

# ONTARIO CREATES Online Application Portal (OAP) - Quick Start Guide

## 1. INTRODUCTION

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This guide offers the quickest way to get you started on the ONTARIO CREATES Online Application Portal (OAP). Before you begin, step through the following questions to help you navigate through this Quick Start Guide:

- a. Have you or someone in your company already setup a corporate account on OAP for the company for which you would like to submit a program application? It is important to understand that OAP can be used for applying for Tax Credits and Industry Development programs. Therefore, you or someone from your company may have already set up your company's Corporate Profile.

If your answer is yes, go to section "[3. Add New User to Company](#)". Otherwise, continue to question b.

- b. Do you already have a user account on OAP?

If your answer is yes, go to question c. Otherwise, go to section "[2. Register for a user account](#)".

- c. Is the company for which you would like to submit a program application listed under your Corporate Profile tab?

If your answer is yes, go to section "[5. Start New Application](#)". Otherwise, proceed to section "[4. Register New Company](#)".

## 2. REGISTER FOR A USER ACCOUNT

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OAP allows you to use a single user account to manage multiple applications across multiple companies. There are two ways to set up your user account in OAP:

- a. Self-Registration
- b. Registration by a Corporate Administrator of a company that has already been set up (see section "[3. Add New User to Company](#)")

If you are registering for yourself for a company that does not have a Corporate Profile set up yet, just open your internet browser and go to <https://apply.ontariocreates.ca>. Click on "Register" to begin your three step registration process.

Step 1 of registration is where you will be asked to provide an email address. This email address will act as your user login on OAP. You will also be given the opportunity to set up your password and security questions which are used to retrieve a forgotten password.

Step 2 of registration is where you will provide organization information regarding a company for which you would like to submit an application. Note that you will still have the opportunity to register for other companies that you manage applications for within your user account once you have set up your user account for the first time. The parent company does not have to be the first company registered - there is no logical hierarchy so you can register a child company before a parent company and vice versa.

Within Step 2, you are asked to provide your Corporation Number and Federal Business Number. These fields are useful as they will pre-populate application forms that you start within the Portal for this company; you will no longer have to look for this information every time you start a new application. Note that this information can be added and edited after your user account has been set up and only fields with the red asterisk are required fields.

We also ask that you provide us with the name(s) and contact information for up to two signing officers at this company (you must provide at least one signing officer). The signing officer(s) listed should have full signing authority within the company. Signing Officer(s) listed must complete, sign and return the "Delegation of Corporate Administrator and Portal User Form" to ONTARIO CREATES (see [Appendix A of Quick Start Guide](#)). Signed forms can be uploaded directly during Step 2 of registration, emailed to [applyhelp@ontariocreates.ca](mailto:applyhelp@ontariocreates.ca) or faxed to ONTARIO CREATES at 416-314-6876.

Step 3 of registration is where you will enter your personal profile information. Be sure to read and accept the terms and conditions for the Online Application Portal before you click Submit.

The system will then send you a confirmation email to inform you that your account has been successfully created. To activate your account, be sure to click on the link provided in the email.

## 3. ADD NEW USER TO COMPANY

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Once the "Delegation of Corporate Administrator and Portal User Form" (see [Appendix A of Quick Start Guide](#)) has been signed and returned to ONTARIO CREATES, the status of your company will be verified and confirmed. You will then have the ability to add/register other users to your company's Corporate Profile. This allows for collaboration on applications within your company.

To add a new user, login and navigate to the Corporate Profile tab. Drill down to the company for which you would like to add/register a new user. In the company's corporate profile, click the "Add New User to Company" link. Complete the Add New User form and click Add/Update. Note that you will only have the ability to add new users to a company if you are a Corporate Administrator of that company.

Within the Corporate User table, you should now see the newly added user with an "Activation Key". Email this activation key to your newly added user. Newly registered users will need this key to activate their user account. These new users will receive an email once the Corporate Signing Officer(s) has given approval to the adding of these new users. This approval is granted by the Corporate Signing Officer(s) clicking on a link in an email sent to them that is generated by the system.

## 4. REGISTER NEW COMPANY

If you already have a user login and would like to register for a new company in order to submit an application for the new company, simply login and navigate to the Corporate Profile tab and click "Register New Company". Fill out the form to register for a new company, being sure to submit a new "Delegation of Corporate Administrator and Portal User Form" if the legal name of this company is not already listed in a previously submitted form (see [Appendix A of Quick Start Guide](#)). Signed forms can be uploaded directly during registration of the new company, emailed to [applyhelp@ontariocreates.ca](mailto:applyhelp@ontariocreates.ca) or faxed to ONTARIO CREATES at 416-314-6876.

Once the new company is registered, you may drill down to edit its corporate profile or start a new application for this company (see section "5. Start a New Application").

## 5. START A NEW APPLICATION

There are two ways to start a new application. You can find the link **START NEW APPLICATION** in the Current Applications section of the Dashboard or at the top right corner of the Applications tab.

### Dashboard

Ontario Media Development Corporation  
[Home](#) | [Corporate Site](#) | [Feedback](#) | [Contact Us](#) | [Help](#) | [français](#)

# OMDC ONLINE APPLICATION PORTAL

Dashboard Applications Corporate Profile My Profile [SUBMIT INQUIRY](#) USER: AARON LOWE [LOGOUT](#)

CURRENT APPLICATIONS [START NEW APPLICATION](#)  UPCOMING PROGRAM DEADLINES

Application	Company	Project Title	File Number	Status	Deadline	Days To Deadline	Action Req'd

ACTION ITEMS

Application	Company	Categories	Subject	Date Created	Due Date	Status	Outstanding / Task

Application Portal: [Home](#) | [Corporate Site](#) | [Feedback](#) | [Contact Us](#) | [Help](#)  
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v1.0.100406.1

### Applications Tab

Ontario Media Development Corporation  
[Home](#) | [Corporate Site](#) | [Feedback](#) | [Contact Us](#) | [Help](#) | [français](#)

# ONLINE APPLICATION PORTAL

Dashboard Applications Corporate Profile My Profile [SUBMIT INQUIRY](#) USER: AARON LOWE [LOGOUT](#)

APPLICATIONS

Search by Company, Application title, Production title or File #   [START NEW APPLICATION](#)

Open	Application	File Number	Application Type	Company	Deadline	Submitted On	Status	Action Required	My Permissions

Application Portal: [Home](#) | [Corporate Site](#) | [Feedback](#) | [Contact Us](#) | [Help](#)  
Legal: [Privacy Policy](#) | [Terms and Conditions](#)

v1.0.100406.1

When you click on the **START NEW APPLICATION** link, the system will take you through a wizard to help you start your new program application. Complete the five step process by selecting the company and program, accepting the disclaimer for the program, setting up user permissions (if you have multiple users added to this company) and reviewing the details of your setup. Once setup is complete, the program application that you have chosen to submit will be created in OAP. Every program application contains instructions and tips located at the top of the application. Please be sure to read through the instructions before filling out the form.

## 6. COMPLETING AN APPLICATION

OAP gives users the ability to save an application and return to it at a later date. Therefore, there is no harm in starting a new application and reading through the fields and supporting documents required well in advance of when you are planning to submit your application.

Each application form is divided into logical sections which you can expand and collapse by clicking on each section header or selecting the **Expand All** link to expand the entire form.

**IMPORTANT:** Please be sure to save your application frequently. To do this, click **SAVE APPLICATION** at the top and bottom of every application form. It is important to do save frequently as this is a web application. Therefore, if your internet browser or computer crashes all of the information previously entered could be lost.

Dashboard Applications Corporate Profile My Profile [SUBMIT INQUIRY](#) [USER: AARON LOWE](#) [LOGOUT](#)

[BACK TO APPLICATION](#)

**General Instructions:**

- Read the complete guidelines (available at [www.omdc.on.ca](http://www.omdc.on.ca), under Programs/Content and Marketing Funds/Film Fund) thoroughly prior to commencing your application
- All applications must be submitted via the OMDC Online Application Portal (OAP) system. Applications submitted by any other method will not be accepted
- As this is a new application process all applicants are strongly encourage to commence their applications early to allow for enough time should technical difficulties arise and/or assistance is required.
- If you encounter any technical difficulties completing the online application form, please email our helpdesk at [applyhelp@omdc.on.ca](mailto:applyhelp@omdc.on.ca).
- If you have questions about completing the application in terms of content and/or about the specific project you should email [mharbury@omdc.on.ca](mailto:mharbury@omdc.on.ca).
- All questions in the application form should be completed with the relevant information. If you do not have information to provide for a particular question you can indicate 'N/A'; however as these questions relate to the criteria the application is reviewed and scored on applicants are encouraged to provide thorough details to the questions.
- Contact Name selected in Section 1 must be the Qualified Applicant Producer
- Payee Name must be the specific single purpose production company name with which OMDC will contract if successful.
- Applications must be submitted electronically by 5 p.m. on Tuesday, June 1, 2010. All hardcopy supporting documents must be received by OMDC by this deadline. Applications that are received after this deadline will be returned to the applicant. Subject to Freedom of Information and Production of Privacy Act, all information contained in the application will remain strictly confidential. Applicants are strongly encouraged to allow themselves ample time to complete the application as it is a new submission process.

OMDC FILM FUND - DEVELOPMENT  
\* indicates required field

[EXPORT APPLICATION FORM TO A PDF FILE](#) [SAVE APPLICATION](#) [SUBMIT APPLICATION](#)

**Section 1: Company Information** [EXPAND ALL](#)

**Section 2: Producer and Production Details**

**Section 3: Co-Producer Information (if applicable) - Skip this section if it does not apply to your production**

**Section 4: Development Funding**

**Section 5: Supporting Documents**

**Instructions:** Please submit all documents listed below. Documents may be uploaded or if you choose to submit these documents as hardcopy, please select the appropriate option for each item below. Hardcopy documents mailed, faxed, couriered must be received by OMDC no later than application deadline.

Item	Supporting Document	Provide Document(s)	Submitted Document
1.*	Signed Applicant Production Company Statement. Please download document <a href="#">here</a> .	<a href="#">PROVIDE DOCUMENT(S)</a>	
2.*	A written commitment or letter of intent, indicating current market support for this phase of development or for production, from a Canadian theatrical feature film distributor, a broadcaster, international distributor, foreign sales agent or industry funding agency.	<a href="#">PROVIDE DOCUMENT(S)</a>	
3.*	Latest draft of script and one-page synopsis	<a href="#">PROVIDE DOCUMENT(S)</a>	
4.*	Resumes of all producers and key creative personnel	<a href="#">PROVIDE DOCUMENT(S)</a>	
5.*	Complete chain of title, including all writers' agreements	<a href="#">PROVIDE DOCUMENT(S)</a>	
6.*	Corporate profile	<a href="#">PROVIDE DOCUMENT(S)</a>	
7.*	Certificate of incorporation for applicant production company and parent company (if applicable), a list of shareholders, details regarding share ownership, names and addresses of officers and directors	<a href="#">PROVIDE DOCUMENT(S)</a>	

The first section of each form is the Company Information section. This section contains a number of read-only pre-populated fields. These fields are pre-populated from information entered in your Corporate Profile. If your address has changed, be sure to update it in your Corporate Profile before submitting your application.

The next few sections contain questions relating to the program that you are applying for. You may find dynamic tables in your form where you are prompted to list multiple entries. For those questions, use the "Add Row" button to insert another row into the table.

### Example: Dynamic Table

Please list key production personnel in this table. Note that you must provide a producer, a screenwriter and a director.

[Add Row](#)

Staff Type	Name	Canadian Citizen / Permanent Resident	Specify Citizenship if not Canadian	
-Select One-		<input type="radio"/> Yes <input type="radio"/> No		<a href="#">Remove</a>

The last section of every application form is the Supporting Documents section. This is your documents checklist. Read through your list of supporting documents carefully. All supporting documents must be scanned and uploaded into each line item. Note that you do have the option to include multiple documents within each line item. Click **PROVIDE DOCUMENT(S)** to upload a document, reference a document from your company's banked documents or indicate that you will be submitting the document via courier/fax/mail. All documents with a red asterisk must be uploaded into the application or indicated as coming in as hardcopy before an application can be submitted.

**IMPORTANT** All hardcopy supporting documents must be received by ONTARIO CREATES by the program deadline.

Every application has a **VALIDATE** feature which allows you to check that all fields are complete prior to submission. This button is located at the top and bottom of every form. The system will give you a list of missing fields at the top of the form if any fields are missing.

OMDC FILM FUND - DEVELOPMENT

\* indicates required field

[EXPORT APPLICATION FORM TO A PDF FILE](#)

[SAVE APPLICATION](#)

[SUBMIT APPLICATION](#)

- Number of Employees is required.
- Amount Requested is required.
- Total Budget is required.
- Qualified Individual Producer Applicant is required.
- Title/Current Position is required.
- Email is required.
- Canadian Citizen/Permanent Resident? is required.
- Ontario Resident? is required.
- Proposed Final Stage Development Budget \$ is required.
- Proposed Shooting Locations is required.
- Estimated Production Budget \$ is required.
- Is the screenplay based on another work? is required.
- Total Canadian Financing \$ is required.
- Total Development Financing \$ is required.

When you are ready to submit your program application, click **SUBMIT APPLICATION** and confirm that you are ready to submit the form when prompted. Once submitted, you will see your application status change from NEW to SUBMITTED in the Dashboard and Applications Tab in OAP.



**ONTARIO CREATES ONLINE APPLICATION PORTAL**

**SIGNING OFFICER DELEGATION FORM**

**Updated November 2018\***

**Purpose:**

- This form provides direction to Ontario Creates regarding authorization of individuals to sign transfer payment agreements, access and manage corporate information in the OAP, including authorization to view and process information related to electronic financial transactions.

**Submission:**

- Completed, signed forms should be scanned and emailed to [applyhelp@ontariocreates.ca](mailto:applyhelp@ontariocreates.ca) or faxed to 416-314-6876.
- Forms completed during the registration of a new applicant corporation on the Ontario Creates Online Application Portal (OAP) can also be uploaded directly to the OAP during the registration process

**Important information:**

- This form must be fully completed and signed by an individual who is an authorized Signing Officer (Director and/or Officer) of the applicant corporation that is applying through the OAP.
- For verification purposes, Signing Officers and Corporate Administrators will be notified via email from [applyhelp@ontariocreates.ca](mailto:applyhelp@ontariocreates.ca) when a new or amended form is submitted for a corporation.
- Ontario Creates' request for information through this form does not represent confirmation that a corporation or individual has been approved to receive a payment from Ontario Creates.
- In order to receive payment by Ontario Creates via direct deposit, companies must complete and submit the revised form.
- Do not provide banking information on this form.

**DECLARATION:**

I hereby declare that:

1. I am an authorized Signing Officer (Director and/or Officer) of the corporations listed below.

Please list the legal name of **all applicant corporations** for which you are an authorized Signing Officer:


2. I will be responsible for:
  - delegating user access to corporate information, electronic banking transactions and data in the OAP
  - authorizing all new users to be added to the OAP.
3. I understand that all individuals delegated as **Corporate Administrators** in the OAP will have system permissions enabling them to carry out the tasks described below, and authorize delegation of the individuals named below as **Corporate Administrators** in the OAP.

**Corporate Administrators** have system permissions enabling them to:



- access all corporate data and applications in the OAP (cont'd)
- manage corporate profiles and document libraries in the OAP
- manage and delegate corporate electronic financial transaction authority in the OAP
- manage corporate user permissions in the OAP, including delegation of banking transactions

Note: You must authorize at least one Corporate Administrator.

**Authorized Corporate Administrators:**

First Name	Last Name	Title	Corporation	User ID (Email)

4. I understand that all individuals delegated as **Application Administrators** in the OAP will have system permissions enabling them to carry out the tasks described below.

**Application Administrators** have system permissions enabling them to:

- manage applications within the OAP
- manage user access to specific application files in the OAP
- delete in-progress applications prior to submission
- submit applications to Ontario Creates through the OAP
- submit application fees, where applicable, on behalf of the applicant
- communicate with Ontario Creates regarding applications on behalf of the applicant corporation

Note: Delegation of Application Administrators takes place within the OAP; Application Administrators do not need to be specified on this form.

5. I agree to notify Ontario Creates in writing at [applyhelp@ontariocreates.ca](mailto:applyhelp@ontariocreates.ca) of any changes to the information provided on this form.
6. I acknowledge and agree that although my authority is delegated, I remain responsible for the corporation's application.

**Authorized Signing Officer of the Applicant Corporation (#1):**

Name (Please print)	Signature	Email
Corporate Title/Position	Date	Business Tel

**(If applicable) Authorized Signing Officer of the Applicant Corporation (#2):**

Name (Please print)	Signature	Email
Corporate Title/Position	Date	Business Tel

\*This form was amended in November 2018 to include delegation and authorization to view and manage electronic financial transactions through the OAP.

Completed, signed forms should be scanned and emailed to [applyhelp@ontariocreates.ca](mailto:applyhelp@ontariocreates.ca) or faxed to 416-314-6876. Forms completed during registration of a new applicant corporation on the OAP can also be uploaded directly through the portal.