



MyFilmLA Guide

Viewing Past Permits and Invoices

Please visit my.filmla.com 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.

[CLICK HERE](#) 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.**

The screenshot shows the MyFilmLA Customer Dashboard. At the top right, the 'DOCUMENTS' tab is circled in red. Below it, the 'Permits' subcategory is circled in red. On the left side, there is a table with columns: PROJECT TITLE, DISTRIBUTED, and CREATED. The first row shows 'YOUR COMPANY NAME' with a dropdown arrow, and the second row shows 'YOUR PROJECT' with a circled '1' in the DISTRIBUTED column.

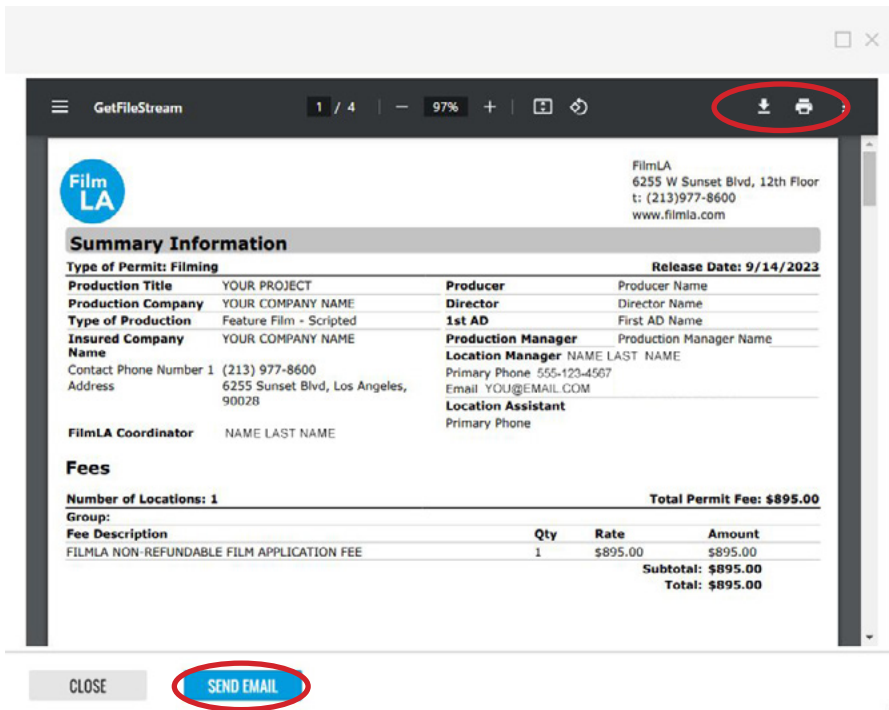
- » Your **project titles** will be listed in the box on the **left side** of the screen.
- » **The number** next to each project title indicates **how many LAs have been distributed.**

- » To view a distributed LA, **right-click the LA and select PREVIEW.**

The screenshot shows the 'Permits' table with columns: PURPOSE, LA ID, GROUP ID, PRODUCTION COMPANY NAME, and FIRST ACTIVITY DATE. The first row has the following data: 'Production, Base Camp, Crew Parking', 'LA00101298-1', 'YOUR COMPANY NAME', and '10/1/2023 7:00 AM'. The 'Preview' button is circled in red.



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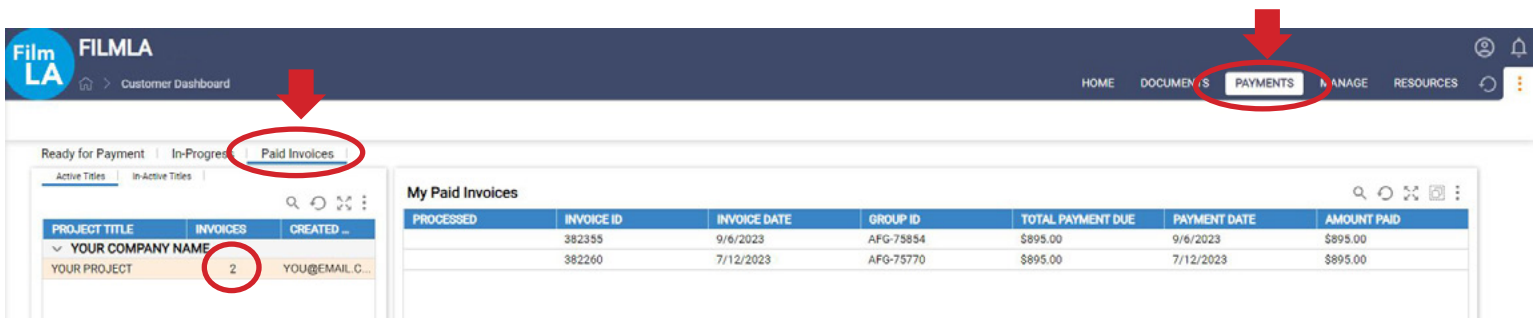
» From here, a pop-up will load with a preview of the document. **Select SEND EMAIL**, then fill out your information to receive a PDF of the distributed permit.

» 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**.



- » 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**.



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

My Paid Invoices

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

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Invoice

Bill To Company Details: YOUR COMPANY NAME
6255 Sunset Blvd
Los Angeles California 90028
United States

Payment Terms: *Due Upon Receipt

Invoice Status: Fully Paid

Invoice Number: 382355

Fee Group: AFG-75854

Invoice Date: 9/6/2023

Payment Due Date: 9/6/2023

Balance Due: \$895.00

Production Company: YOUR COMPANY NAME

Project Title: YOUR PROJECT

Group Fees:

Fee Description	Qty	Rate	Amount
FILMLA NON-REFUNDABLE FILM APPLICATION FEE	1	\$895.00	\$895.00
Subtotal:			\$895.00

Location 1 - (LA00101449-1) 6255 W Sunset Blvd, Los Angeles, CA, 90028, USA

Fee Description	Qty	Rate	Amount
Subtotal:			\$0.00

Total: \$895.00

Balance Due: \$895.00

CLOSE SEND EMAIL

» 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.