

How to Add a User to Your Application

Please follow the steps below in order to add users to existing applications. New users must create a profile first in order to access the application portal.

1. Go to **My Applications**.
2. Select which application you'd like to add a user to.
3. Under **Application Summary**, scroll down, select **Application Options**.
4. In **Application Options** screen, select **Application Users**.
5. Add the email address of the person you wish to grant access to your application.

The screenshot displays the 'Users' management interface. At the top, a navigation bar includes 'Home', 'My Applications', 'Application Summary', 'Options', and '[Users]'. The main content area is divided into two columns. The left column features a user profile for 'Medrano, Leah M' with fields for 'Title: Program Manager' and 'Company: California Film Commission', and a 'Remove' button. Below this is a 'New User for this Application' section with an 'Email Address for new User' input field, an 'Add User to Application' button, and a 'Remove yourself from this Application' button. The right column contains a vertical progress bar with the following sections and their statuses: 'Applicant Information' (Complete), 'Contact Information' (Complete), 'Financing Sources and Ownership' (Complete), 'Proposed Project' (In Progress), 'Production Shoot Days' (Not Started), 'Production Statistics' (Not Started), 'Uplift Calculations and Bonus Points' (Not Started), and 'Tax Credit Allocation and Jobs Ratio' (Not Started). A note at the bottom of the progress bar states: '* Jobs Ratio result will be displayed here once your application is complete.'