



COLORADO  
TOURISM OFFICE



# Online Portal Handbook

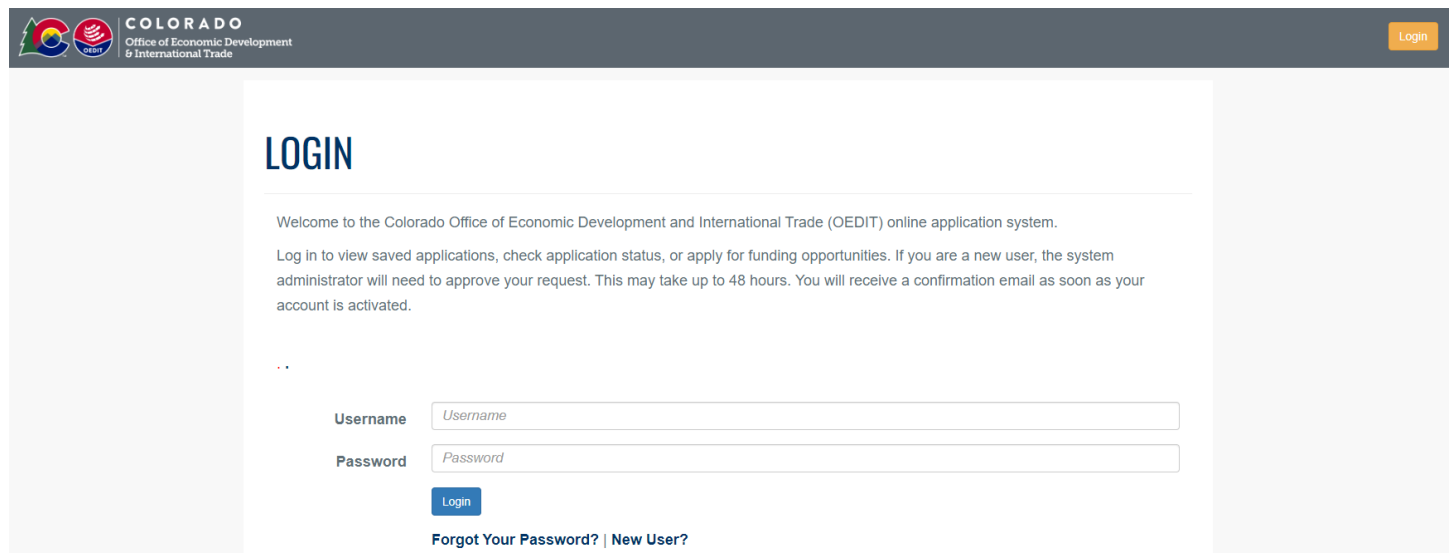
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The Colorado Tourism Office provides support to our partners through a variety of opportunities from educational to funding (grants and scholarships). All opportunities can be accessed utilizing the [OEDIT online portal](https://oedit.secure.force.com/oedit/). Detailed instructions for accessing the opportunities can be found below.

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## New User Registration

**STEP 1:** Go to the [OEDIT online portal](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>). We suggest you use the following browsers: Chrome or Mozilla Firefox.



The screenshot shows the login page of the Colorado Office of Economic Development & International Trade (OEDIT) online application system. The header includes the Colorado state logo and the OEDIT logo, with the text "COLORADO Office of Economic Development & International Trade" and a "Login" button. The main content area is titled "LOGIN" and contains a welcome message: "Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system. Log in to view saved applications, check application status, or apply for funding opportunities. If you are a new user, the system administrator will need to approve your request. This may take up to 48 hours. You will receive a confirmation email as soon as your account is activated." Below this message are two input fields: "Username" and "Password", each with a placeholder text "Username" and "Password" respectively. A blue "Login" button is positioned below the password field. At the bottom of the login section, there are two links: "Forgot Your Password?" and "New User?".

**STEP 2:** If you do not have a log-in, click “New User?” and complete the new user registration information.

### NOTES:

- **New user registration and verification takes 48 business hours.** New users will receive an email with a temporary password that expires in 24 hours. If the temporary password expires, contact CTO for assistance: [sami.wells@state.co.us](mailto:sami.wells@state.co.us).
- 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.

## NEW USER REGISTRATION

☒ 1. Contact

☐ 2. Organization

☐ 3. Portal User

☐ 4. Registration Complete

WELCOME TO THE COLORADO OFFICE OF ECONOMIC DEVELOPMENT AND INTERNATIONAL TRADE (OEDIT) ONLINE APPLICATION SYSTEM.

1. Please enter your First Name, Last Name, and a valid email address.
2. Please enter ONLY the first two to three words of your organization, school, company, DBA, or institution. You will select your org on the next screen. If you do not see your organization among the selections, then go back and try another word to the organization.
3. TIPS FOR THE ONLINE APPLICATION SYSTEM 1. Your Username is your Email. 2. Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari. 3. If you are getting a "blank screen" or "error message" you need to clean out your Temporary Internet Files and Cache. 4. To reset your password click on Forgot Your Password? hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password. For further assistance registering or logging into the system, please contact Leasa Schwaebe at leasa.schwaebe@state.co.us.

First Name

Last Name

Email

Organization

Please use the name of the parent organization receiving the funds (often a city or county).

## Accessing Online Funding and Education Opportunities

STEP 1: Go to the [OEDIT online portal](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>). We suggest you use the following browsers: Chrome or Mozilla Firefox.



Login

## LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.

Log in to view saved applications, check application status, or apply for funding opportunities. If you are a new user, the system administrator will need to approve your request. This may take up to 48 hours. You will receive a confirmation email as soon as your account is activated.

Username

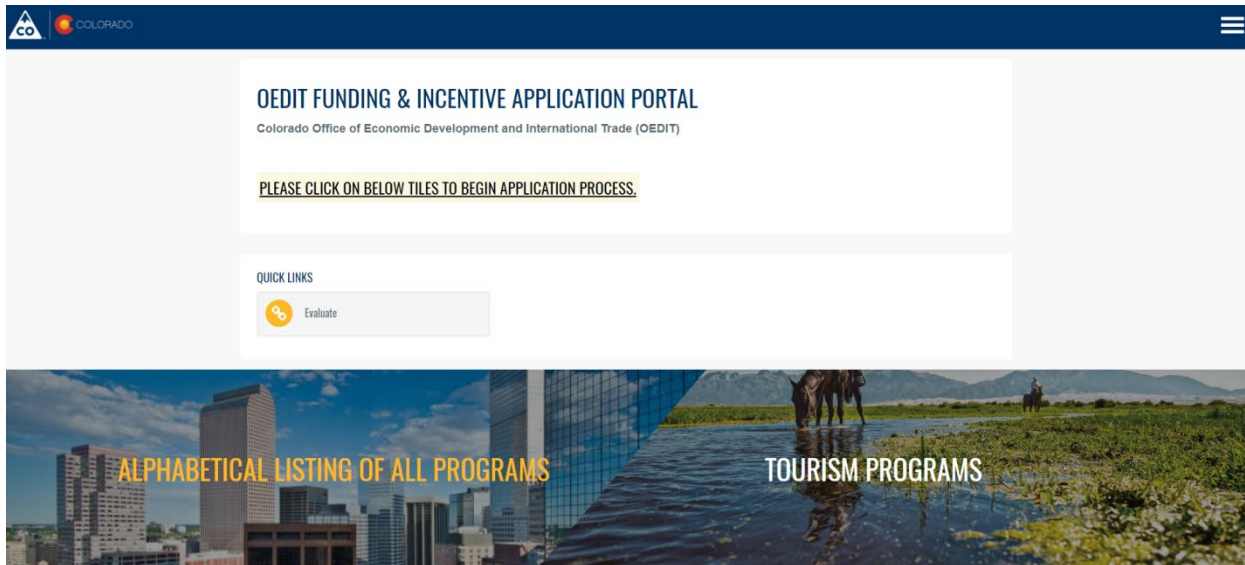
Password

[Forgot Your Password?](#) | [New User?](#)

STEP 2: 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 3:** Click on the “Tourism Programs” tile to access available opportunity applications and submit reports.



**STEP 4:** On the “Tourism Programs” page, scroll down to “Apply for 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.

## APPLY FOR FUNDING OPPORTUNITIES

**i** Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
<a href="#">FY20 Small Marketing Matching Grant</a>	Financial Support for Tourism	Tourism Office	Annual	8/16/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">FY20 Rural Tourism Conference Sponsorship</a>	Financial Support for Tourism	Tourism Office	Semi-annual	8/2/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">2019 Governor's Tourism Conference Scholarship</a>	Financial Support for Tourism	Tourism Office	Annual	7/26/2019 4:00 PM	<a href="#">Apply</a>

**STEP 5:** Click the blue Apply button to access the application you want. (see image above)



**STEP 6:** On the Application detail, read the overview and scroll down to the bottom of the page and click “Apply Now”.

[View Other Opportunities](#)

[Apply Now](#)

**STEP 7:** The Application is created. Make sure to click “Next” to save and move to the next section.

## TOURISM APPLICATION FOR: SKY SCREENS INC.

APP-407531

### 1. GUIDELINES

[Save & Exit](#)

[Next »](#)

[Submit](#)



**STEP 8:** Click on “Submit” when your application is complete.

#### NOTES:

- Once an application has been submitted, edits are not permitted.
- To download a copy of your application click on the PDF icon next to the “Submit” button.

## SUPPORTING DOCUMENTS



Certificate of Good Standing (5MB File Size Limit) Government entities in Colorado are exempt, however, in order to submit the application, please upl...



Optional: Please upload letters of support from supporting individuals and organizations. Letters of support are not required but applications demonst...



Optional: Please upload a letter of support from a land manager if the proposed location includes public lands.

[Save & Exit](#)

[Save](#)


[« Previous](#)

[Submit](#)



STEP 9: If you save a draft and come back to your application, you will need to click on the “Edit” button.

# APPLY FOR OPPORTUNITIES

 Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
<a href="#">Colorado Dark Sky Certification Mentor Program</a>	Development Support for Tourism	Tourism Office		11/10/2022 4:00 PM	<a href="#">Edit</a>

STEP 10: To print or view your entire application, scroll past “Apply for Opportunities” and click the printer icon under “Edit/View My Applications”.

## EDIT/VIEW MY APPLICATIONS

ACTION ICON INDEX:

 EDIT

 PRINT

 REPORT

 DELETE

 1 of 1 (1 records total)

  Previous  Next 


Page Size 

20

Id	Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-110770	FY2017 Marketing Matching Grant Final Report	Elizabeth Orear	10/13/2017	2017	Draft		 

## Accessing Online Reports

**STEP 1:** Go to the [OEDIT online portal](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>) and log-in. We suggest you use the following browsers: Chrome or Mozilla Firefox.



**COLORADO**  
Office of Economic Development  
& International Trade

Login

### LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.

Log in to view saved applications, check application status, or apply for funding opportunities. If you are a new user, the system administrator will need to approve your request. This may take up to 48 hours. You will receive a confirmation email as soon as your account is activated.

Username

Username

Password

Password



Login

[Forgot Your Password?](#) | [New User?](#)

**STEP 2:** Click on the “Tourism Programs” tile to access applications for available opportunities and submit reports.



**STEP 3:** On the “Tourism Programs” page, scroll down to “Edit/View My Applications and Create Reports” and click on the orange icon next to the opportunity being reported on.

APP-339381	Meeting & Events Incentive Rebate Program	OEDIT	Sami Wells	6/30/2024	2024	Submitted	 
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**STEP 4:** On the Application detail page click “Add New Report” and then follow the instructions.

Edit/View My Reports

Add New Report

No recent records found.

**STEP 5:** On the New Reports detail page click “Create” and then follow the instructions for the report to be created.

## New Reports

[« Go Back](#)

1 of 1 (1 records total)

« Previous Next »

Page Size 20


Name	Type	Program	Category	Division	Frequency	Action
FY2019 Large Competitive Marketing Matching Grant Mid-Term Report	Marketing Matching Grant	Financial Support for Tourism	Tourism Office	Annual	<a href="#">Create</a>	

**STEP 6:** The Report is created. Make sure to click “Next” to save and move to the next section. Click on “Submit” when your report is complete.

## TOURISM APPLICATION FOR: SKY SCREENS INC.

APP-407531

### 1. GUIDELINES

[Save & Exit](#) [Next »](#) [Submit](#) 

**STEP 7:** If you save a draft and come back to your application, you will need to click on the blue “Edit” icon under “Edit/View My Reports.”

## Edit/View My Reports

Action Icon Index for the table below:

 Edit

 Print

 Delete

1 of 1 (2 records total)

« Previous Next »

Page Size 20

ID	Parent Application Id	Name	Closing Date	Fiscal Year	Status	Actions
APP-115914	APP-088736	FY2017 Marketing Matching Grant Final Report	12/22/2017	2017	Submitted	
APP-198937	APP-151136	FY2019 Large Competitive Marketing Matching Grant Mid-Term Report	3/30/2019	FY19	Draft	  

**STEP 8:** To print or view your entire report, click the printer icon under “Edit/View My Reports”.

If you have any questions about the OEDIT online portal, please contact Sami Wells at [sami.wells@state.co.us](mailto:sami.wells@state.co.us).