



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.



[Home](#) > [Programs and Funding](#) > [Cash Incentive](#) > Meeting and Events Incentive Cash Rebate

Meeting and Events Incentive Cash Rebate

[HB22-1187](#), Office Of Economic Development COVID Relief Program Extension, signed into law on March 7, 2022 extends the Meeting & Events Incentive Cash Rebate Program deadline for eligible events from December 31, 2022, to June 30, 2024.

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.

Overview

Type: Cash rebate
For: Event planners and hosts
Amount: \$3,500 to \$100,000 per event or meeting
Application open date: July 1, 2021
OEDIT division: [Colorado Tourism Office](#)

▼ Eligible events

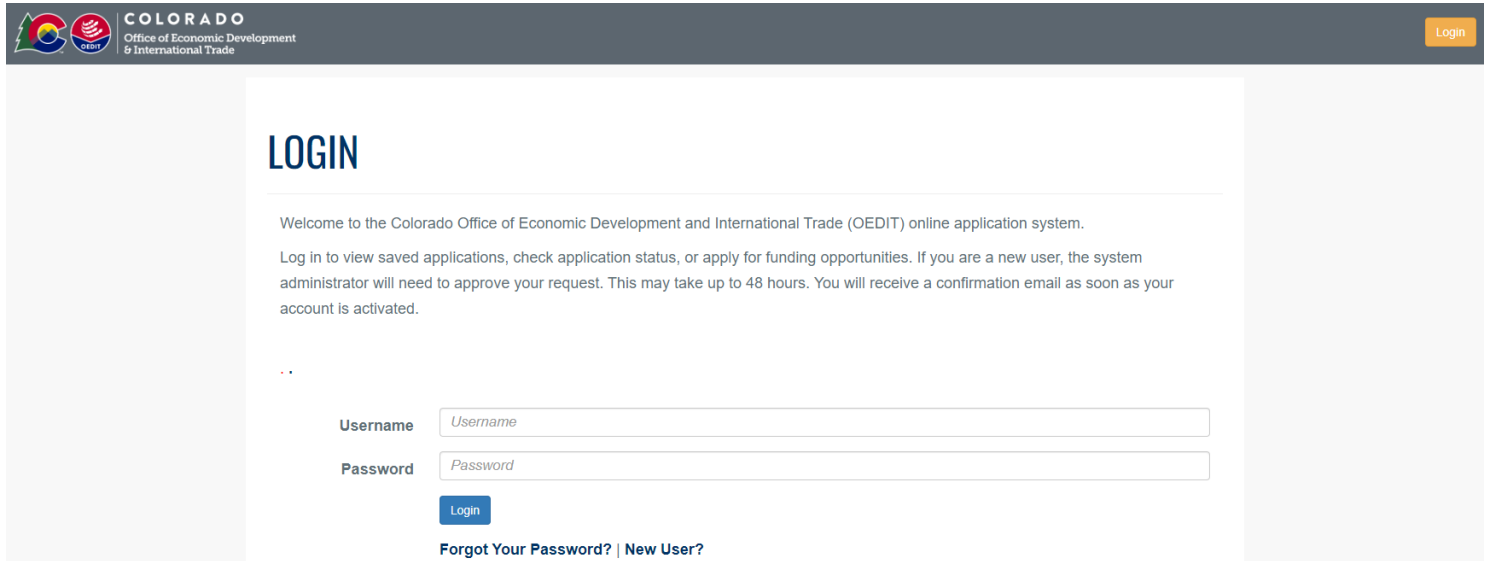
▼ Eligible hard costs

▼ How to apply

Guide to OEDIT Online Portal

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.

The screenshot shows the login page of the Colorado Office of Economic Development and International Trade (OEDIT) online application system. The header includes the Colorado state logo, the OEDIT logo, and the text "COLORADO Office of Economic Development & International Trade". A "Login" button is in the top right corner. The main heading is "LOGIN". Below it, a welcome message states: "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." There is a small "..." icon below the message. The login form consists of two input fields: "Username" with a placeholder "Username" and "Password" with a placeholder "Password". Below these fields is a blue "Login" button. At the bottom of the form, there are two links: "Forgot Your Password?" and "New User?".

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

 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, 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	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Title	<input type="text" value="Title"/>
Email	<input type="text" value="Email"/>
Phone	<input type="text" value="Phone"/>
Registration Purpose 	<div><div>--None--</div><div></div></div>
<div>Next</div>	

Accessing Opportunities

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.



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

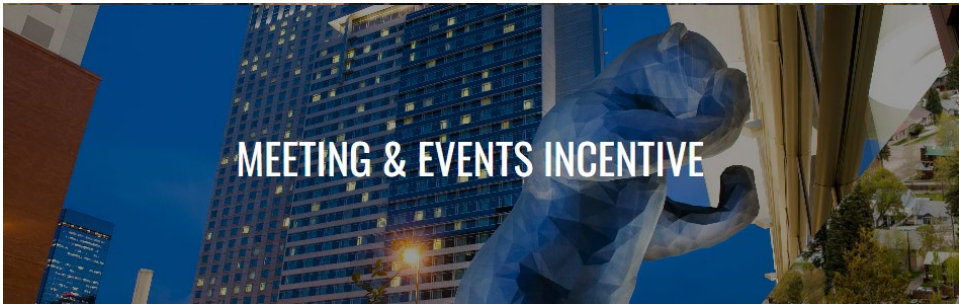
Login

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

Step 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.



Step Four: On the “Meeting & Events Incentive” page, scroll down to “Apply for Opportunities” in order to access applications for available opportunities.

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
Meeting & Events Incentive Rebate Program		Tourism Office	First-Come/First Served	12/31/2022 10:30 PM	<div>Apply</div> <div>View</div>

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.

[Meeting & Events Incentive Rebate Program](#)

Tourism
Office

First-Come/First
Served

6/30/2024 4:00
PM

[Apply](#)
[View](#)

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.

[View Other Opportunities](#)

[Apply Now](#)


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

Home / Meeting / Meeting & Events Incentive Rebate Program

TOURISM APPLICATION FOR: SKY SCREENS INC.

APP-413164

1. GUIDELINES

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


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.

5. REQUIRED SUPPORTING DOCUMENTS

6. APPLICANT INFORMATION AND CERTIFICATION

7. REVIEW & STATUS

[Save & Exit](#) [Save](#) [« Previous](#) [Submit](#) 

Please review your Funding Application for "Meetings & Events Incentive Rebate Program" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

☒ Question has been answered.

☒ Question has not been answered and is required.

☐ Question has not been answered but is optional.

When your Funding Application is complete, click the "Submit" button to submit it for review.

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.

7. REVIEW & STATUS

Save & Exit

Save

Previous

Submit

Please review your Funding Application for "Meetings & Events Incentive Rebate Program" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

Question has been answered.

Question has not been answered and is required.

Question has not been answered but is optional.

When your Funding Application is complete, click the "Submit" button to submit it for review.

EVENT HOST INFORMATION

Event Host

Host Mailing Address

Host City

Host State

Host Zipcode

Meeting Planner Name (if applicable)

Meeting Planner Company (if applicable)

Who is requesting to receive the rebate?

Rebate Recipient Mailing Address

Rebate Recipient City

Rebate Recipient State

Rebate Recipient Zipcode

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.

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
Meetings & Events Incentive Rebate Program		Tourism Office	First-Come/First Served	12/31/2022 10:30 PM	<div>Apply</div> <div>Edit</div>

MEETINGS & EVENTS INCENTIVE

ACTION ICON INDEX FOR THE TABLE BELOW:

EDIT

PRINT

REPORT

PAY

REIMBURSE

DELETE

1 of 1 (1 records total)

Previous

Next

Page Size 20

Id	Name	Organization Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-330643	Meetings & Events Incentive Rebate Program	OEDIT	Elizabeth Orear	12/31/2022		Draft	<div></div>	<div></div> <div></div> <div></div>

OEDIT Application Portal User Guide

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Revised 1.30.2023

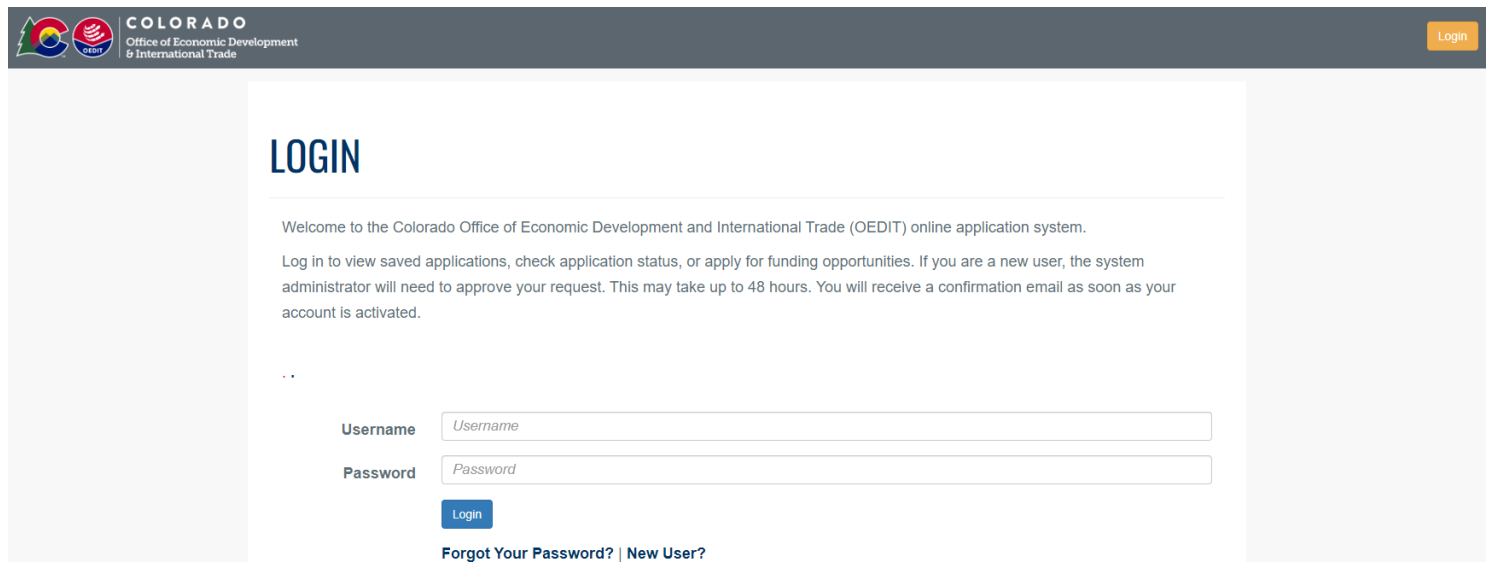
Step Ten: To print or view your entire application, scroll past “Apply for Opportunities” and click the grey “Print” icon under the “Meeting & Events Incentive” section (see above image).

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

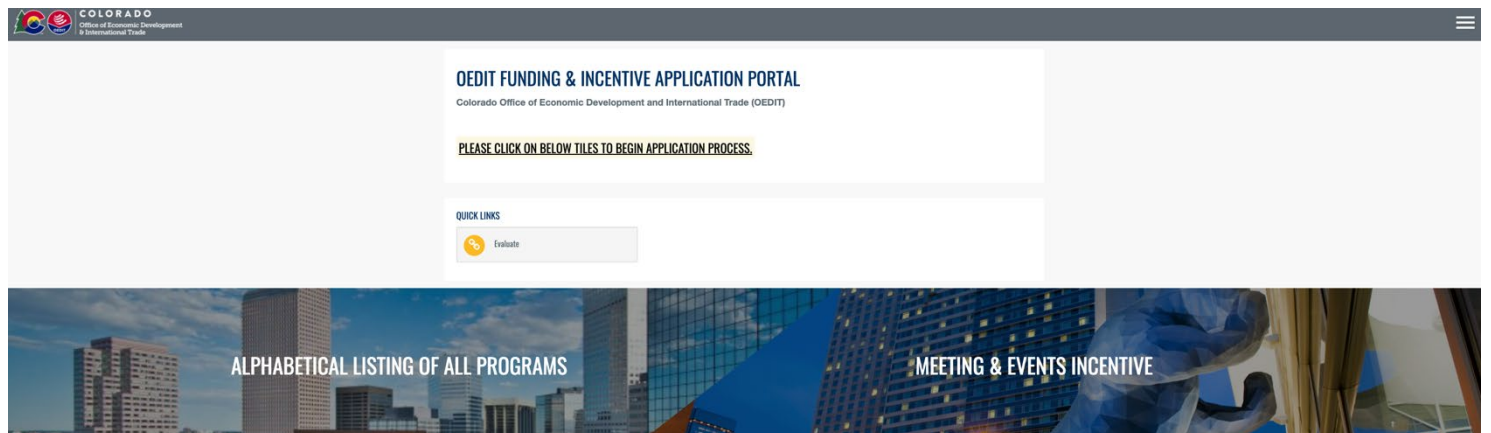
Accessing Reports

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.

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.

MEETINGS & EVENTS INCENTIVE

ACTION ICON INDEX FOR THE TABLE BELOW:

EDIT

PRINT

REPORT

PAY

REIMBURSE

DELETE

1 of 1 (8 records total)

Previous Next

Page Size 20

Id	Name	Organization Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-330643	Meeting & Events Incentive Rebate Program	OEDIT	Elizabeth Orear	6/30/2024	2024	Approved		

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

Home / Meeting / Meeting & Events Incentive Rebate Program

MEETING & EVENTS INCENTIVE REBATE PROGRAM: APP-330643

FUNDING APPLICATION DETAILS

INFORMATION

Application ID

APP-330643

Funding Opportunity Name

Meeting & Events Incentive Rebate Program

Organization Name

OEDIT

Status

Submitted

Contact Name

Elizabeth Orear

STATUS

Draft Amount

\$0.00

Status

Submitted

EDIT/VIEW MY REPORTS

Add New Report

No recent records found.

Step Five: On the New Reports page click “Create” and then follow the instructions for the report to be created.

[Home](#) / [New Reports](#)

NEW REPORTS

[« Go Back](#)

1 of 1 (1 records total)

PreviousNext

Page Size20

Name	Type	Program	Category	Division	Frequency	Action
Meeting & Events Incentive Final Report	Tourism Report			Tourism Office		Create

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 ab...

☒

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

Save & Exit

Save

« Previous

Submit

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.”

EDIT/VIEW MY REPORTS

ACTION ICON INDEX FOR THE TABLE BELOW:

 EDIT

 PRINT

 SUBSEQUENT REPORT



 PAY

 DELETE

1 of 1 (1 records total)

Previous Next

Page Size 20

ID	Parent Application Id	Organization Name	Name	Closing Date	Fiscal Year	Status	Actions
APP-330699	APP-330643	OEDIT	Meeting & Events Incentive Final Report			Draft	  

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

EDIT/VIEW MY REPORTS

ACTION ICON INDEX FOR THE TABLE BELOW:

 EDIT

 PRINT

 SUBSEQUENT REPORT

 PAY

 DELETE

1 of 1 (1 records total)

Previous Next

Page Size 20

ID	Parent Application Id	Organization Name	Name	Closing Date	Fiscal Year	Status	Actions
APP-330699	APP-330643	OEDIT	Meeting & Events Incentive Final Report			Draft	  

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