

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.

FILMLA				HOM	PAYMENTS MANAGE	RESOURCES	ම ච
Requested Documents Uploaded Documents Permits	Permits				م ب) X Ø :	1
Q O O O PROJECT TITLE DISTRIBU_ CREATED_ Y YOUR COMPANY NAME 1 YOU@EMAILC	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		
Your project titles will	be listed in the	box on th	e left side of th				

» The number next to each project title indicates how many LAs have been distributed.

uted LA,	right-cli	ick the LA ar	nd select PREVIEW.	
	\sim			♀ ⊙ № 回:
LAID		GROUP ID	PRODUCTION COMPANY NAME	FIRST ACTIVITY DATE
LA00101298-1	Preview		YOUR COMPANY NAME	10/1/2023 7:00 AM
1	LAID		LA ID GROUP ID	



Film			t: (213	/ Sunset Blvd, 12th Floor)977-8600 mla.com	
Summary Infor	mation				
Type of Permit: Filming			Rel	ease Date: 9/14/2023	1
Production Title	YOUR PROJECT	Producer	Producer	Name	
Production Company	YOUR COMPANY NAME	Director	Director N		
Type of Production	Feature Film - Scripted	1st AD	First AD N	lame	
Insured Company Name	YOUR COMPANY NAME	Production Manage		n Manager Name	
Contact Phone Number 1 Address	(213) 977-8600 6255 Sunset Blvd, Los Angeles, 90028	Primary Phone 555-12 Email YOU@EMAIL.C	23-4567	5	
FilmLA Coordinator	NAME LAST NAME	Location Assistant Primary Phone			
Fees					
Number of Locations: 1			Tota	I Permit Fee: \$895.00	,
Group:		5 	12121218	alp theory	2
Fee Description		Qty	Rate	Amount	
FILMLA NON-REFUNDABL	E FILM APPLICATION FEE	1		\$895.00 otal: \$895.00 otal: \$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.

🔽 🎧 > Customer Dash	hboard	—					HOME DO	OCUMENTS PAYMENTS	ANAGE RESOURCES
dy for Payment In-Pro		Paid Invoices							
ctive Titles In-Active Titles		9.0 % :	My Paid Invoices						♀ ⊙ ※ ◎ :
ROJECT TITLE	INVOICES	CREATED	PROCESSED	INVOICE ID	INVOICE DATE	GROUP ID	TOTAL PAYMENT DUE	PAYMENT DATE	AMOUNT PAID
YOUR COMPANY NAM		CREATED		382355	9/6/2023	AFG-75854	\$895.00	9/6/2023	\$895.00
UR 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			$\mathbf{\mathbf{v}}$			< 0 % ◎:
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

Film 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	
Group Fees:			Qty	Rate	Amount
	EILM ADDI ICATION EEE			and the second	
Fee Description FILMLA NON-REFUNDABLE	FILM APPLICATION FEE		1	\$895.00 Subtotal:	\$895.00 \$895.00
FILMLA NON-REFUNDABLE	FILM APPLICATION FEE 149-1) 6255 W Sunset Blvd, Lo	s Angeles, CA, 90028, USA	1	\$895.00	\$895.00
FILMLA NON-REFUNDABLE		s Angeles, CA, 90028, US/	1	\$895.00	\$895.00
FILMLA NON-REFUNDABLE		s Angeles, CA, 90028, US/	1	\$895.00 Subtotal:	\$895.00 \$895.00

- » 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.