

Appendix F: Instructions on Completing the Single Application

To complete the online single application, visit www.newPA.com, select “Single Application Sign In” then click “Go to Single Application”. You will need a login and password (if you have completed a Single Application in the past you should be able to use the same login name and password). **NOTE: All fields indicated with a red diamond must be completed.**

I. Complete User Settings Information

II. Begin a New Application

Project Name: Feature Film - indicate name of project

Do you need help selecting your program - No

Click “create a new application”

III. Select Program

Program Name: Film Tax Credit Program

Click on “search”

Click on “apply”

IV. Company Information

Click on “use account info” and complete other required fields

Enterprise Type: Other

V. Project Overview

VI. Project Site Location(s)

Provide your complete address, municipality, PA House and Senate # and US Congressional #.

VII. Project Narrative

Provide a brief description in response to the questions asked.

VIII. Program Budget

Click on “Spreadsheet”

Indicate the total amount requested in the total line under column headed “Film Tax Credit Program.”

Under “other” category - insert *Film Tax Credit*

IX. Basis of Cost

Select budget justification

X. Budget Narrative

XI. Program Addendum

Click on box

XII. Submit Application