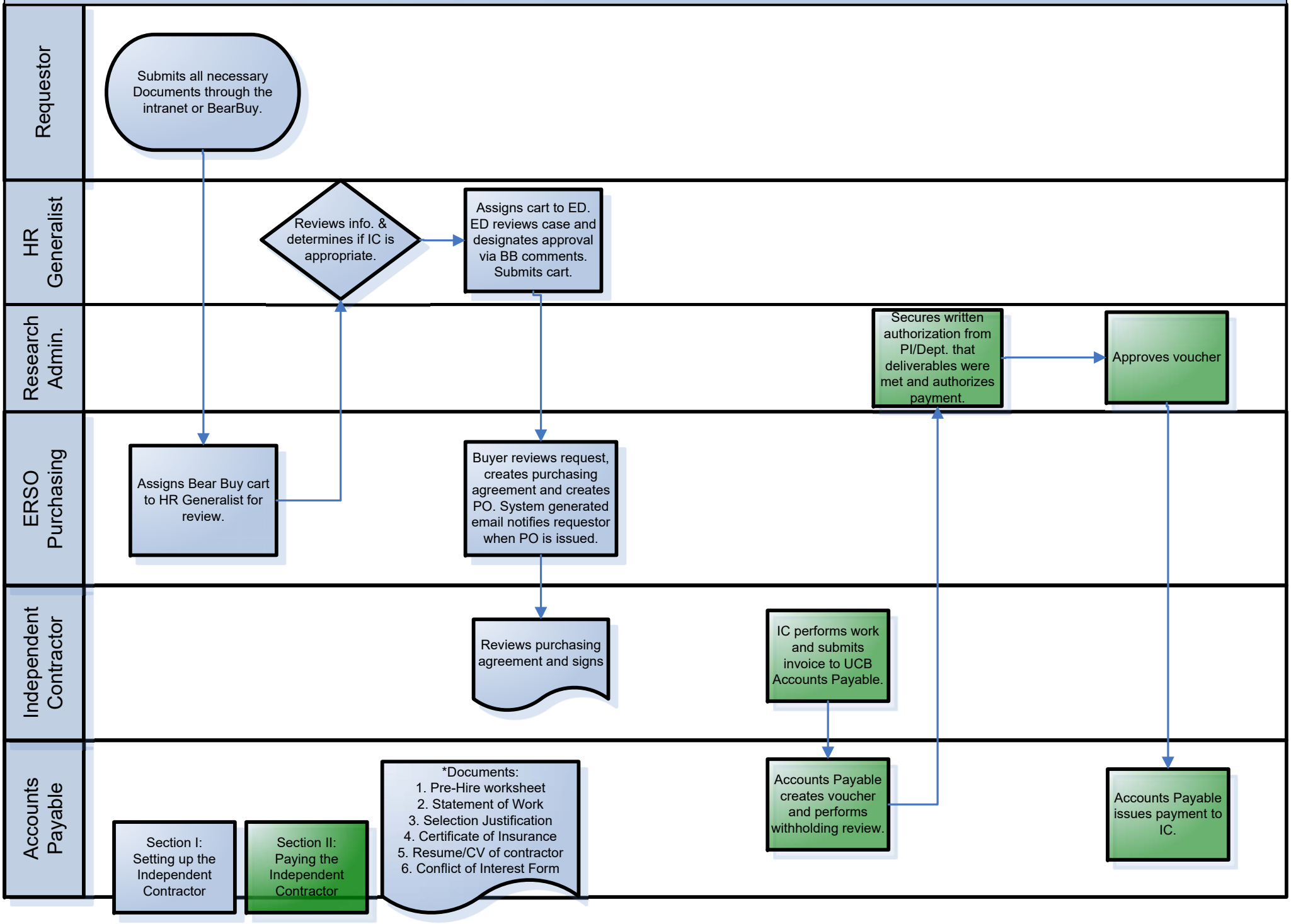ERSO Internal process for hiring and paying Independent Contractors (updated 2-2018)