OEDIT Online Portal Instructions:
Meeting & Events Incentive Program

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The Colorado Tourism Office provides support to our partners through a variety of opportunities. All opportunities can be accessed utilizing the OEDIT online portal. This user guide provides web screenshots to reach the application portal from OEDIT’s website, navigate the application portal, complete an application and submit a report.

The OEDIT online portal is compatible with these web browsers—Chrome (preferred) and Mozilla Firefox—please make sure that you are using one of these.

Your starting point is the OEDIT web-page https://oedit.colorado.gov/meetings-and-events-incentive. On our webpage, you can learn about the Meeting & Events Incentive Program. Learn about eligibility, required application materials, and reporting requirements.

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**Meeting and Events Incentive Cash Rebate**

The Meeting and Events Cash Rebate, established by HB21-1263, provides a 10% cash rebate against eligible hard costs for hosting meetings and events in Colorado that take place on or after July 1, 2021 and on or before June 30, 2024. The minimum rebate is $3,500 and the maximum rebate is $100,000.

The program’s goal is to increase tourism industry recovery by incentivizing meeting and event planners to:
- book new meetings and events in Colorado rather than in one of our competitor states
- retain meetings and events where there is a demonstrated likelihood that an event or meeting may be canceled, postponed, or relocated outside of Colorado without support

Incentive dollars only apply to NEW business contracted on or after April 6, 2021, when the Meeting and Events Incentive was introduced, and does not apply to existing business or recurring events unless the meeting or event is in danger of cancellation, postponement, or relocation without program support and can provide sufficient documentation to that effect.

The Colorado Tourism Office is partnering with Metropolitan State University to execute this program.

⚠️ Applications for this program are open and must be submitted at least 45 days before the event start date.

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**Eligible events**

**Eligible hard costs**

**How to apply**
New User Registration

Step One: Go to the OEDIT online portal: https://oedit.secure.force.com/oedit/. We suggest you use the following browsers: Chrome or Mozilla Firefox.

Step Two: If you do not have a log-in, click “New User?” and complete the new user registration information. For Registration Purpose choose "Meeting & Events Incentive" (CTO) New user registration and verification takes 48 business hours. New users will receive a verification email within 48 hours with a temporary password valid for 24 hours. If the temporary password expires, please contact CTO staff for assistance (sami.wells@state.co.us).

TIPS:

- Applicants should be the primary organizer, event host or meeting/event planner responsible for organizing the event.
- Individual users not applying on behalf of a company or organization should enter their full name as the “Account Name”
NEW USER REGISTRATION

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

1. Please enter your First Name, Last Name, Title, Phone, Registration Purpose, and a valid email address.
2. You will be asked to enter your business or organization information on the next screen.
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 John Thiltgen at john.thiltgen@state.co.us.

First Name
Last Name
Title
Email
Phone
Registration Purpose

Next
## Accessing Opportunities

**Step One:** 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 Page](https://oedit.secure.force.com/oedit/

**Step Two:** Enter your Username and Password. A Username is typically your email address. If you forgot your password, click “Forgot Password?” for a new one to be generated. Click the “Login” button.

**NOTE:** Applicants should be the primary organizer, event host or meeting/event planner responsible for organizing the event.

**Step Three:** This page shows the various funding and incentive applications available from OEDIT. Look for the “Meeting & Events Incentive” tile and click on it to access available opportunity applications and submit reports.

![Meeting & Events Incentive](https://oedit.secure.force.com/oedit/

**Step Four:** On the “Meeting & Events Incentive” page, scroll down to “Apply for Opportunities” in order to access applications for available opportunities.
Step Five: Click on the name of the program under the Details hyperlink or the blue "Apply" Action button to access the application you want to complete.

Step Six: On the Program Description page, read the overview and scroll down to the bottom of the page and click on the “Apply Now” button.

Step Seven: The application is created. Make sure to click “Next” to save and move to the next section.

Step Eight: Click on “Submit” when your application is complete. Please note that once you hit submit you will be unable to edit your application.

NOTE: To download a copy of your application click on the PDF icon next to the “Submit” button.
**TROUBLESHOOTING:** If you are unable to access the “Submit” button, check that all required application questions have been answered. View the "Review & Status" tab to determine if questions have not been answered.

**Step Nine:** If you save a draft and come back to your application, you can access your draft by either clicking on the green “Edit” Action button under Apply for Opportunities or click on the blue edit Actions icon under Meeting & Events Incentive heading.
**Step Ten:** To print or view your entire application, scroll past “Apply for Opportunities” and click the grey “Print” icon under the “Meeting & Events Incentive” section (see above image).

You can also print or view a completed application, by clicking on the white “View” Action button under “Apply for Opportunities”.

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**Accessing Reports**

**Step One:** 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.

Enter your Username and Password. A Username is typically your email address. If you forgot your password, click “Forgot Password?” for a new one to be generated. Click the “Login” button.

**Step Two:** Click on the “Meeting & Events Incentive” tile to access and submit reports tied to pre-approved applications.
Step Three: On the “Meeting & Events Incentive” page, scroll down to “Meeting & Events Incentive” and click on the orange Report icon next to the Application being reported on.

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

Step Six: 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.

ATTESTATION SECTION

- I have reviewed my final report and confirm that each pre-approval rebate calculation entry has valid supporting documentation.
- I have reviewed my final report and confirm that all supporting documentation included in the Rebate Calculation PDF is in the same order as listed above...
- I have reviewed my final report and confirmed that the Pre-Approval Rebate Calculation, Invoices, and proof of payment are uploaded in one single pdf.
- Final Report Event Affidavit - Label the file in this format: Event Name_Final Report Affidavit

Step Seven: If you save a draft and come back to your report, you will need to click on the edit icon under “Edit/View My Reports.”
**Step Eight:** To print or view your entire report, click the Print icon under "Edit/View My Reports".

If you have any questions about the online portal, please contact Sami Wells at sami.wells@state.co.us.