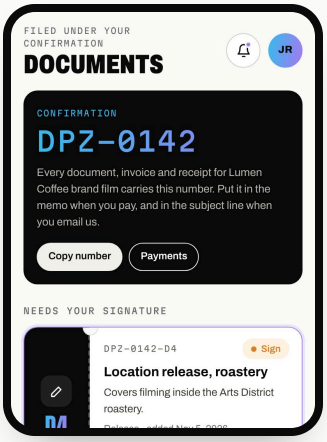
Timeline

Every stop from booking to delivery, with what's done and what's coming up.



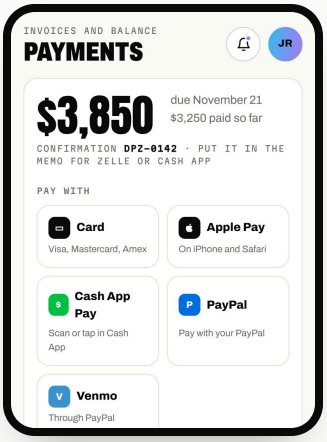
Calendar

Shoot days, reviews and deadlines in one view. Ask for a date for a call or a booking.



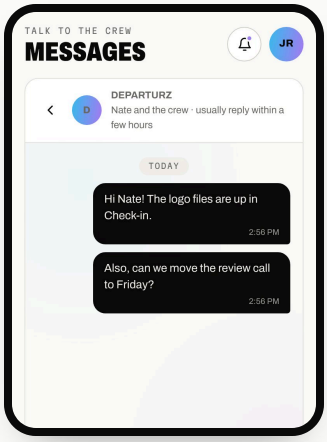
Documents

Contracts, guides and proposals. Read them, then tap **Review and accept** when one needs your OK.



Payments

Your balance and invoices. Pay online in a few taps and download receipts any time.



Messages

Talk to Nate and the crew. Send files and voice notes too.

QUESTIONS? WE'RE RIGHT HERE.

Message us in the portal any time. We usually reply within a few hours. New project? Start one at departurz.com/contact.