

Please visit <u>my.filmla.com</u> to access your active and past permits. All your past permits and invoices are stored in your MyFilmLA account.

Start on this page to VIEW DISTRIBUTED PERMITS. <u>CLICK HERE</u> to jump to the VIEW PAID INVOICES section of this guide.

VIEW DISTRIBUTED PERMITS

» To find LAs that have already been distributed, **click the DOCUMENTS tab** at the top of the page.

» Then, select the Permits subcategory.

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Requested Documents Uploaded Documents Permits	Permits				م ب) % 🛛 :	1
V </td <td>PURPOSE Production, Base Camp, Crew Parking</td> <td>LAID LA00101298-1</td> <td>GROUP ID</td> <td>PRODUCTION COMPANY NAME YOUR COMPANY NAME</td> <td>FIRST ACTIVITY DATE 10/1/2023 7:00 AM</td> <td></td> <td></td>	PURPOSE Production, Base Camp, Crew Parking	LAID LA00101298-1	GROUP ID	PRODUCTION COMPANY NAME YOUR COMPANY NAME	FIRST ACTIVITY DATE 10/1/2023 7:00 AM		
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» The number next to each project title indicates how many LAs have been distributed.

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LAID		GROUP ID	PRODUCTION COMPANY NAME	FIRST ACTIVITY DATE
LA00101298-1	Preview		YOUR COMPANY NAME	10/1/2023 7:00 AM
	Jted LA,	uted LA, right-cli	Ited LA, right-click the LA and GROUP ID	A ID BRODUCTION COMPANY NAME SOUR ID PRODUCTION COMPANY NAME



LA			6255 W Sur t: (213)977 www.filmla.	nset Blvd, 12th Floor -8600 .com
Summary Infor	mation			
ype of Permit: Filming			Release	Date: 9/14/2023
Production Title	YOUR PROJECT	Producer	Producer Nam	e
Production Company	YOUR COMPANY NAME	Director	Director Name	•
ype of Production	Feature Film - Scripted	1st AD	First AD Name	
nsured Company	YOUR COMPANY NAME	Production Manager	Production Ma	nager Name
Contact Phone Number 1	(213) 977-8600 6255 Sunset Blvd, Los Angeles,	Primary Phone 555-123 Email YOU@EMAIL.CO		
	90028	Location Assistant		
ilmLA Coordinator	NAME LAST NAME	Primary Phone		
ees				
lumber of Locations: 1			Total Pe	ermit Fee: \$895.00
iroup:		v		an march
ee Description		Qty	Rate	Amount
ILMLA NON-REFUNDABL	E FILM APPLICATION FEE	1	\$895.00	\$895.00
			Subtotal	\$895.00 \$895.00

- » From here, a pop-up will load with a preview of the document. Select SEND EMAIL, then fill out your information to receive a PDF of the distributed permit.
- » You can also download or print a copy of the permit using the buttons in the top-right corner of the document.

Invoices for the permit will appear at the end of the document.

VIEW PAID INVOICES

- » To view paid invoices, **select the PAYMENTS tab** at the top of the home page.
- » Then click Paid Invoices.

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or Payment In-Progres	Paid Invoices							
/Titles In-Active Titles	0.0 M :	My Paid Invoices						9 0 X 🛛 :
	A 60 KN :	PROCESSED	INVOICE ID	INVOICE DATE	GROUP ID	TOTAL PAYMENT DUE	PAYMENT DATE	AMOUNT PAID
	CREATED		382355	9/6/2023	AFG-75854	\$895.00	9/6/2023	\$895.00
PROJECT 2	YOU@EMAIL.C		382260	7/12/2023	AFG-75770	\$895.00	7/12/2023	\$895.00

- » Your **project titles** will be listed in the **box on the left side** of the screen. The **number** next to each project title **indicates how many paid invoices** you have.
- » To view a list of your paid invoices, ensure your project title is highlighted in yellow and the invoices will populate on the right.



» To open an invoice, **right-click the Invoice ID** and **select PREVIEW**.

My Paid Invoices			×			く つ ※ 回 :
PROCESSED	INVOICE ID	INVOICE DATE	List LAs	TOTAL PAYMENT DUE	PAYMENT DATE	AMOUNT PAID
	382355	9/6/2023	Preview	\$895.00	9/6/2023	\$895.00
	382260	7/12/2023	Mark as Processed	\$895.00	7/12/2023	\$895.00

LA	li li	nvoice			
Bill To Company Details: Payment Terms: nvoice Status:	YOUR COMPANY NAME 6255 Sumset Blvd Los Angeles California 90028 United States "Due Upon Receipt Fully Paid	Invoice Number: Fee Group: Invoice Date: Payment Due Date: Balance Due: Production Company: Project Title:		382355 AFG-75854 9/6/2023 9/6/2023 \$895.00 YOUR COMPANY YOUR PROJECT	NAME
Group Fees:					
Fee Description			Qty	Rate	Amount
FILMLA NON-REFUNDABLE	FILM APPLICATION FEE		1	\$895.00	\$895.00
					800F 00
				Subtotal:	\$895.00
Location 1 - (LA001014	149-1) 6255 W Sunset Blvd, Lo	s Angeles, CA, 90028, US	A	Subtotal:	\$895.00
Location 1 - (LA001014 Fee Description	149-1) 6255 W Sunset Blvd, Lo	s Angeles, CA, 90028, US	A Qty	Subtotal:	Amount
Location 1 - (LA001014 Fee Description	149-1) 6255 W Sunset Blvd, Lo:	s Angeles, CA, 90028, US	A Qty	Subtotal: Rate Subtotal:	Amount \$0.00

- » From here, a pop-up will load with a preview of the invoice. Select SEND EMAIL, then fill out your information to receive a PDF of this invoice.
- » You can also **download or print a copy** of the invoice using the **buttons in the top-right corner** of the document.