The Colorado Tourism Office provides support to our partners through a variety of opportunities from educational (CRAFT and Colorado Tourism Leadership Journey) to funding (grants and scholarships). All opportunities can be accessed utilizing the grant portal system. Detailed instructions for accessing the opportunities and the online reporting system can be found below.

**New User Registration**

Step One: Go to the online grant portal system (https://oedit.secure.force.com/oedit/). We suggest you use the following browsers: Mozilla Firefox and Chrome.

Step Two: If you do not have a log-in, click “New User?” and complete the new user registration information. **Note: New user registration and verification takes 48 business hours.** New users do not receive a verification email. Instead, new users are encouraged to log-in back in at least 48 hours after completing registration.

**Note:** All users should be employed or on the board by the organization they are registering under. Vendors should not register or submit applications on behalf of client organizations.
Accessing Online Funding and Education Opportunities

Step One: Go to the online grant portal system (https://oedit.secure.force.com/oedit/). We suggest you use the following browsers: Mozilla Firefox and Chrome.

Step Two: Log-in using your username and password at https://oedit.secure.force.com/oedit/. If you forgot your password, click “Forgot Password?” for a new one to be generated.

Note: All users should be employed or on the board by the organization accessing the funding opportunity. Vendors should not submit applications under their name on behalf of clients.
**Step Three:** Click on the “Tourism Programs” tile to access available opportunity applications and submit reports.

**Step Four:** On the “Tourism Programs” page, scroll down to “Apply for Funding Opportunities” in order to access an opportunities online application. Click on the name of the opportunity for which you want to apply or click on the blue APPLY button.

**Note:** If you click on the Learn More link after the opportunity description rather than scrolling down to “Apply for Funding Opportunities” you will be taken back to the CTO website for opportunity guidelines.

Instead keep scrolling down until you see “Apply for Funding Opportunities”.

If you click Learn more, you will be taken back to the CTO website for opportunity guidelines. If you already have the guidelines, keep scrolling down this page!
**Step Five:** Click the blue apply button to access the application you want to complete.
Step Six: On the Application detail, read the overview and scroll down to the bottom of the page and page click “Apply Now”.

Step Seven: The Application is launched. Make sure to click “Save” for each section.
Step Eight: Click on “Submit” when your application is complete.

Note: To download a copy of your application click on the PDF icon next to the “Submit” button.
Step Nine: If you save a draft and come back to your application, you will need to click on the “Edit” button.

Step Ten: To print or view your entire application, scroll past “Apply for Funding Opportunities” and click the “Print” icon under “Edit/View My Applications”.
Accessing Online Reports

**Step One:** Go to the online grant portal system ([https://oedit.secure.force.com/oedit/](https://oedit.secure.force.com/oedit/)) and log-in. We suggest you use the following browsers: Mozilla Firefox and Chrome.

**Step Two:** Click on the “Tourism Programs” tile to access applications for available opportunities and submit reports.
**Step Three:** On the “Tourism Programs” page, scroll down to “Edit/View My Applications” and click on the orange icon next to the opportunity being reported on.

**Step Four:** On the Application detail page click “Add New Report” and then follow the instructions for the report to be created.
Step Five: On the New Reports detail page click “Create Report” and then follow the instructions for the report to be created.

Step Six: The Report is launched. Make sure to click “Save” for each section. Click on “Submit” when your report is complete.
Step Seven: If you save a draft and come back to your application, you will need to click on the “Edit” icon under “Edit/View My Reports.”

<table>
<thead>
<tr>
<th>ID</th>
<th>Parent Application Id</th>
<th>Name</th>
<th>Closing Date</th>
<th>Fiscal Year</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP-115914</td>
<td>APP-088736</td>
<td>FY2017 Marketing Matching Grant Final Report</td>
<td>12/22/2017</td>
<td>2017</td>
<td>Submitted</td>
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<td>APP-151136</td>
<td>FY2019 Large Competitive Marketing Matching Grant Mid-Term Report</td>
<td>3/30/2019</td>
<td>FY19</td>
<td>Draft</td>
<td></td>
</tr>
</tbody>
</table>

Step Eight: To print or view your entire report, click “Print” under “Edit/View My Reports”.

If you have any questions about the online reporting system, please contact Elizabeth O’Rear at elizabeth.orear@state.co.us.