



MyFilmLA Guide

Submitting a Change Request

To make any changes to an LA after it's been submitted, you'll need to submit a **Change Request**.

You can submit change requests for:

- Dates & Times
- Posted Parking
- Lane Closures
- Activities
- Equipment
- Personnel
- Base Camp Notes
- Crew Parking Notes

STEP 1

- » Navigate to your **Home Page** and locate the **My Location Authorizations** box.
- » Locate the LA you'd like to edit.

Ready For Payment: 0
Requested Documents: 0

Customer Dashboard

HOME DOCUMENTS PAYMENTS MANAGE RESOURCES

New to MyFilmLA? Click here to get started.

My Location Authorizations

PURPOSE	LOCATION ADDRESS	LA ID	CITY	CHANGE	PRODUCTION COMPANY NAME	INS ST.
Production, Base Camp, Crew Parking	6255 W Sunset Blvd, Los Angeles, CA, 90028, USA	LA00101298-1	LA	03 07:00	YOUR COMPANY NAME	Not Start
Production, Base Camp, Crew Parking	6255 W Sunset Blvd, Los Angeles, CA, 90028, USA	LA00101289-1	LA	03 07:00	YOUR COMPANY NAME	Not Start

Context menu options: Summary, Associate, Batch Preview, Location Map, **Change Request**, View App Fee Dates, View FilmLA Coordinator, View Insurance Specialist, Clone LA, LA

» Right click on the LA and then select Change Request.

STEP 2

Change Request: Production, Base Camp, Crew Parking, 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA, LA00101298-1

Select Items for Change Request:

- Dates & Times
- Posted Parking
- Lane Closure
- Activities
- Equipment
- Personnel
- Base Camp Notes
- Crew Parking Notes

Reasons For Changes:

Production pushing 1 day

- » In the new pop-up window, **check the box** next to the item you'd like to change. You can select more than one item.
- » Next, provide a **brief description** of why the change is needed in the **Reasons For Changes** box.

Examples of reasons may include:

- Production pushing their dates
- Production adding equipment
- Production extending their parking request

- » Click **CONTINUE**.

CANCEL

CANCEL LA

CONTINUE

STEP 3

» Make your desired changes.

EXAMPLE: DATES & TIMES

In the example below, we're editing the DATES of the LA.

The dates in the bottom box reflect what you have already entered.

Location Dates | Production, Base Camp, Crew Parking - 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA - LA00101449-2

Select Type Then Enter Daily Schedule

Type: Prep Film Strike Hold Base Crew

Starts: -

All day Overnight

Repeat: None Daily Weekly

For Reference Only

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

First Activity Date: Last Activity Date:

» Enter the new date in the section at the top of the screen and click **ADD**.

The new date you entered will appear in the box below.

First Activity Date: Last Activity Date:

SCHEDULE TYPE	START DATE	START TIME	END DATE	END TIME	OVERNIGHT
Film	10/1/2023	7:00:00	10/1/2023	22:00:00	No
Film	10/2/2023	7:00:00	10/2/2023	22:00:00	No

Total Days: 2

[Help](#)

» To delete the old request, click on the date so it's highlighted in yellow. Then click **REMOVE**.

» You can also edit a date you've already entered by highlighting it and clicking **EDIT**.

» Once finished, confirm all entered dates are correct. If it all looks good, click **NEXT**.

» A confirmation window will pop-up. After reading its message, click **CLOSE**.

» If a coordinator is assigned to your project, they will need to approve any change requests. Please also **contact your coordinator directly** to inform them of the change.