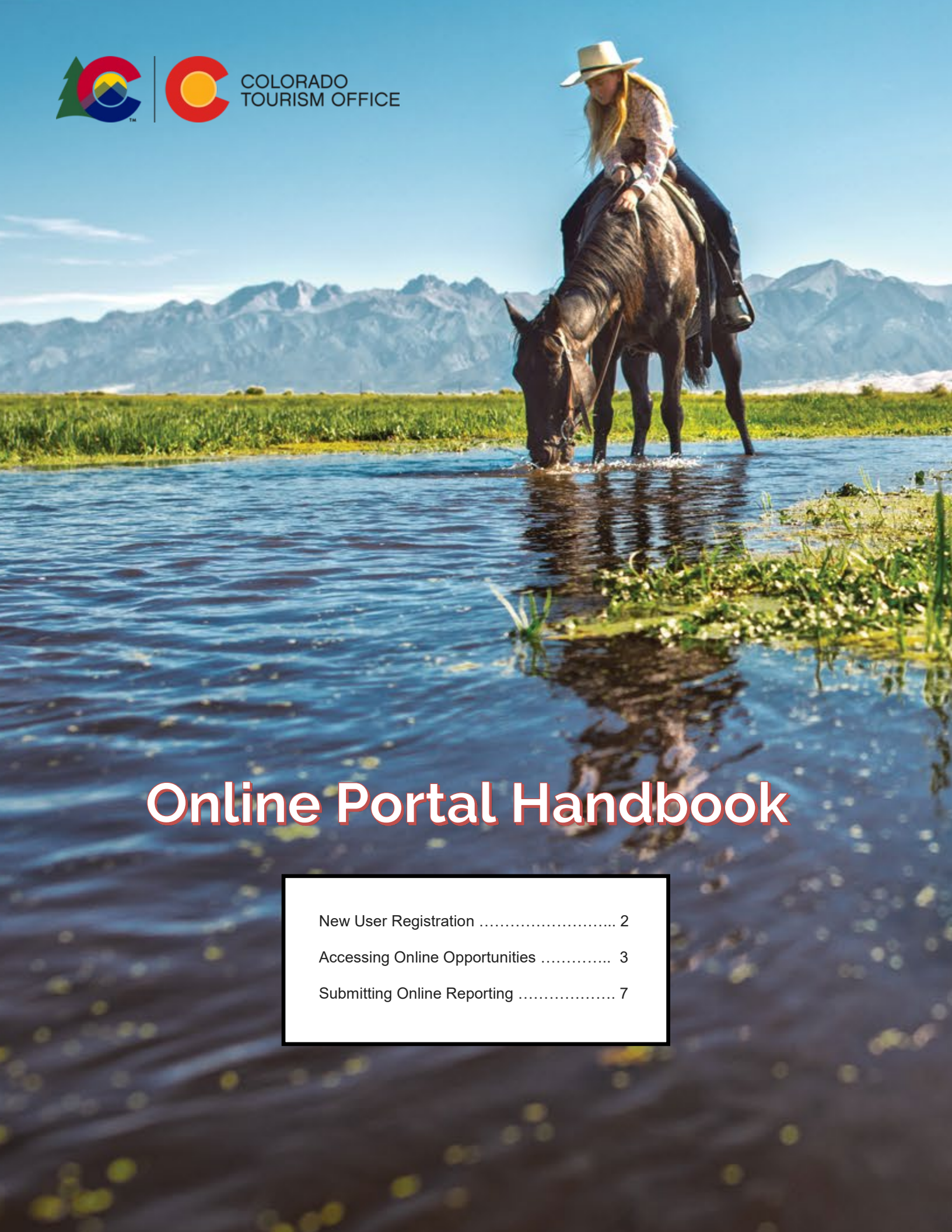
COLORADO
TOURISM OFFICE



Online Portal Handbook

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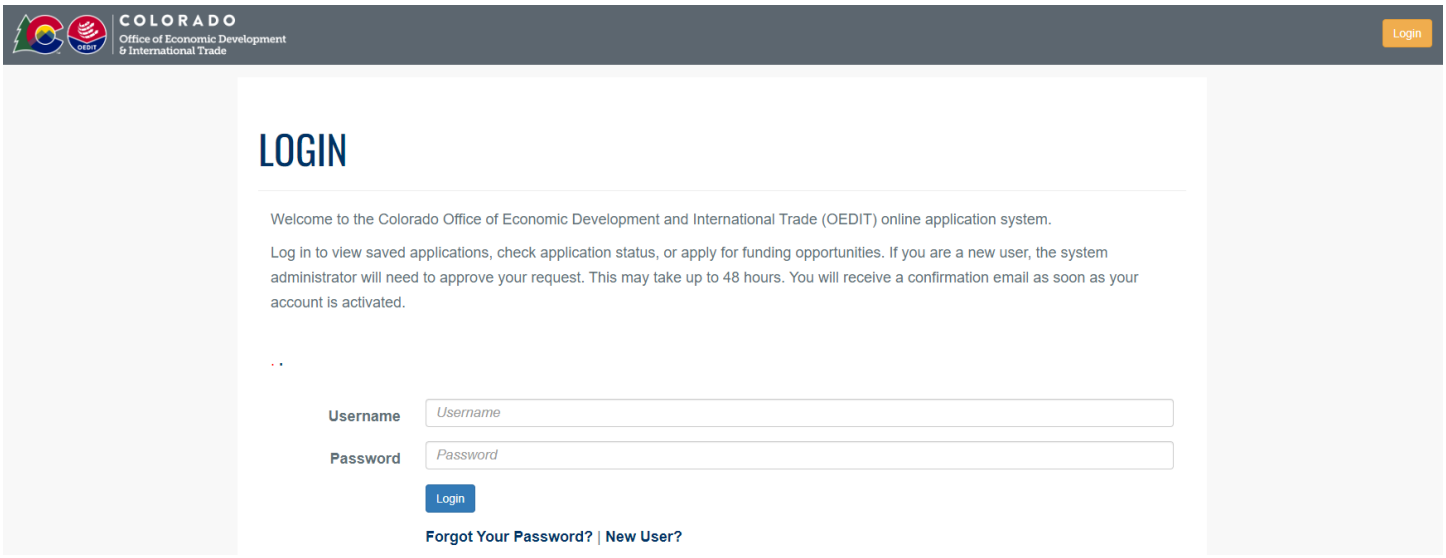
The Colorado Tourism Office provides support to our partners through a variety of opportunities from educational to funding (grants and scholarships). All opportunities can be accessed utilizing the OEDIT online portal. Detailed instructions for accessing the opportunities can be found below.

New User Registration

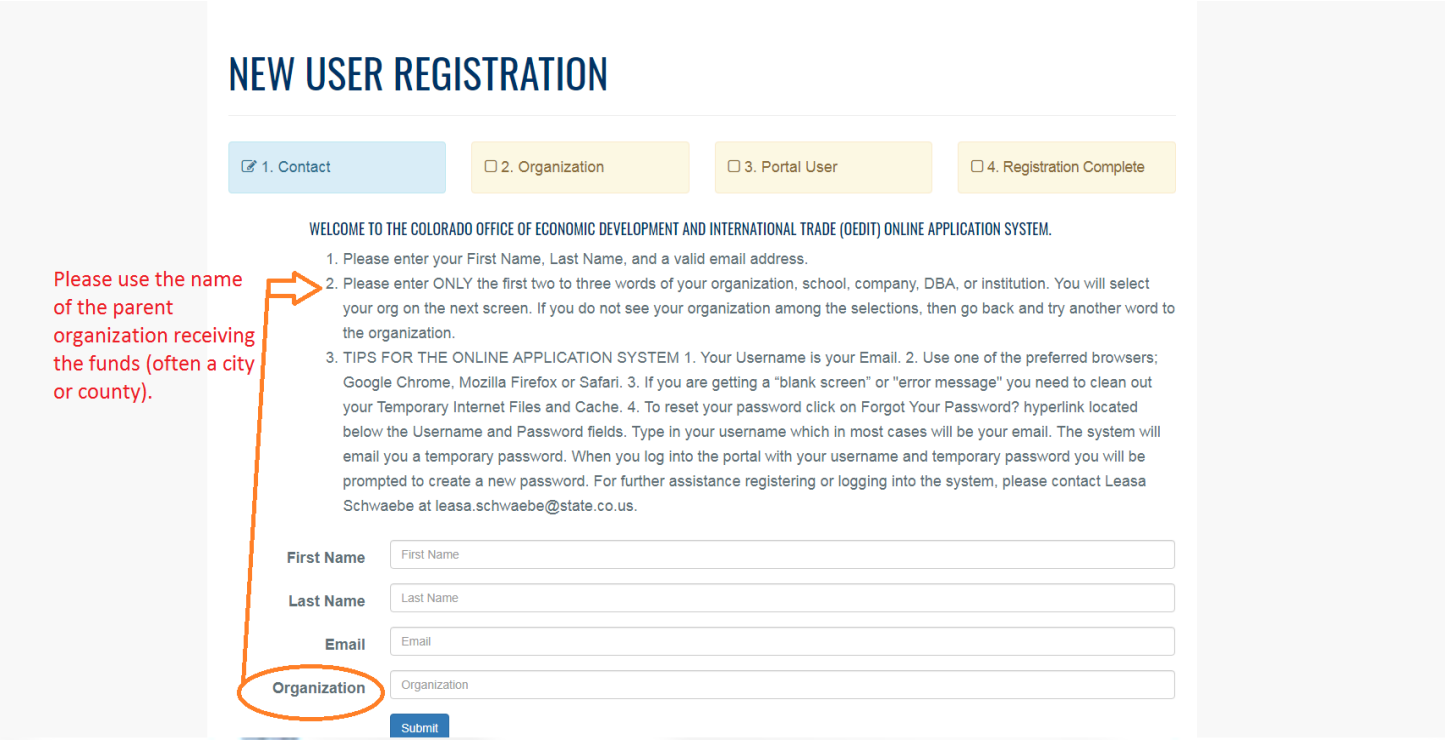
STEP 1: Go to the OEDIT online portal (https://oedit.secure.force.com/oedit/). We suggest you use the following browsers: Chrome or Mozilla Firefox.



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

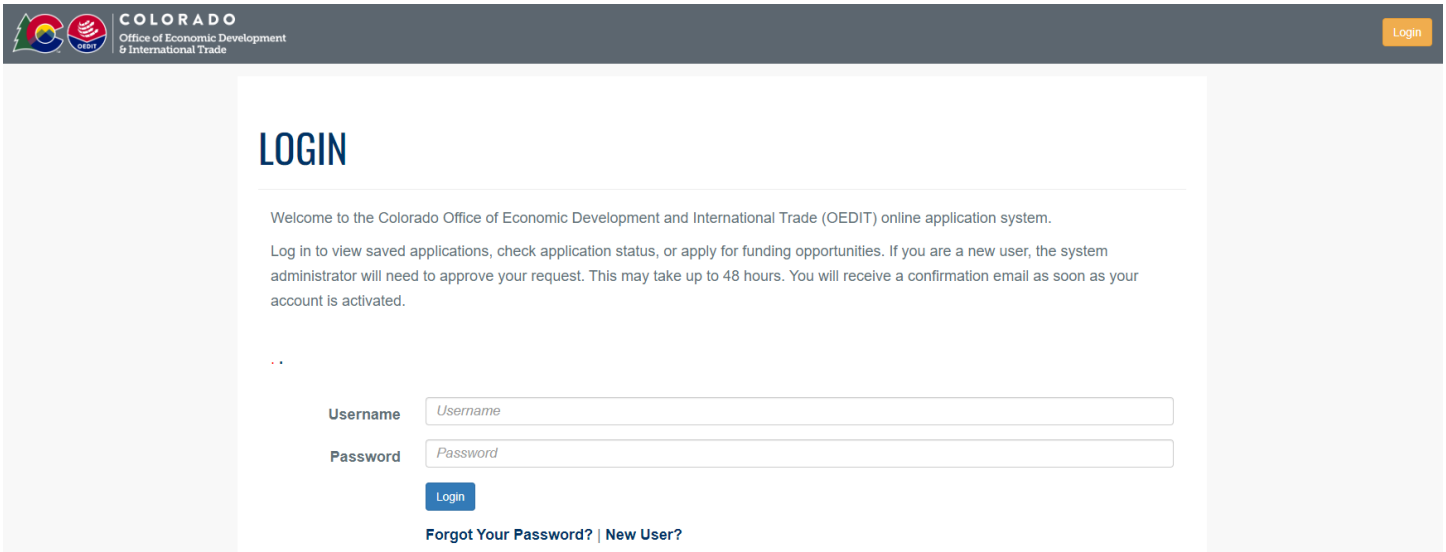
NOTES:

- **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.
- 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

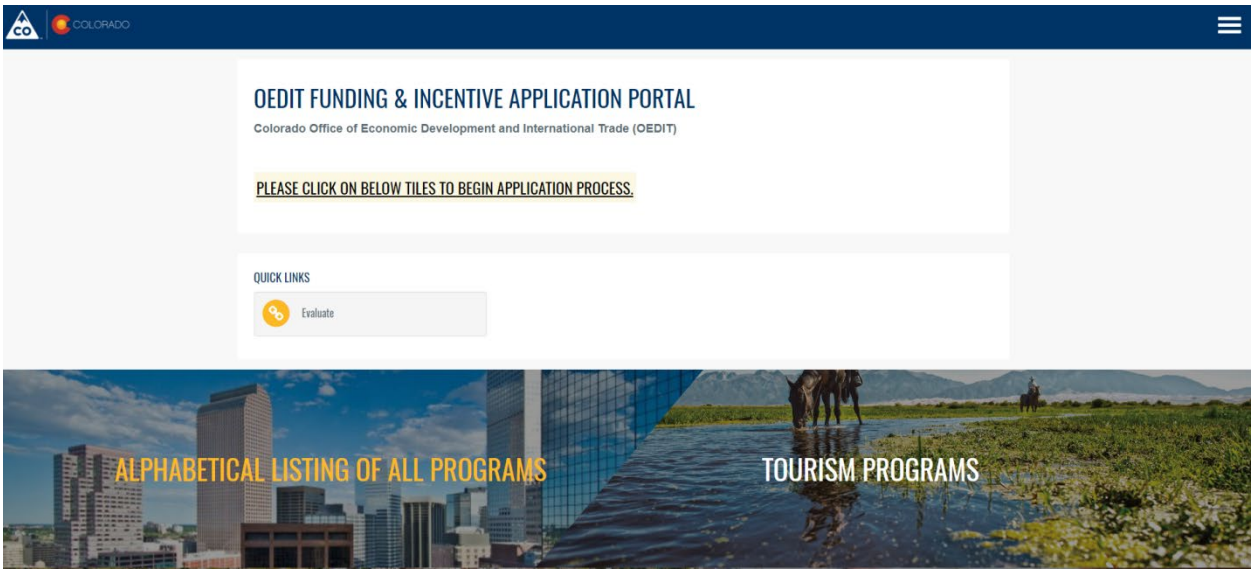
STEP 1: Go to the OEDIT online portal (https://oedit.secure.force.com/oedit/). We suggest you use the following browsers: Chrome or Mozilla Firefox.



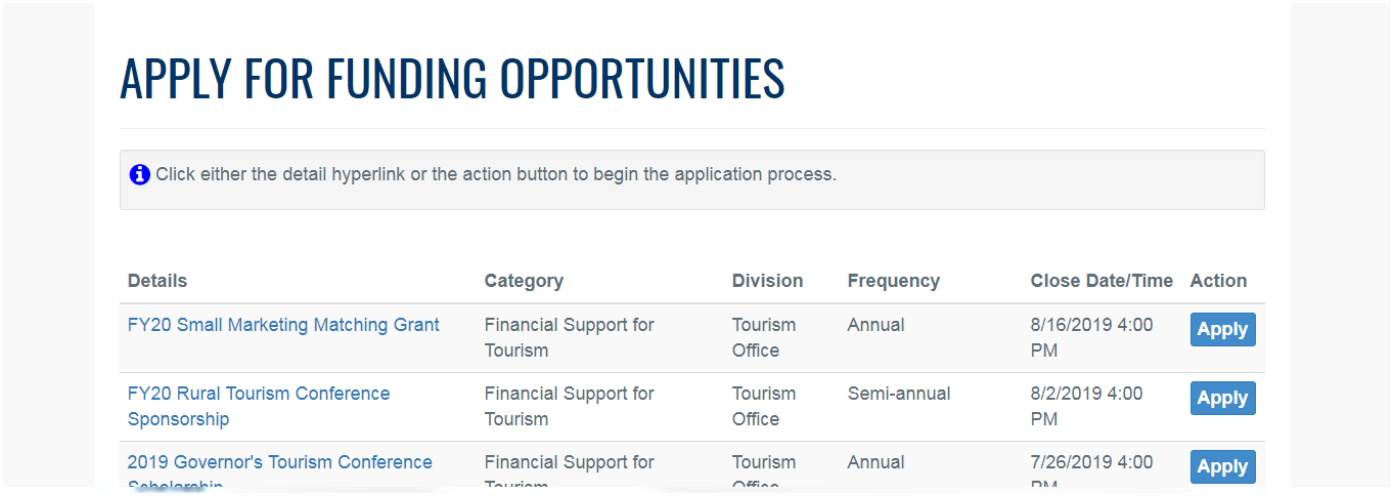
STEP 2: Log-in using your username and password at https://oedit.secure.force.com/oedit/. If you forgot your password, click "Forgot Password?" for a new one to be generated.

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.

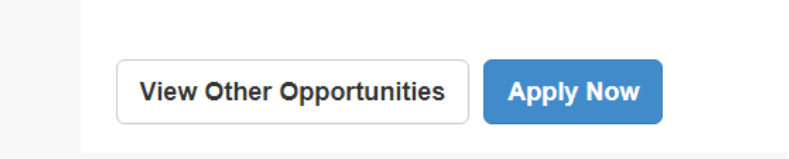


STEP 4: On the "Tourism Programs" page, scroll down to "Apply for Opportunities" in order to access an opportunities' online application. Click on the name of the opportunity for which you want to apply or click on the blue APPLY button.

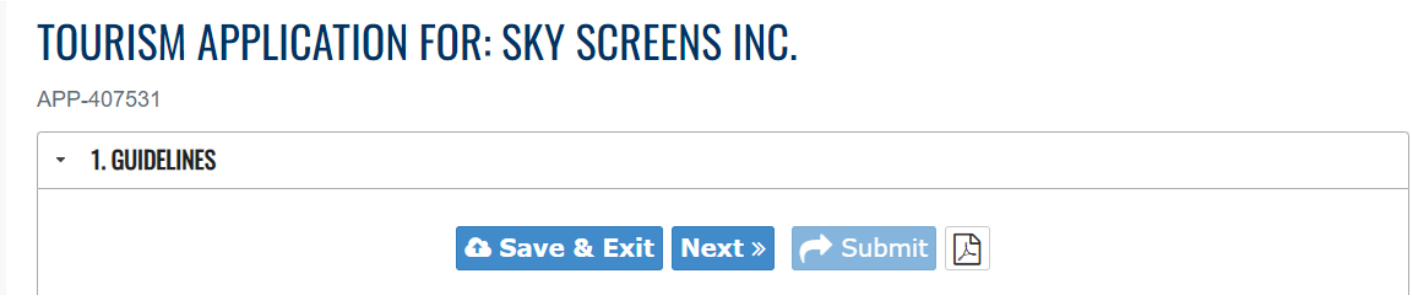


STEP 5: Click the blue Apply button to access the application you want. (see image above)

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



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

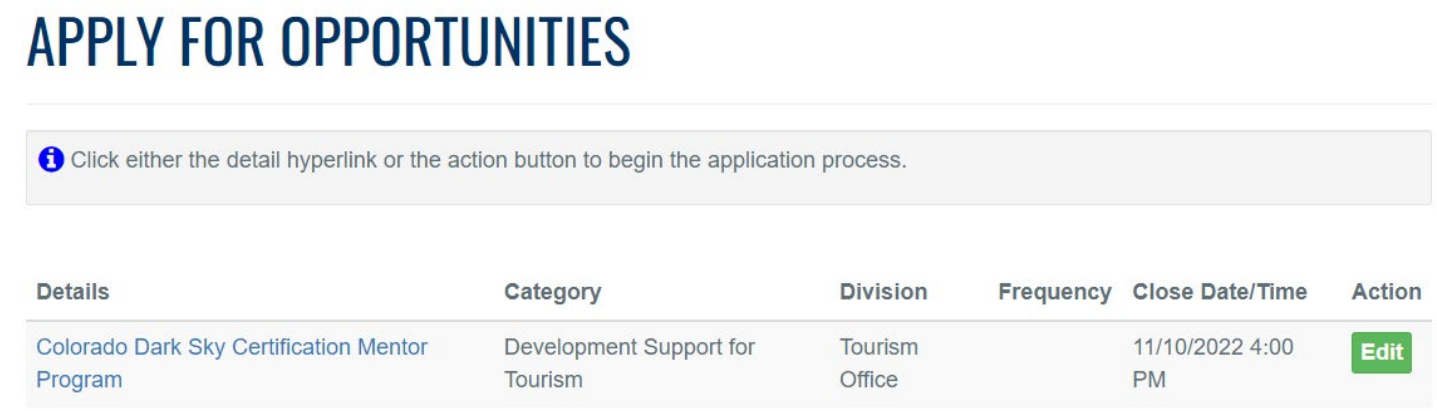


STEP 8: Click on “Submit” when your application is complete.

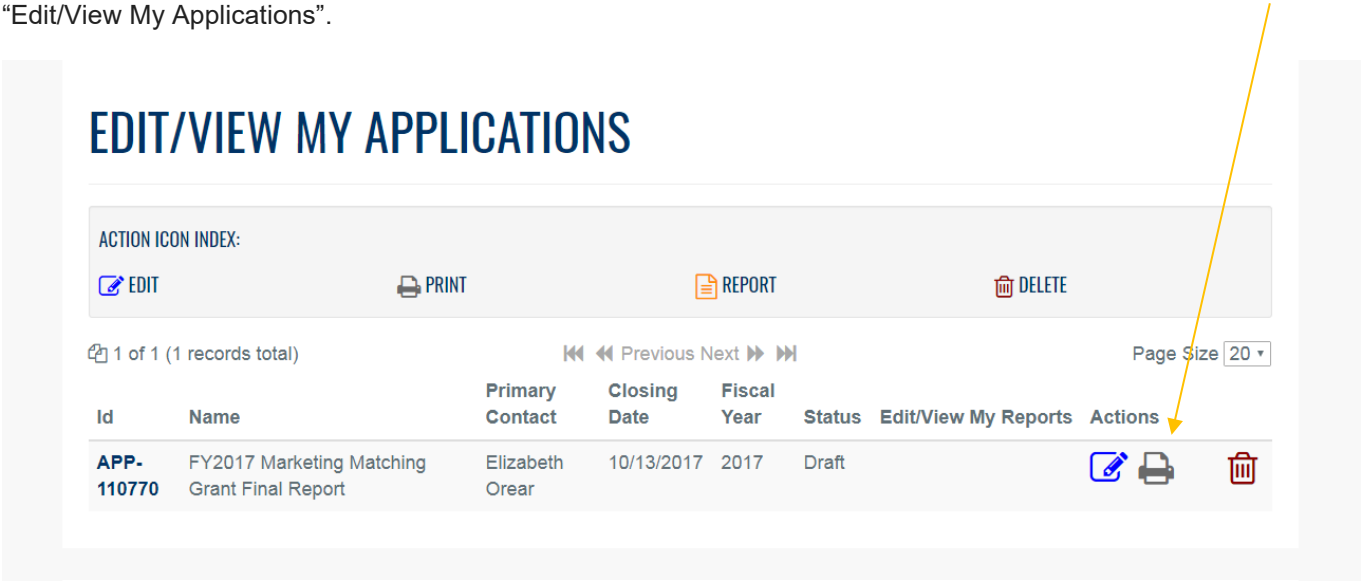
NOTES:

- 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.

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

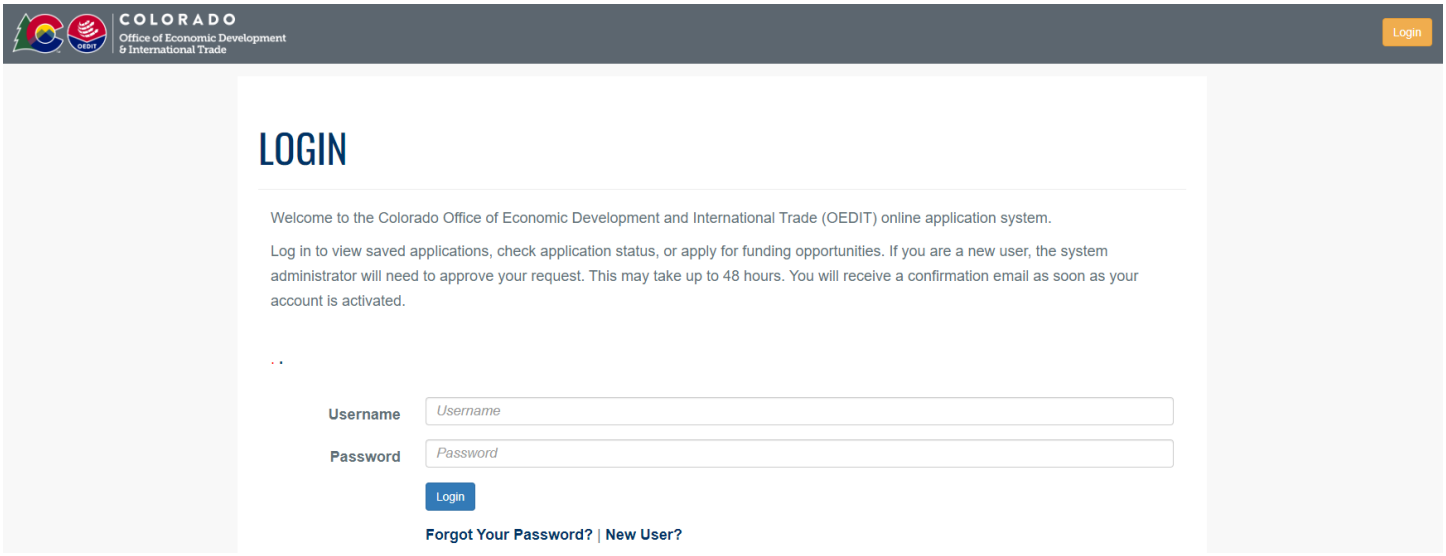


STEP 10: To print or view your entire application, scroll past “Apply for Opportunities” and click the printer icon under “Edit/View My Applications”.



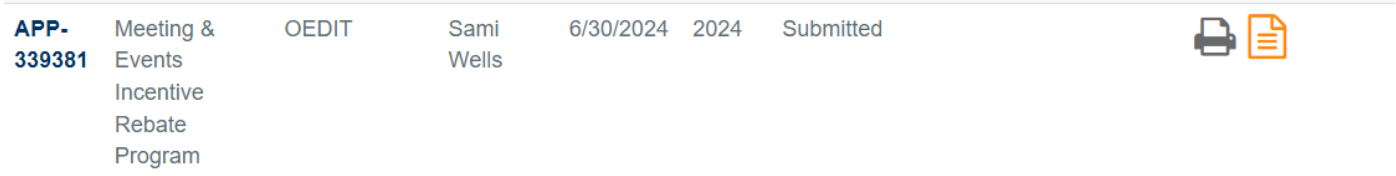
Accessing Online Reports

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

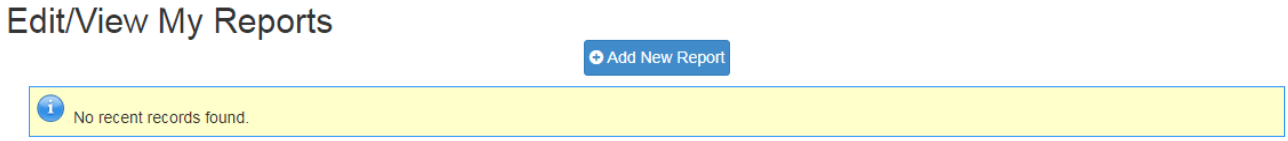


STEP 2: Click on the "Tourism Programs" tile to access applications for available opportunities and submit reports.

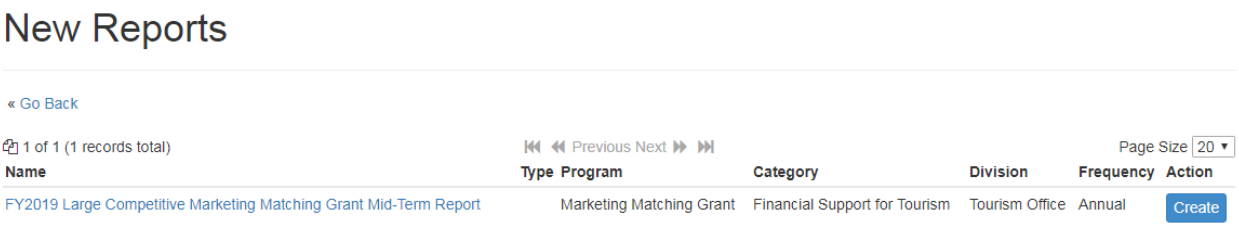
STEP 3: On the "Tourism Programs" page, scroll down to "Edit/View My Applications and Create Reports" and click on the orange icon next to the opportunity being reported on.



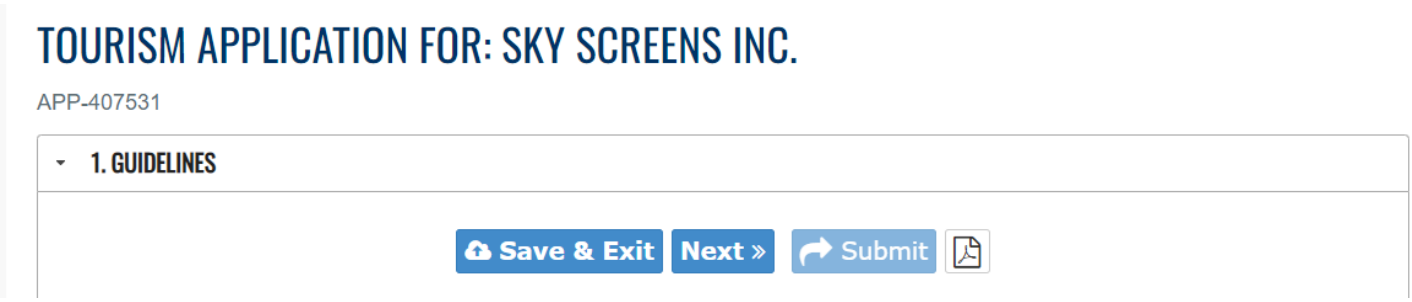
STEP 4: On the Application detail page click "Add New Report" and then follow the instructions.



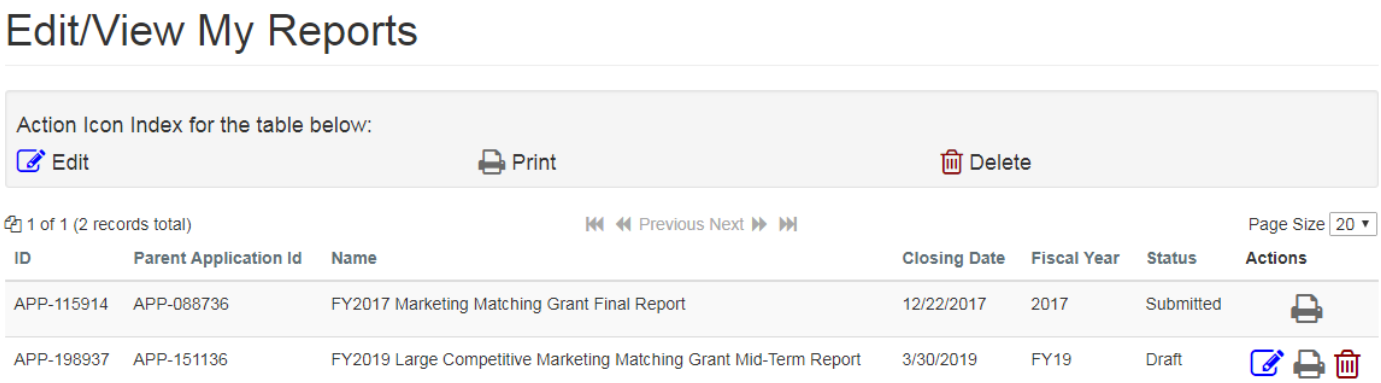
STEP 5: On the New Reports detail page click “Create” and then follow the instructions for the report to be created.



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.



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.”



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.