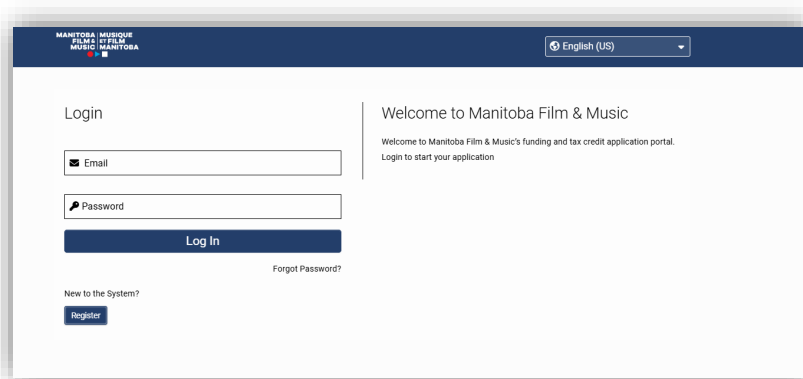


Manitoba Indigenous Short Film Fund SmartSimple Registration & Application Guide

This guide provides step-by-step instructions for creating a Manitoba Film & Music (MFM) SmartSimple portal account and accessing the Manitoba Indigenous Short Film Fund application.

1. Access the Manitoba Film & Music Online Portal

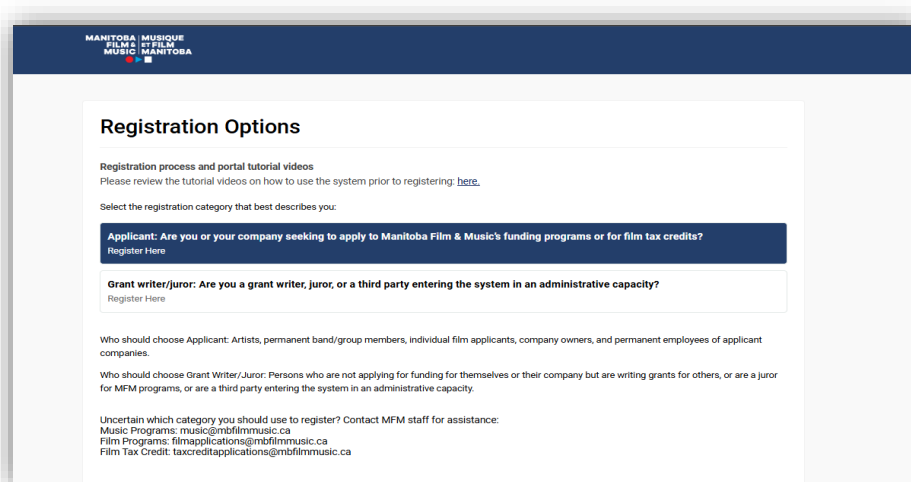
When you arrive at the Manitoba Film & Music SmartSimple login page, select the “Register” button to begin creating your account profile within the system.



The screenshot shows the login page for the Manitoba Film & Music SmartSimple portal. At the top left is the logo, and at the top right is a language dropdown menu set to "English (US)". The main content area is split into two columns. The left column is titled "Login" and contains an "Email" input field, a "Password" input field, a "Log In" button, and a "Forgot Password?" link. Below this is a "New to the System?" section with a blue "Register" button. The right column is titled "Welcome to Manitoba Film & Music" and contains a welcome message: "Welcome to Manitoba Film & Music's funding and tax credit application portal. Log in to start your application."

2. Select Applicant

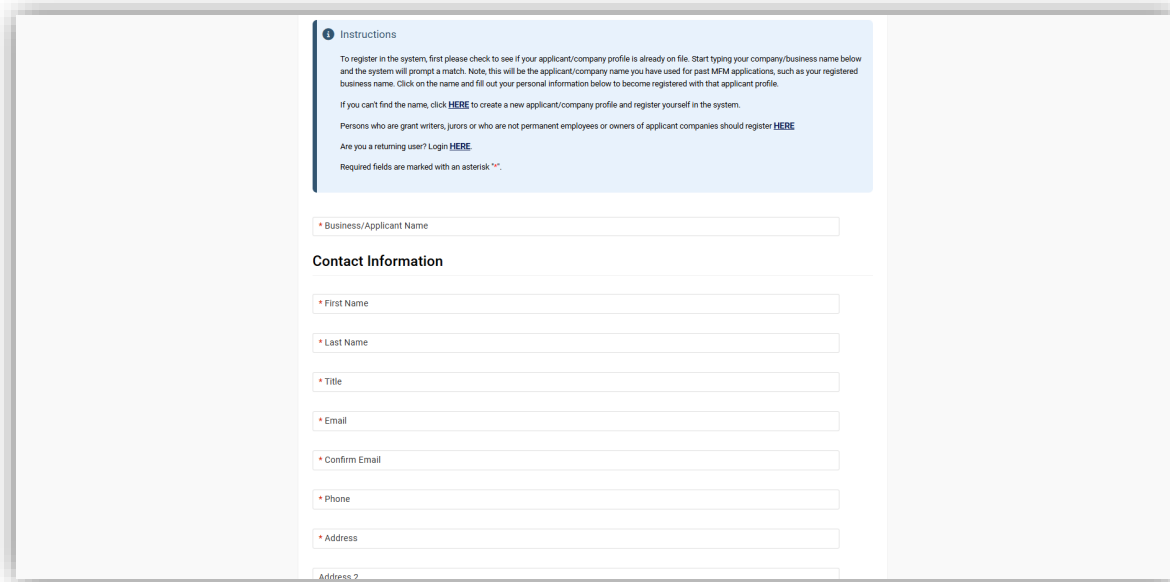
You will be asked to identify the type of account you are creating. Select “Applicant”.



The screenshot shows the "Registration Options" page. At the top left is the logo. Below the header, there is a section titled "Registration process and portal tutorial videos" with a link to "here". A prompt asks the user to "Select the registration category that best describes you:". There are two main options, each with a "Register Here" button: "Applicant: Are you or your company seeking to apply to Manitoba Film & Music's funding programs or for film tax credits?" and "Grant writer/Juror: Are you a grant writer, juror, or a third party entering the system in an administrative capacity?". Below these options, there is explanatory text: "Who should choose Applicant: Artists, permanent band/group members, individual film applicants, company owners, and permanent employees of applicant companies." and "Who should choose Grant Writer/Juror: Persons who are not applying for funding for themselves or their company but are writing grants for others, or are a juror for MFM programs, or are a third party entering the system in an administrative capacity." At the bottom, there is a note: "Uncertain which category you should use to register? Contact MFM staff for assistance:" followed by contact information for Music Programs, Film Programs, and Film Tax Credit.

3. Returning Applicants

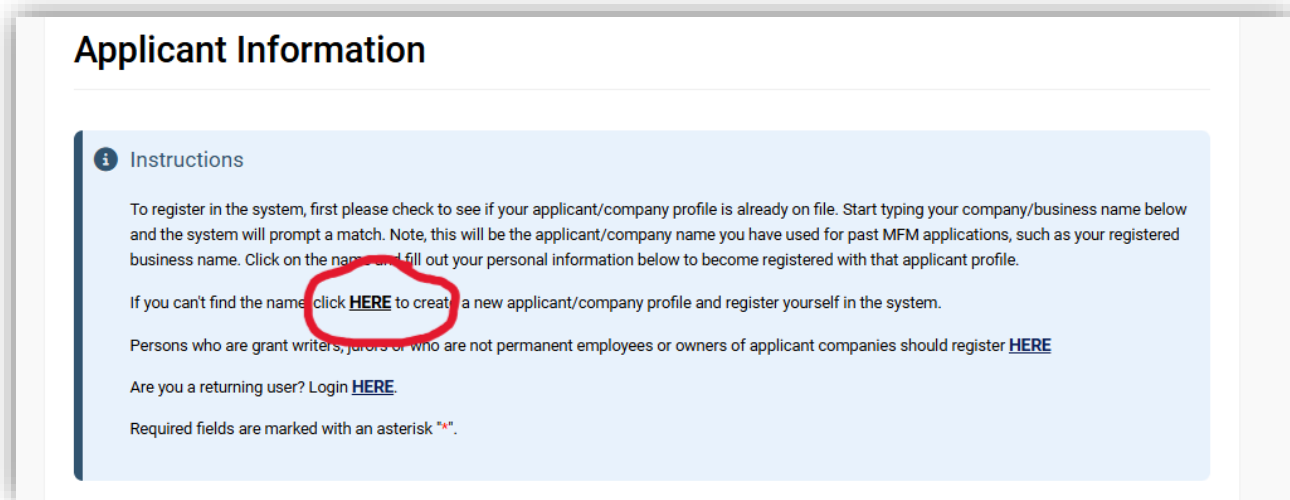
If you or your organization have previously applied to MFM programs, search for your existing organization or applicant name to connect your account profile.



The screenshot shows a registration form with a light blue header section titled "Instructions". Below the instructions, there is a search field for "Business/Applicant Name". The form then lists "Contact Information" fields: "First Name", "Last Name", "Title", "Email", "Confirm Email", "Phone", and "Address". Each field has a red asterisk indicating it is required. The "Address" field is partially visible at the bottom.

4. New Applicants

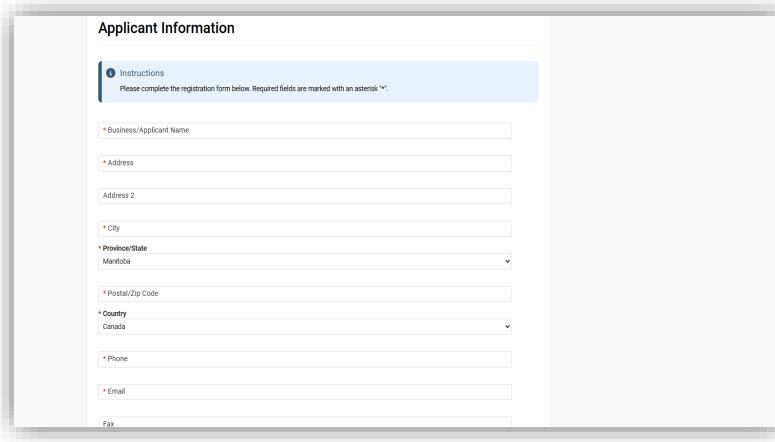
If you are brand new to the SmartSimple system and cannot locate your name or organization, select the "HERE" link under the instructions section to create a new applicant/company profile.



The screenshot shows the "Applicant Information" section. It features a light blue header with an information icon and the title "Instructions". The text below explains the registration process and includes a red circle around the word "HERE" in the sentence: "If you can't find the name, click **HERE** to create a new applicant/company profile and register yourself in the system." Other text includes: "Persons who are grant writers, jurors or who are not permanent employees or owners of applicant companies should register [HERE](#)" and "Are you a returning user? Login [HERE](#)." The footer of the section states: "Required fields are marked with an asterisk '*'."

5. Complete Registration Information

Enter your information beginning with the “Business/Applicant Name” field at the top of the page. This is the name/organization your application will be associated with for all MFM programs. Please complete all required contact information fields including your address, city, phone number, and email.

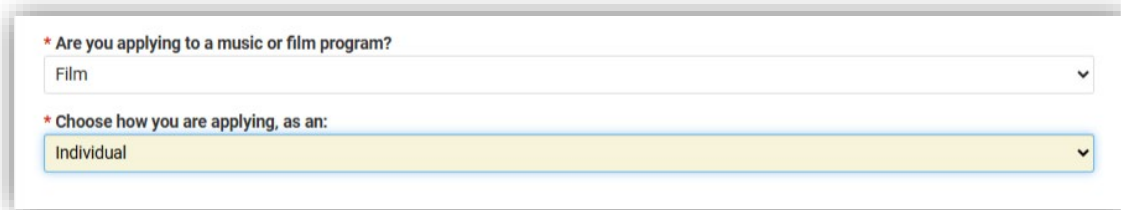


The screenshot shows a registration form titled "Applicant Information". At the top, there is an "Instructions" box that says "Please complete the registration form below. Required fields are marked with an asterisk *". Below this, the form contains several input fields, each with a red asterisk indicating it is required: "Business/Applicant Name", "Address", "Address 2", "City", "Province/State" (with a dropdown menu showing "Manitoba"), "Postal/Zip Code", "Country" (with a dropdown menu showing "Canada"), "Phone", "Email", and "Fax".

6. Select Film Program

Under the field labeled “Are you applying to a music or film program?”, ensure that you select “Film”. A secondary dropdown menu will then appear asking how you intend to apply. For most **Manitoba Indigenous Short Film Fund** applicants, “Individual” will likely be the most appropriate selection. Choose one member of your team to be the lead applicant.

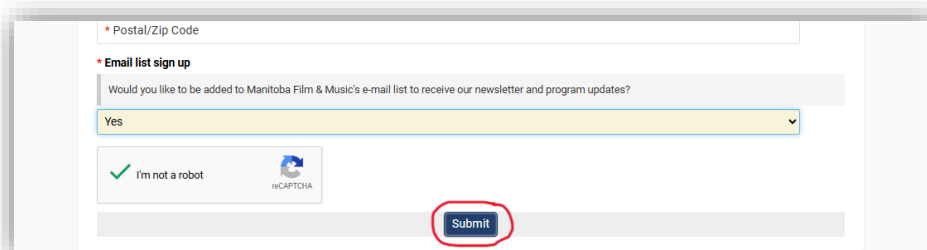
If you already have a registered business or incorporated company, select “Corporation”.



The screenshot shows two dropdown menus. The first is labeled "* Are you applying to a music or film program?" and has "Film" selected. The second is labeled "* Choose how you are applying, as:" and has "Individual" selected.

7. Submit Your Registration

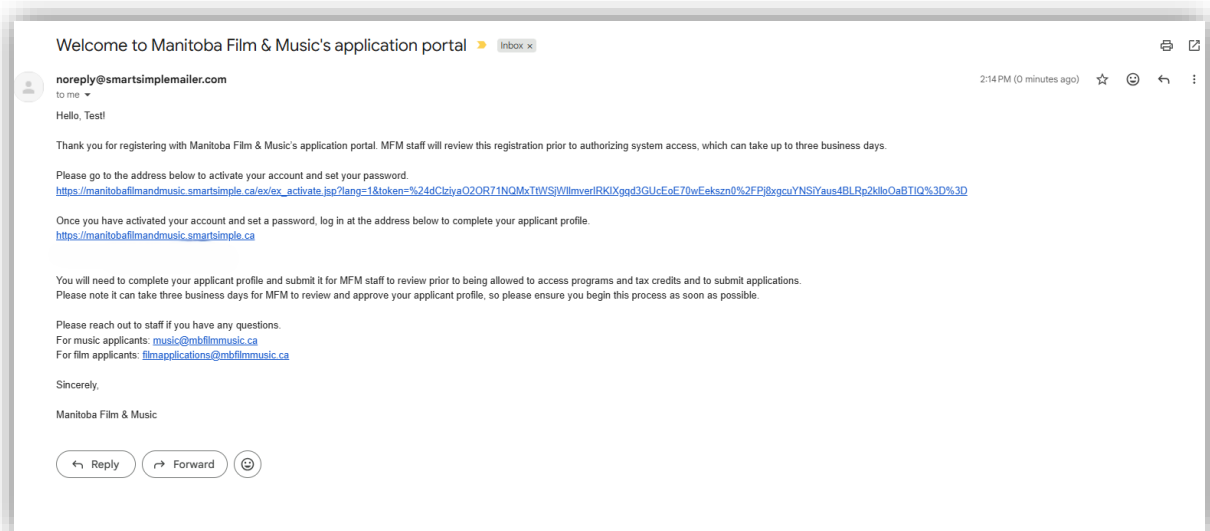
Once all required information has been completed, select “Submit” to create your account request within the SmartSimple system.



The screenshot shows the final part of the registration form. It includes a "Postal/Zip Code" field, an "Email list sign up" section with a dropdown menu set to "Yes", and a reCAPTCHA widget with the text "I'm not a robot". At the bottom, a "Submit" button is highlighted with a red circle.

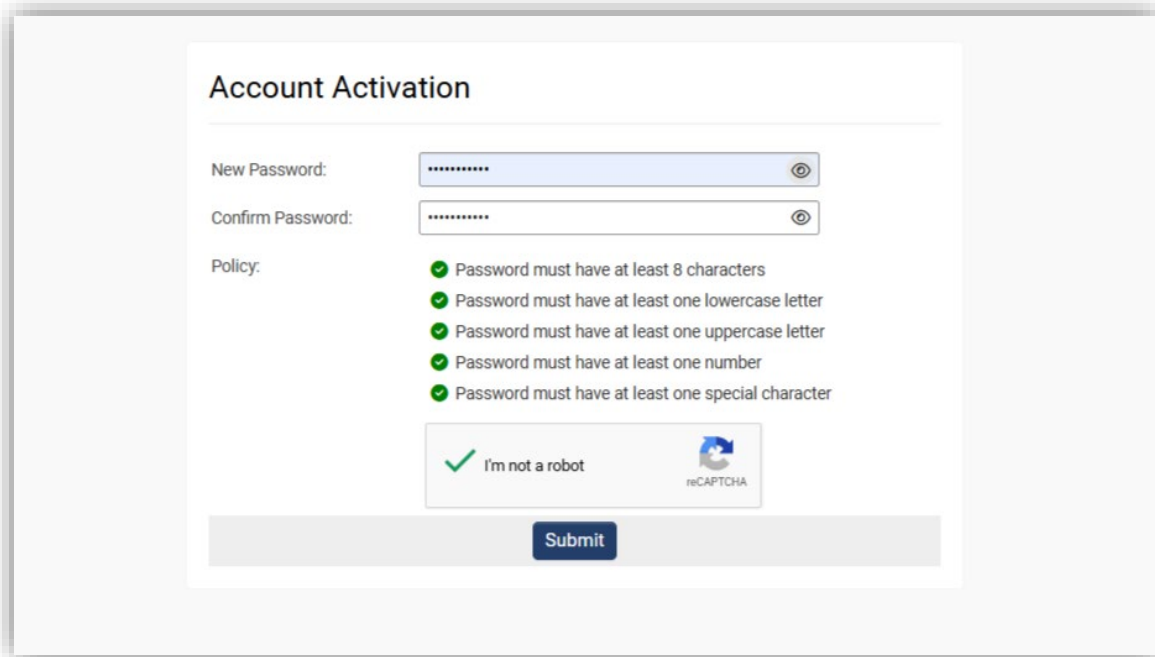
8. Verify Your Email & Create Password

After submitting your registration, you will receive an automated email prompting you to verify your account and create your password.



9. Set Up Your Password

Create and confirm your password to continue with your account setup process.




Account Activation

New Password:

Confirm Password:

Policy:

- ✔ Password must have at least 8 characters
- ✔ Password must have at least one lowercase letter
- ✔ Password must have at least one uppercase letter
- ✔ Password must have at least one number
- ✔ Password must have at least one special character

✔ I'm not a robot 

Submit

10. Multi-Factor Authentication

For additional account security, you will also be required to set up multi-factor authentication before gaining access to the system.

Multi-Factor Authentication

✓ Verification code sent by email to t*****@gmail.com. If you do not see the email, check your junk/spam folder.

Resend Code by Email Send Code by Text Message Verification Code:

Remember this device

Cancel Submit

11. Await MFM Approval

Once your registration has been completed, your account will be manually reviewed and approved by MFM staff. **** The registration process can take up to five business days to complete. Please make sure you start the process well in advance of any relevant deadlines or eligibility dates for your project. ****

While awaiting approval, your homepage will indicate that your profile is currently under review.

WELCOME TO MFM'S APPLICATION PORTAL

Please select from the program types below to start an application. Reach out to staff if you have any questions: filmapplications@mbfilmusic.ca or music@mbfilmusic.ca

Your Personal Profile has not yet been Authorized.

Applicant Profile

MFM PROGRAMS

MY APPLICATIONS

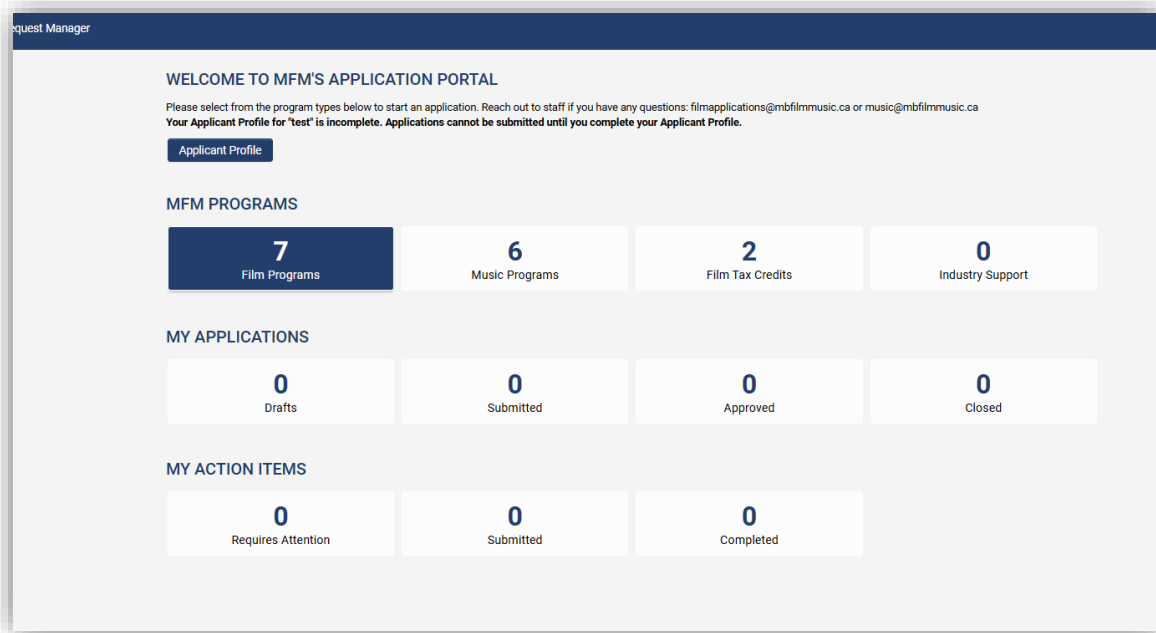
| | | | |
|----------|-------------|------------|----------|
| 0 Drafts | 0 Submitted | 0 Approved | 0 Closed |
|----------|-------------|------------|----------|

MY ACTION ITEMS

| | | |
|----------------------|-------------|-------------|
| 0 Requires Attention | 0 Submitted | 0 Completed |
|----------------------|-------------|-------------|

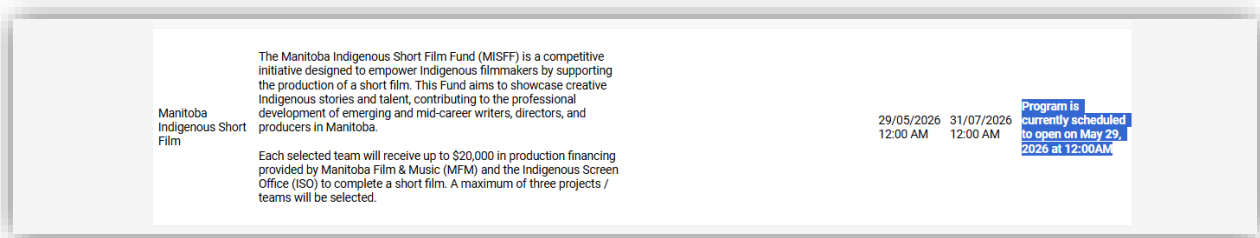
12. Access Film Programs

After approval, log into the SmartSimple portal and navigate to the “Film Programs” section located in the top-left area of the homepage.



13. Start Your Application

Locate the **Manitoba Indigenous Short Film Fund** and select “Apply Now”. Once the application opens, immediately click “Save Draft” to ensure all required fields and sections properly load into the application form.



14. Completing & Submitting Your Application

Please complete all required application fields for the **Manitoba Indigenous Short Film Fund**.

Once your application is fully completed and all required materials have been uploaded, submit your application to Manitoba Film & Music using the “Submit” button.

If you have any questions during the registration or application process, please contact:

Isabella Harrison - Film Programs & Tax Credit Administrator

filmapplications@mbfilmusic.ca | 204-272-6136