

# Walk Through Guide

## Welcome to the FACTOR OnlineApp Beta!

This document will cover the steps involved in signing and creating your first application, as well as introduce you to some of the other features of the site.

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## Your First Application Step-By-Step


### Step 1 – Sign Up Or Log in

- To sign up for a new account simply click the “New Users” button on the homepage.

[NEW USERS - CLICK HERE TO REGISTER](#)

- If you have signed up already, simply enter your username and password, press login, and skip to step 3.

### Step 2 – Fill In Your Applicant Info

- Enter username & password
  - TIP:** Pick a password with letters and numbers in it that’s not too obvious.
- Enter Your Company/Individual Name
- Enter Your Primary Contact Person’s Name (If you are applying as an individual you must enter your name here as well). This name will be the default contact person for all new applications; you can however change the name in each application.
  - TIP:** To enter the date simply click the calendar icon  and a calendar will launch allowing you to select the date
- Once you have entered all the information click submit to save and move to the main menu

### Main Menu

The main menu is your central source for all your application information:

- Start New Applications
- View/Edit Applicant Info
- View Existing Applications

### Step 3 – Start An New Application

- To Start A New Application, choose the program from the dropdown list.  
**TIP:** If you are unsure whether or not you are eligible for the selected application press the **'Click To View Eligibility Requirements PDF'** link to launch the Eligibility Requirements in a new window.
- Now that you have selected an program click the **"Start Application"** button.

[Start Application](#)

### Step 4 – Confirm Your Application

You will now be taken to the confirmation page where you can review the eligibility requirements, mandatory accompanying information & submission rules before starting the enter information.

**TIP:** If you decide not to proceed, simply press the **"Cancel & Return To Main Menu"** button.

#### Eligibility Requirements

Click this link to view Eligibility Requirements in PDF format. Please review this document and make sure that you or your project meet these requirements.

#### List of Mandatory Accompanying Information

This displays the additional **HARD-COPY** information that you have to submit to FACTOR in addition to the online application.

#### Submission Rules

This outlines the submissions rules, including all additional **HARD-COPY** information received by Factor by 5:00pm on deadline day.

Once you have read all the information check the box to **"I Agree"** box and click **'I Agree Let's Start The Application'** button to begin.

## Step 5 – Filling Out Your Application

You can leave an application and come back at any time.

### Navigation

- You can move between pages by selecting the pages from the top menu or by pressing 'update and move to next page' at the bottom of each page.

1-Applicant Info	2-Artist Info	3-Project Info	4-Producer Credits
5-Unreleased FACTOR Projects	6-Publishing Details	7-Pre-Production	8-Licensing Budget
9-Production Budget	10-Mixing Budget	11-Producer Budget	12-Mastering Budget
13-Enhanced Budget	14-Graphics Budget	15-Other Funding	16-Summary & Submit

**IMPORTANT:** Keep in mind that if you enter data you must click the “Update” or “Update and Move to Next Page” button at the bottom of the page to save any changes. If you try to leave a page without saving you will be prompted to save your progress.

### Entering Phone Numbers

- Just enter the numbers without spaces, dashes or brackets.

### Read Only & Calculated Fields

- If a field is colored blue it means that it's read-only and will not expect data entry. If you need to change your applicant see “View/Change your Applicant Info” below.

### Entering Dates

- To enter dates simply click the calendar icon  and a calendar will launch allowing you to select the date.

### Pop-up Screens

- Some pages require you launch a pop-up screen. Once it has launched simply follow the instructions at the bottom of the screen.

### Budget Pages

- The budget pages will automatically total all the numbers for you. The total fields are always colored blue (read-only).

### Do I need to enter information in every field?

- Enter all the information you have. If you think a section doesn't apply either leave it blank or contact Factor.

## Step 6 – Submitting Your Application

Once you have entered all your info it's time to submit your application.

**IMPORTANT:** Remember that once you submit you will no longer be able to make any changes!

The summary & submit page will allow you to enter your admin fee as well as the total amount requested. You can click the **“Calculate Admin Fee”** button to automatically calculate the fee.

If you want to save the page but not submit your application click **‘Update Budget Without Submitting’**.

Once you are ready click **‘Submit Application’**. Once the application is submitted you will be taken to the Submission Requirements Page.

### Submission Requirements



1

You have now completed the electronic portion of this application

Submitted Date: 3/31/2005 1:25:41 PM EST Application Tracking ID#: 295

2

PLEASE ENSURE THAT ALL MANDATORY ACCOMPANYING INFORMATION LISTED BELOW IS RECEIVED BY FACTOR BY 5:00PM EST ON THE DEADLINE DAY

#### List Of Mandatory Accompanying Information (Hard Copy to be Mailed In or Delivered)

3

Signed agreement page. ([Click Here to View/Print](#))

Biographical and promotional material on the performer.

A copy of your fully-executed national distribution agreement with a FACTOR recognized national distributor for the finished product.

A copy of the licensing agreement (if applicable)

All applications must include the publishing detail of the songs to be recorded on the project.

If the artist is not residing in Canada, you must include a copy of the artist's valid Canadian passport.

#### IF FIRST APPLICATION

Proof of Canadian citizenship if not previously provided to FACTOR. Please see Canadian Citizenship Criteria for details.

A copy of last year's financial statements.

Copies of label copy (product) for eligibility

Proof of sales of minimum 5,000 copies of one Canadian product

#### Submission Rules

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By 5:00pm EST on the deadline date the following must occur to be eligible for funding:

Your application must be submitted electronically

All accompanying hard copy info (see above) must be received at FACTOR's office

#### Eligibility Requirements

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[Click Here To View PDF](#)

1. **Submitted Date:** This shows the date and time the application was submitted to Factor.
2. **Application Tracking ID#:** Use this number for any correspondence with Factor until your application is received.
3. **List Of Mandatory Accompanying Information:** This displays the additional **HARD-COPY** information that you have to submit to FACTOR in addition to the online application.
4. **Submissions Rules:** This outlines the submissions rules, mainly that you have to have all **HARD-COPY** additional information received by factor by 5:00pm on deadline day as well as have submitted the application online.
5. **Eligibility Requirements:** Click this link to launch the PDF Eligibility Requirements.

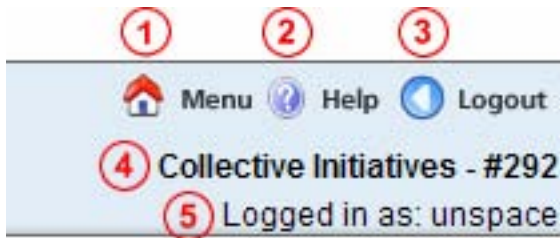
**Congratulations, you have now completed the electronic portion of your first application!**

## Other Features

### Main Menu

- **Viewing Existing Applications**
  - On the main menu you will see a list of applications you have made.
  - **View Button** : Click this button to view the application.
  - **Artist:** This is the artist's name associated with the applications.
  - **Type:** This displays the type of Application. For full names click the legend link below the title.
  - **Status:** This shows the status of the application
  - **Print:** Click the  icon beside the application to launch the print version.
  - **Delete:** Click the  icon beside your application to remove it. You can't remove an app once it's submitted.
- **View/Change You Applicant Info**
  - By Clicking '**View/Update Info**' you will be taken to a page that allows you to edit your Applicant info as well as your username & password.

### Top Menu



1. **Main Menu:** This will take you to the main menu.
2. **Help:** This will open the Help Pages in a new window.
3. **Logout:** This will log you out of the system.
4. **Application:** This displays what type of application you are currently in as well as its Online Application Tracking #. It will only be viewable when you are inside an application.
5. **Applicant Name:** This displays your Applicant Name.