



## 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 shows the "Users" management page. At the top, there's a navigation bar with "Home", "My Applications", "Application Summary", "Options", and "[Users]". The main content area is divided into two columns. The left column shows a user profile for "Medrano, Leah M" with her title "Program Manager" and company "California Film Commission", along with a "Remove" button. Below this is a section for adding a new user, with a heading "New User for this Application", a label "Email Address for new User", an input field, and buttons for "Add User to Application" and "Remove yourself from this Application". The right column is a progress bar with various application sections and their completion status: "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 right states: "\* Jobs Ratio result will be displayed here once your application is complete."/>

**Users**

Home | My Applications | Application Summary | Options | **[Users]**

**Medrano, Leah M**  
Title: Program Manager  
Company: California Film Commission  
[Remove](#)

**New User for this Application**

Email Address for new User

[Add User to Application](#)

[Remove yourself from this Application](#)

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**

Tax Credit Allocation and Jobs Ratio  
**Not Started**

\* Jobs Ratio result will be displayed here once your application is complete.