



A step-by-step guide to the Oklahoma Film Enhancement Rebate Program’s online application portal

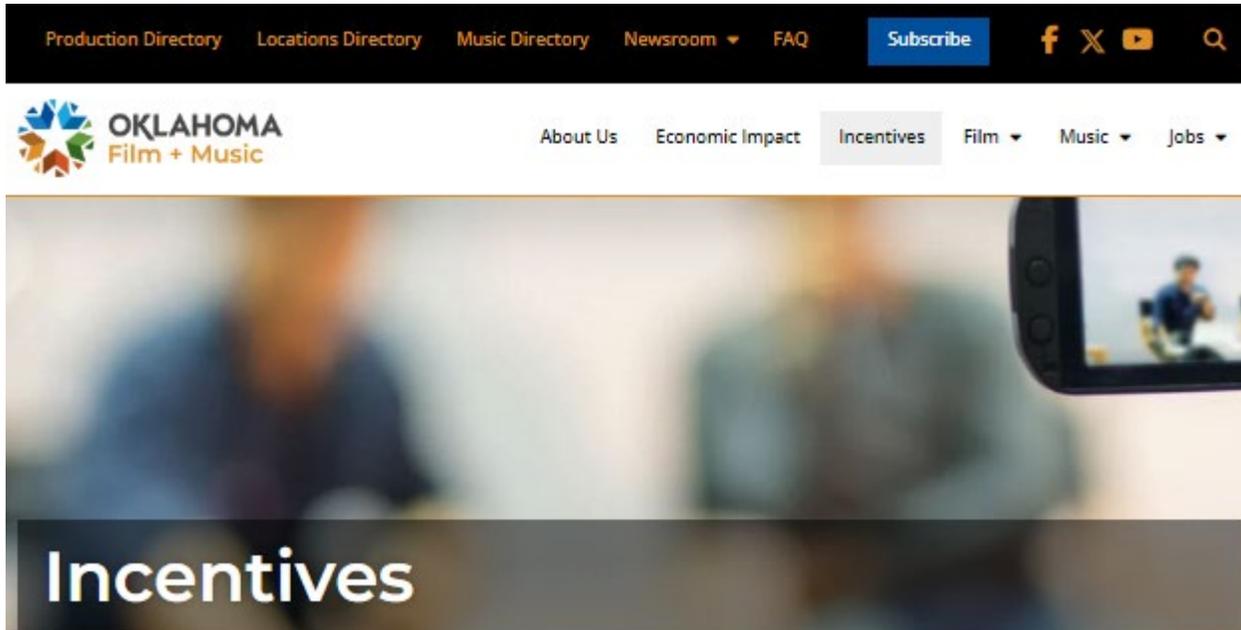
Table of Contents

Step 1: Visit Our Website	Page 2
Step 2: Create an Account	Page 2
Step 3: Fill out the Eligibility Application	Page 3
Step 4: Using Save and Continue	Page 3
Step 5: Submit the Eligibility Application	Page 4
Step 6: View or Make Changes to Your Application	Page 4
Step 7: Submitting Benchmark Documents	Page 4
Step 8: Prequalification.....	Page 5
Step 9: Final Rebate Application.....	Page 5
Step 10: CPA Form.....	Page 6
Step 11: Supplier Portal	Page 6
Step 12: OF+MO Review	Page 6

Note: This document is meant to provide an overview of our online application system. For a more detailed guide to the entire rebate program, please see our [Administrative Rules](#).

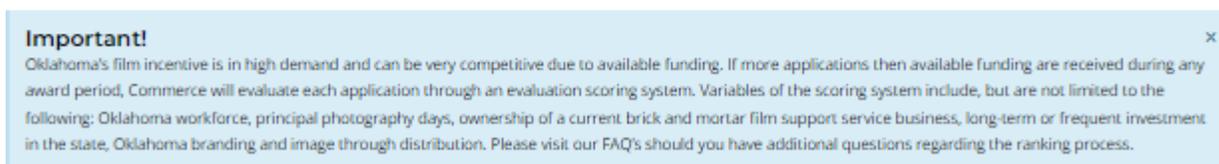
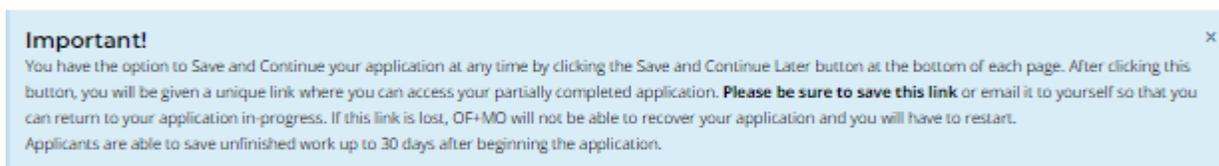
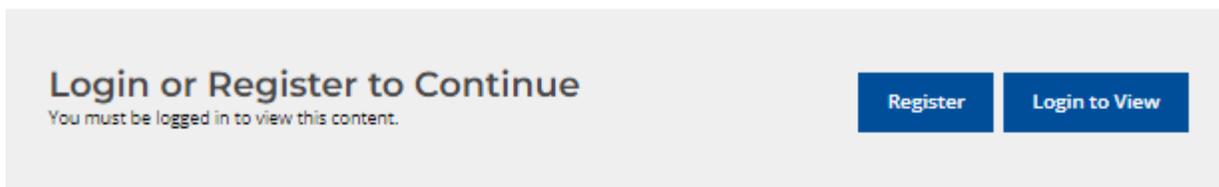
Step 1.

Visit our website. On the incentive tab, you can find both the Eligibility Application (for applying to the program) and the Final Application (for submitting a final rebate claim) on our [website](#) in the Incentives tab. From there, you can select the correct application and enter the application portal.



Step 2.

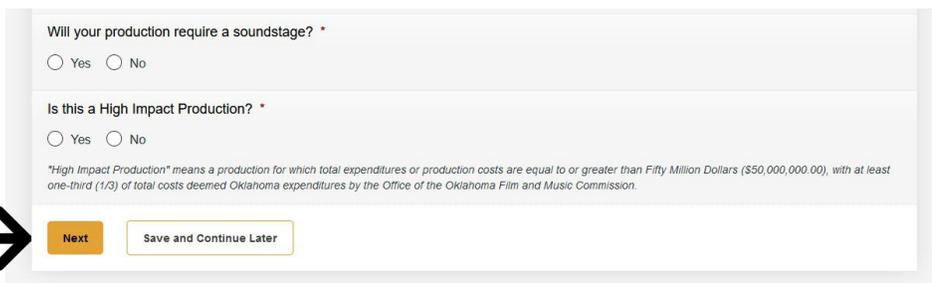
To begin filling out the application, you will need to create an account. If you have already created an account in the application portal, but have not started filling out an application, you may log-in to view. At the top of the application, you will find important information or notices. Please read this section before beginning your application.



Step 3.

Fill out the application. If you would like to preview upcoming sections of the application, you may click the section numbers at the top of the page to skip ahead. However, if you have finished filling out one section and wish to move on to the next section, we recommend using the "Next" button at the bottom of the page. Using the "Next" button will let you know if any required fields (marked with a red asterisk) have been skipped, or if any fields have been filled out incorrectly.

Use this button to go to the next page



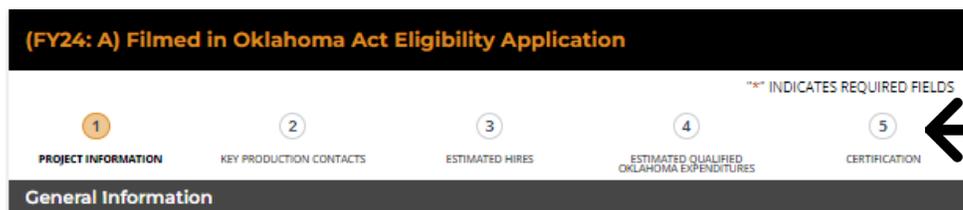
Will your production require a soundstage? *

Yes No

Is this a High Impact Production? *

Yes No

High Impact Production means a production for which total expenditures or production costs are equal to or greater than Fifty Million Dollars (\$50,000,000.00), with at least one-third (1/3) of total costs deemed Oklahoma expenditures by the Office of the Oklahoma Film and Music Commission.



(FY24: A) Filmed in Oklahoma Act Eligibility Application

** INDICATES REQUIRED FIELDS

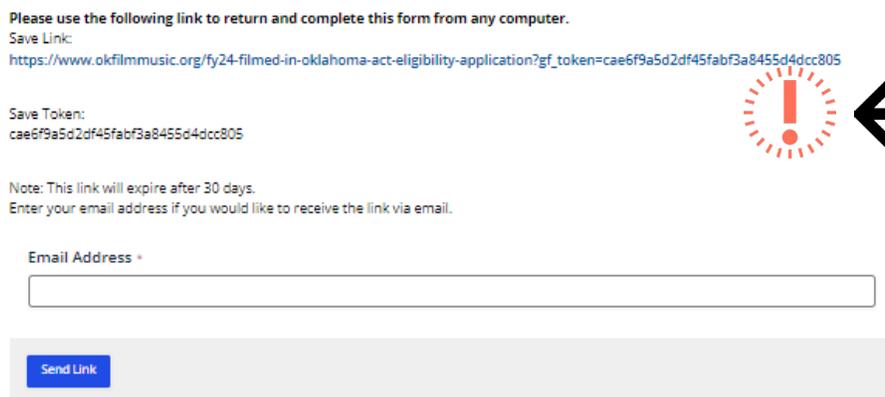
1 PROJECT INFORMATION 2 KEY PRODUCTION CONTACTS 3 ESTIMATED HIRES 4 ESTIMATED QUALIFIED OKLAHOMA EXPENDITURES 5 CERTIFICATION

General Information

The section numbers at the top can be used to preview sections, but will not tell you if any errors were made on a previous page

Step 4.

Using Save and Continue. If you are filling out the application and need to take a break, you have the option to save and continue later. The "Save and Continue" button is located at the bottom of each page by the "Next" button. When you hit "Save and Continue", the following blue box will appear.



Please use the following link to return and complete this form from any computer.

Save Link:
https://www.okfilmmusic.org/fy24-filmed-in-oklahoma-act-eligibility-application?gf_token=cae6f9a5d2df45fabf3a8455d4dcc805

Save Token:
cae6f9a5d2df45fabf3a8455d4dcc805

Note: This link will expire after 30 days.
Enter your email address if you would like to receive the link via email.

Email Address *



Don't forget to send yourself the link or save it somewhere!

A unique link will be created to access your saved application. **Your application will not be saved on the website database, it will only exist in this link. The link will not automatically be emailed to you, you must type in your email address and hit "Send Link."** If the link is lost, we cannot access or retrieve your lost information, so make sure you email the link to yourself and save it! **This link will expire in 30 days.**

Step 5.

Submit. If you click submit and nothing happens, that means a field in the application was filled out incorrectly or a required field was skipped. If you used the section numbers at the top of the page to move from section to section, you'll have to go back to each section and click "Next" at the bottom of the page to see which page has errors. Once your application has been successfully submitted, you will see a confirmation screen.

On behalf of the Oklahoma Department of Commerce and Jeanette Stanton, the Director of Oklahoma Film + Music, thank you for your interest in doing business in Oklahoma and for submitting your eligibility application to the Filmed in Oklahoma Act of 2021. Should your application be approved, we will then provide your official conditional prequalification award amount.

If you have any questions in the meantime, please contact [Amanda Roberts](#), Incentive Specialist.

A copy of your rebate application will also be sent by email. *Remember to check your junk mail just in case it does not arrive in your inbox.*

OFMO Portal Username
[View the Application Status Page](#)

We look forward to getting to know your project!

Thank you,
The Oklahoma Film + Music Office

You will also receive a confirmation of your submission and a copy of your application via email.

Step 6.

View or make changes to your application. In the confirmation of submission email, there is a link that says "[Login to check your status or pending tasks.](#)" If you click this link, it will take you to your application (or multiple applications, if you have several applications under the same user account). From there, you can click your application to view it or edit it. While viewing your application, there will be a button at the top of your application that says, "Edit Application." Not everything will be available for changes, but fields such as your dates of principal photography can be changed. Our office will receive a notification of any updates that are made.

Edit	Edit Application
Status	Pending Eligibility Application Review

Step 7.

Benchmarks. After your application has been submitted, you will receive another email requesting you to upload documents for your 50% proof of funding benchmark (45 Days before the start of principal photography). If your 45-Day Benchmark has not passed, you do not have to submit these documents yet. However, if these documents are ready, we encourage productions to submit their funding early.

You will also receive emails requesting your 30-Day and 10-Day documents at 30 and 10 days from your start of principal photography. If your film has not yet been prequalified, these benchmarks are not required; however, we recommend submitting the documents if you have them available.

Step 8.

Prequalification. If the film is prequalified, you will receive an official letter via email from our office, as well as an email notification when your application's status has changed in the online portal. If all your benchmarks have been met, your production only needs to update our office of any changes in the shooting schedule and include members of our team on your daily call sheet distribution list during principal photography.

Step 9.

Final Application. Within 90 days of the completion of production or the last qualified Oklahoma expenditure (whichever comes later), the Final Rebate Application must be submitted. The link to this application can be found [online](#), and you will also receive a reminder to fill out this application 90 days after your submitted wrap date. You will fill out this application using the same log-in information that was used to fill out the Eligibility Application.

Our office recommends viewing the Final Application well before you are ready submit, as this application process is much more extensive than the Eligibility Application. We ask productions questions regarding locations used, spend breakdowns by location, crew information, and more. Additionally, the following are required uploads:

- Oklahoma Crew List
- Oklahoma Expatriate List
- Oklahoma Vendor List
- CPA Report
- Link to digital images or press kit

While this process may seem daunting, you always have the option to Save and Continue at any point. Please refer to [Step 4](#) for more information on using this feature, as we know that this application process takes a significant amount of time, and we do not want you to lose any of your work. Additionally, logging in to view the application before you are ready to submit can help you get a better idea of what will be required. This way, when you are ready to submit you can have all the information on hand for a smoother experience.

Step 10.

CPA Form. In addition to the production's Final Application, your final rebate claim is not considered complete until your CPA has submitted a separate application with their name and final report. The production is required to upload the CPA report with their application as well, so our office will receive the report twice. The CPA Form is located on our [website](#) next to the Eligibility and Final Rebate Applications.

Step 11.

Please register to be a vendor with the State of Oklahoma through the supplier portal link below, unless you are a repeat vendor and already on file with OMES. OF+MO will require Supplier Name and Supplier ID for final rebate payout. Unless you are a repeat vendor and your company has previously registered with the OTC

If you would like to receive funds via an Electronic Funds Transfer (EFT), then we have attached a help sheet that outlines the additional steps for that method. If you do not want to receive funds via an EFT, then you will receive payment via a check that is mailed to you.

[EFT Help Sheet](#)

[Oklahoma Supplier Portal](#)

[Oklahoma Supplier - New Registrant Guide](#)

Step 12.

Our Review. Per [Administrative Rules](#), our office has 60 days to review all claims. During the review, OK+FO will notify you by email of any questions, possible or if the claim is approved. Once both the production and our office have approved a final amount, we will request the rebate payment from the tax commission, and funds should be received within 10 business days, depending on which method the production has chosen to receive the payment

