

# Appendix C: Instructions on Completing the Single Application

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To complete the online single application, visit [www.newPA.com](http://www.newPA.com), select “Single Application Sign In” then click “Go to Single Application”. You will need a login and password (if you have completed a Single Application in the past you should be able to use the same login name and password). **NOTE:** *All fields indicated with a red diamond must be completed.*

## **I. Complete Account Information**

## **II. Begin a New Application**

Project Name: Feature Film - indicate name of project

Do you need help selecting your program - No

Click “create a new application”

## **III. Select Program**

Program Name: Film Tax Program

Click on “search”

Click on “apply”

## **IV. Company Information**

Click on “use account info” and complete other required fields

## **V. Project Overview**

## **VI. Project Site Location(s)**

Provide your complete address, municipality, PA House and Senate # and US Congressional #.

## **VII. Project Narrative**

Provide a brief description in response to the questions asked.

## **VIII. Program Budget**

Click on “Spreadsheet”

Indicate the total amount requested in the total line under column headed “Film Tax Credit Program”

## **IX. Basis of Cost**

Select budget justification

## **X. Budget Narrative**

## **XI. Program Addendum**

Click on box

## **XII. Submit Application**