

## CFC Permit Application Help

### Create an Account Profile

The California Film Commission film permit application must be submitted on-line at [permits.film.ca.gov](https://permits.film.ca.gov). The first step to complete the application is to create an account by selecting the "Create an Account" button on the login screen shown below.

The screenshot shows the login interface for the California Film Commission. At the top is the logo. Below it is a dark blue header with the text 'Log In'. Underneath, a light blue box contains the instruction: 'To log in, you will need a key emailed to you.' This is followed by an 'Email' label and a text input field. Below the input field is an 'Email Key' button. At the bottom of the form are two buttons: 'I already have a key' (with a checkmark icon) and 'Create an account' (with a plus icon). The 'Create an account' button is highlighted with a red border.

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The user will then be prompted to create an account and be asked to enter their name, phone number(s) and email address. Permit Services and other authorized representatives should use their *own personal information* for the purpose of creating an account. The application system allows a single account holder to create, edit, submit, and have access to multiple applications.

California Film Permit Application

Create an Account

Human verification

I'm not a robot

reCAPTCHA  
Privacy • Terms

First Name: Jane

Last Name: Doe

Title: Production Assistant

Company: Acme Productions

Phone (Primary): 555-555-5555

Phone (Alternate): 444-444-4444

Email

Your email address will be used to log you into the application. To avoid delays when logging in, specify an email address that does not forward to other addresses.

Email: jane.doe@gmail.com

Reenter Email: jane.doe@gmail.com

Create Account

Help Contact Us Terms of Use

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For security reasons, the CFC requires an access key process each time a user logs into their account. Thus, each time a user wishes to log into their account, the user must enter their email address in the “Email” field, and then click on the “Email key” button.

CAIFORNIA  
Film Commission

**Log In**

To log in, you will need a key emailed to you.

Email

A six-digit access key will be emailed to the user’s email address. The user then simply copies the access key from their email and pastes it into the required text box on the CA Film Commission film permit application site to gain access to their account.

California Film Permit Application

**Confirm log in**

Email

**Enter key that was sent in email**

Key

Auto-Logout

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***A new access key is needed each time a user logs into their account.*** For security reasons, access codes expire after 30 minutes. If the access code expires prior to the user logging into their account, the user will need to repeat the login process and obtain a new access key.

NOTE: Some email servers with aggressive SPAM/virus protection can delay delivery of the email. If the delay is greater than 30 minutes, the user will not be able to log in. There are two possible solutions:

- 1) If the user is using their employer's email system, the user may request the employer's IT team to allow emails from **noreply@film.ca.gov** to be immediately delivered and/or add this email address to a "trusted" list; or
- 2) The user may use an alternative email provider (e.g., Gmail, Yahoo, Hotmail, etc.) that does not have the same delivery delays.

## **Commonly Asked Questions:**

Q: Why didn't I receive an access code?

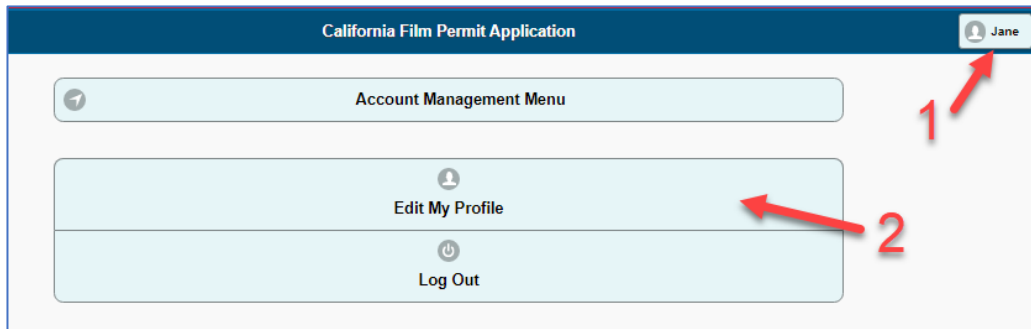
A: Make sure that the email being used is the same email address that is contained in the account profile. Also, check the spam filters as the email might have been blocked.

Q: How do I edit my profile?

A: The profile can be edited at any time by clicking on the account username in the top-right corner of the application and selecting "edit my profile." Note: changing the email address will change the email address required for login purposes. (screenshots on following page)

How to edit profile on next page...

How to edit profile:



Make changes and click save:

California Film Permit Application

Edit Profile

First Name: Jane

Last Name: Doe

Title: Production Assistant

Company: Acme Productions

Phone (Primary): 555-555-5555

Phone (Alternate): 444-444-4444

**Email**

Your email address will be used to log you into the application. To avoid delays when logging in, specify an email address that does not forward to other addresses.

Email: ginger.deec@gmail.com

Reenter Email: ginger.deec@gmail.com

Save Changes