



**SOD@ccès**

# Users Guide

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## 1 SOD@CCÈS OVERVIEW

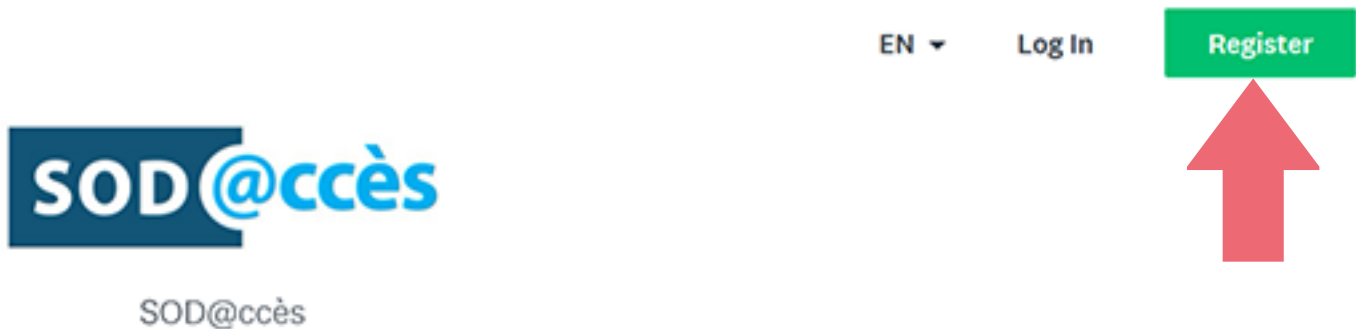
Welcome to SOD@ccès, SODEC's new digital filing portal. All tax credit applications for film and television production services must now be filed on this portal. Built using the SM Apply platform, SOD@ccès allows users to file applications by completing forms online and attaching required documents set out in a list of tasks.

Since March 19, 2019, the refundable tax credit program for film and television production services has been available on SOD@ccès.

## 2 REGISTERING AND CONFIGURING AN ORGANIZATION

### 2.1 REGISTRATION

Before filing an application, you must first register on the portal. Go to the [Refundable Tax Credit for Film Production Services](#) page, follow the [SOD@ccès](#) link and click **Register** on the home page.



While the platform allows users to register through Facebook, Twitter or a Google account, we ask that you to register as an **organization**. This option allows you to add an organization to your account as soon as you are registered. Once you have entered the information required to create a profile, you need to enter information about the organization.

Note: Whatever type of registration you select, you can add organizations to your account at any time. You must enter at least one organization to your account before filing an application for a tax credit.

Select **Register as an organization** and enter your profile information.

Register for an applicant account

Register with

OR

Register as an individual  Register as an organization

First name


Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

Je ne suis pas un robot 

After confirming that you are not a robot, click **CREATE ACCOUNT**.

Enter the information required to register your organization. **Organization name**, **Adresse courriel** (email address), **Date d'immatriculation** (date of registration) and **Fin année financière** (end of financial year) are all required fields. You must also enter the full address.

Ensure that the information provided here is identical to the information for your organization in the Enterprise Registry (REQ), if applicable.

Nom de l'organisation  
Disques Baxter inc.

Adresse (facultatif)  
215, Saint-Jacques

Ville (facultatif)  
Montréal

Pays (facultatif)  
Canada

Numéro de téléphone de l'organisation (facultatif)  
5148412200

Adresse de courriel de l'organisation (facultatif)  
info@disquesbaxter.com

Site Web (facultatif)  
www.disquesbaxter.com

01 - Province  
Québec

02 - Code postal  
H2Y 1M6

03 - Adresse courriel - doit être celle où vous souhaitez recevoir toute communication de la SODEC (programme, calendrier des dépôts, communiqués, etc.).  
jane.baxter@\*\*\*\*\*.com

04 - Numéro d'entreprise du Québec (NEQ)  
1234567890

05 - Raison sociale (facultatif)

06 - Forme juridique  
Compagnie, selon Partie 1a loi sur les compagnies, Québec

07 - Date d'immatriculation (AAAA/MM/JJ)  
2010/09/26

08 - Fin année financière (MM/JJ)  
09/30

[CONTINUER](#)

[Plus tard](#)

You can update this information at any time by editing the organization's profile.

After the registration information has been submitted, you will receive an email asking you to confirm your email address in order to complete the SOD@ccès registration. Go to your inbox and click **Confirm email address**.

If you do not receive an email, go to your junk mail box and search for a message sent by SODEC <[noreply@mail.smapply.io](mailto:noreply@mail.smapply.io)>. If you find the message, add this address to your approved sender list.

John Baxter,

Afin de compléter votre inscription sur le portail SOD@ccès ,  
veuillez confirmer votre adresse courriel en cliquant sur le lien ci-  
dessous.

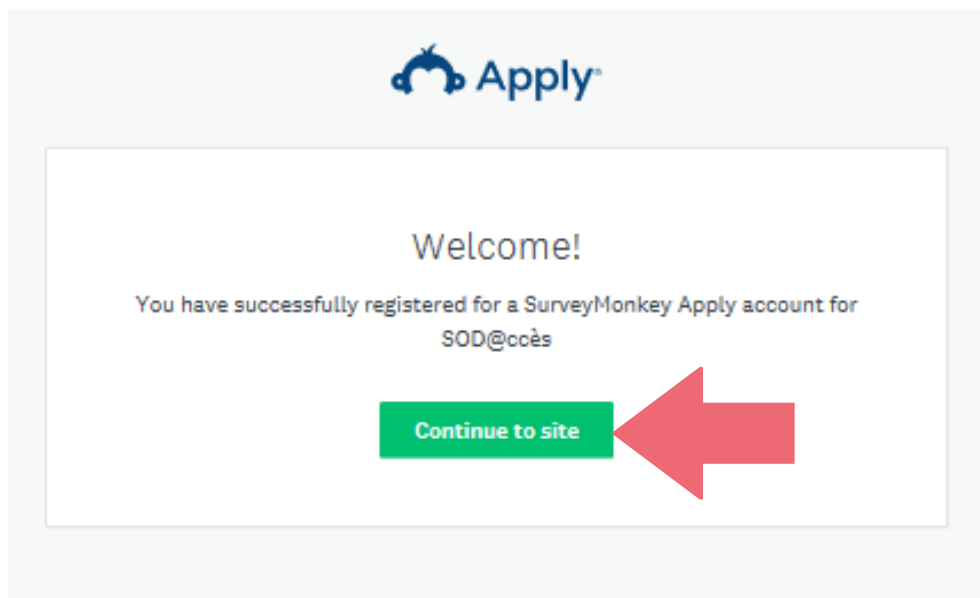
Merci



If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://apply.smapply.io/confirm/501e009a32be4446ba538e69e381006/>

When your email address has been confirmed, a new page will be displayed in your browser. Click **Continue to site** to access the portal.



## 2.2 AREAS OF INTEREST AND PREFERENCES

As a new user, you need to indicate your areas of interest and preferences in order to access specific programs that are relevant to you. Click **Afficher les programmes** (view programs), then, on the next page, **Fill out eligibility form**.



To get started, fill out your eligibility profile

Fill out eligibility form



Specify the SODEC activity sector and program area of interest to you. These choices will determine the programs available to you.

Select the **Film and Television Production** sector and choose the **Tax Credits** program option.

To create your profile, select « X » in the dropdown list for the program options associated with your activity sector, as shown in the example below, then click **Save my profile**.

**Préférences pour Organization 1**

Type de demandeur

Entreprise  Individu

Clear

Domaines d'intervention de la SODEC qui vous intéressent

Vos choix influenceront les programmes qui vous seront suggérés. Vous pourrez les modifier en tout temps.

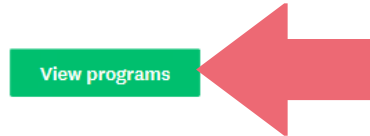
	Aide financière	Aide à l'exportation	Crédits d'impôt	Banque d'affaires
Cinéma et production télévisuelle	---	---	X	---
Livre et édition	---	---	---	---
Métiers d'art et marché de l'art	---	---	---	---
Musique et Variétés	---	---	---	---

*Note: This information can be updated at any time by editing the eligibility section of your account.*

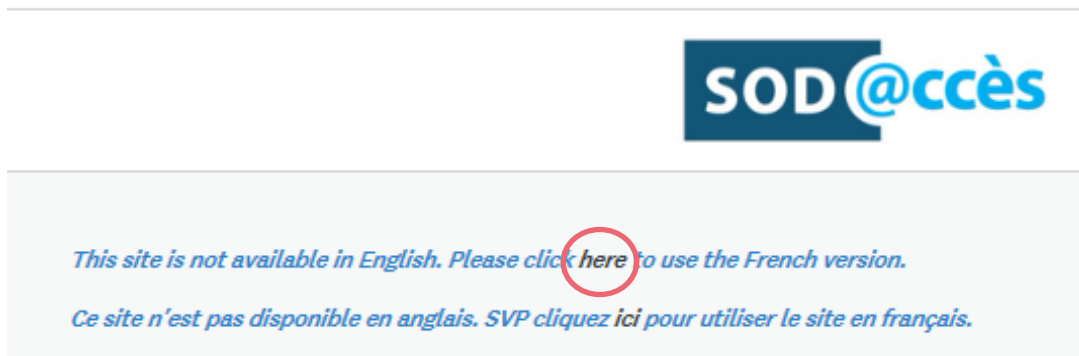
You can now access the various SODEC programs that correspond with your areas of interest. To view the list of available programs, click **View programs**.

No applications.

Please choose a program from our program listings page to get started

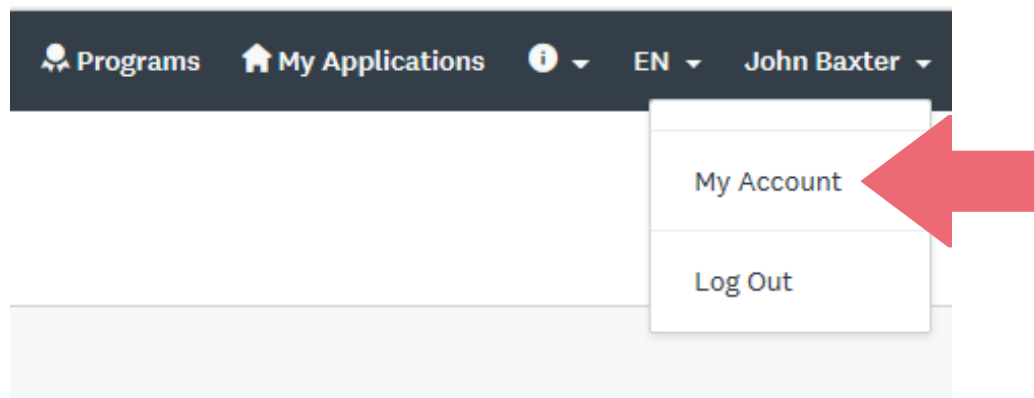


To access programs, you must select the French version of SOD@ccès by clicking the indicated link. Please note, however, that the tax incentive programs for film and television production services are available in English.



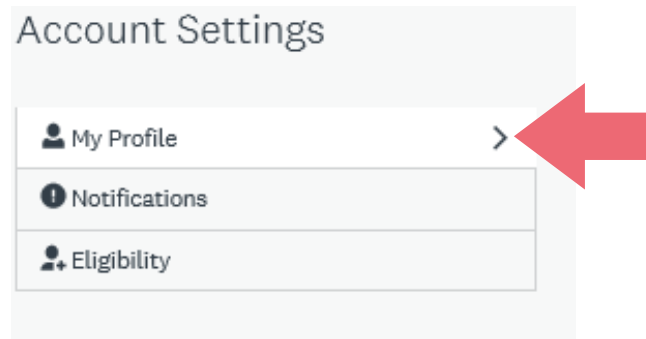
## 2.3 CONFIGURING AN ORGANIZATION

At any time, you can add one or more organizations to your account in order to file a tax credit application for film and television production services. To do so, select **My Account** in the dropdown menu at the top right of the screen.

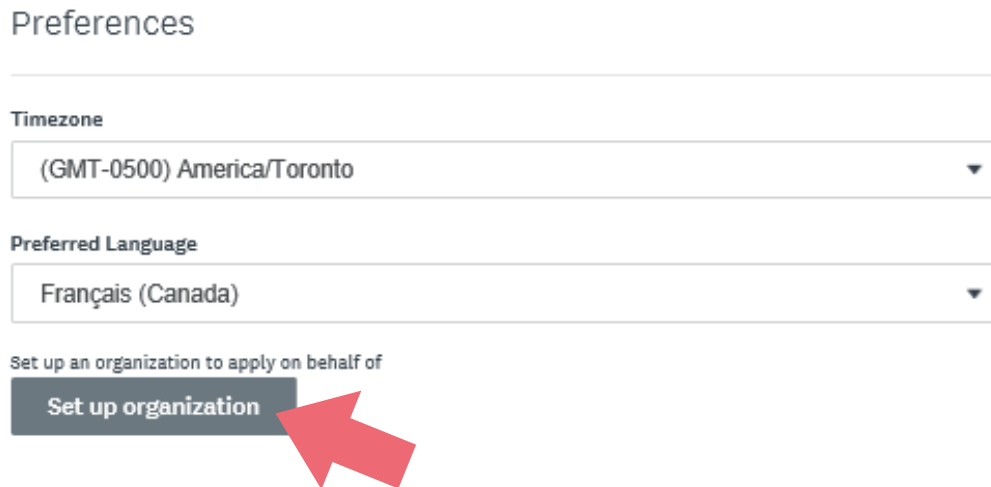




Then select **My Profile**.



In the **Preferences** section of your profile, click **Set up organization**.



Enter the information requested about your organization and click **CONTINUE**.

A screenshot of a form for entering organization information. The form has several fields:

- 03 - Adresse courriel - doit être celle où vous souhaitez recevoir toute communication de la SODEC (programme, calendrier des dépôts, communiqués, etc.): organisation1@\*\*\*\*\*.com
- 04 - Numéro d'entreprise du Québec (NEQ): 1234567890
- 05 - Raison sociale (optional): (empty field)
- 06 - Forme juridique: Compagnie, selon Partie 1a loi sur les compagnies, Québec
- 07 - Date d'immatriculation (AAAA/MM/JJ): 2001/01/01
- 08 - Fin année financière (MM/JJ): 12/31

At the bottom right, there is a green 'CONTINUE' button and a link 'I'll do this later'. A red arrow points to the 'CONTINUE' button.

*Note: Ensure that the information provided here is identical to the information in the Enterprise Registry (REQ), if applicable.*

To configure more than one organization, simply repeat this process. Each organization can have a personalized profile with respect to SODEC's various programs and activity sectors. You must complete an eligibility form for each organization you configure.

*Note: The SOD@ccès online portal does not take into account subsidiaries or other legal relationships between enterprises. You must create an organization for each subsidiary for which you wish to file an application.*

Click **Afficher les programmes** (view programs) to access a new eligibility form, then click **Continue filling out eligibility form** for the organization you just configured.



To get started, fill out your eligibility profile

Continue filling out eligibility form

Validate that you have selected the right organization and complete the eligibility form by selecting the **Film and Television Production** activity sector and **Tax Credit** program option.

### Préférences pour Organisation 1

#### Type de demandeur

Entreprise  Individu

Clear

#### Domaines d'intervention de la SODEC qui vous intéressent

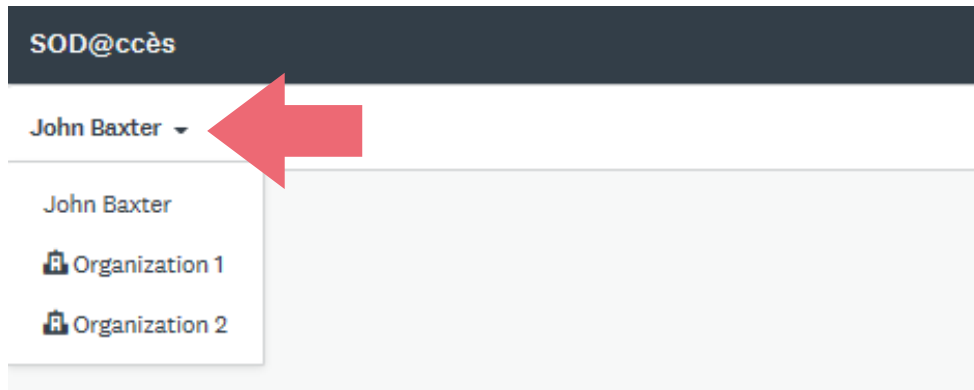
Vos choix influenceront les programmes qui vous seront suggérés. Vous pourrez les modifier en tout temps.

	Aide financière	Aide à l'exportation	Crédits d'impôt	Banque d'affaires
Cinéma et production télévisuelle	---	---	X	---
Livre et édition	---	---	---	---
Métiers d'art et marché de l'art	---	---	---	---
Musique et Variétés	---	---	---	---

## 2.4 MANAGING YOUR SOD@CCÈS ACCOUNT

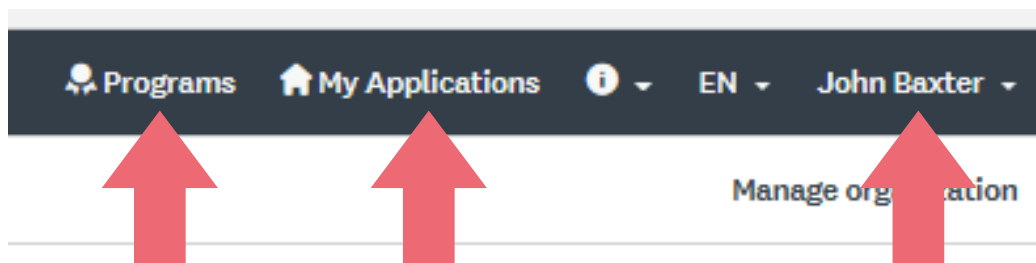
When you create a SOD@ccès account, you can add one or more organizations and manage the various applications filed for each of them. When you configure organizations, you are automatically designated the primary administrator of those organizations.

Click the dropdown list beside your name at the upper left of the screen to view the list of organizations configured in your account. Select the organization whose account you wish to manage.

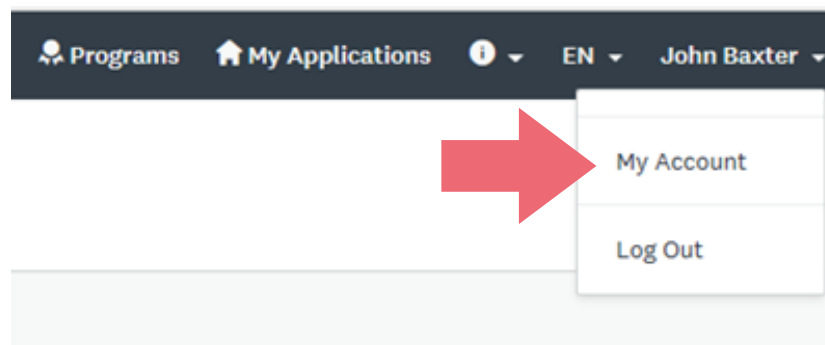


The navigation banner located at the top of the screen provides access to your:

- Programs
- Current applications
- Account settings



To access your account settings, click on your name and select **My Account** from the dropdown menu.

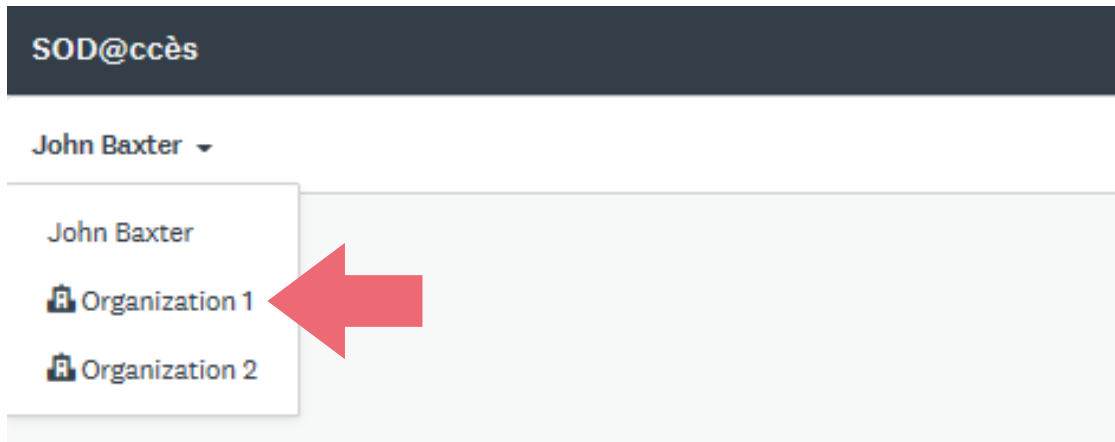


This allows you to update:

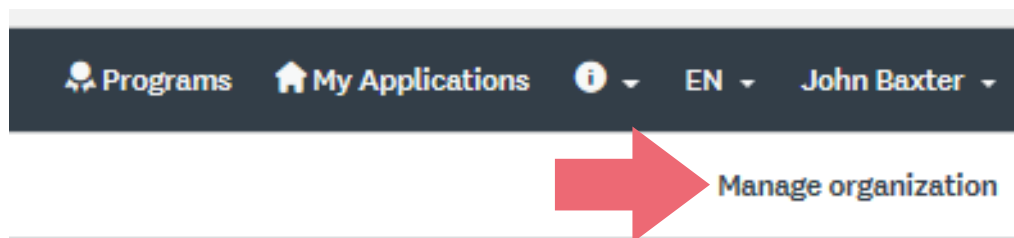
- Basic information in your profile
- Notifications you wish to receive
- Your eligibility profile

### 3 MANAGING THE APPLICANT ORGANIZATION'S PROFILE

You can manage the profile of the applicant organization at any time. To do so, select the organization concerned from the dropdown list at the upper left of the screen.



Click **Manage organization** at the top right of the page.



You can now modify or configure the organization's:

- Profile
- Members
- Teams
- Eligibility profile

### 3.1 ORGANIZATION'S PROFILE

The organization's profile contains information about the applicant.

Organization logo

Choose file... Browse

Organization information

Organization name

Organization 1

Address

215 St-Jacques

City

Montreal

Country

Canada

Organization phone number

Organization email

Website

This profile must be kept up to date as SODEC requires the most recent information about your organization.

### 3.2 MEMBERS OF THE ORGANIZATION

You can add members to an organization so that they can access and manage that organization's applications. A member who is not registered on the SOD@ccès online portal will receive an email inviting them to create an account. To launch this process, select the **Members** tab and click **Add member**.

Profile Members Teams Eligibility

0 Actions Add member Search... Q III

<input type="checkbox"/>	Name	Email	Role	Teams	Last login	Signup date	Active
<input type="checkbox"/>	JB John Baxter	isab.dupuis+johnbaxter@gmail.com	Primary administrator		Today	Yesterday	✓

Enter the required information (member's first name, last name and email address) and assign a role to the new member. A member who is designated a "non-administrator" has no rights with respect to the organization, whereas an administrator can monitor all of the organization's current applications. If the organization has teams, you can directly assign the new member to a team by selecting the **Add to team** option. If you wish to notify the member that they have been added to the organization, select the **Notify member by email that they have been added** option. To finish adding the member, click **ADD**.

Add members Import members... X

First name: Jane Last name: Baxter

Email (required): jane.baxter@\*\*\*\*\*.com

Role:

- Non-administrator
- Organization administrator
- Add to team
- Notify member by email that they have been added

CANCEL ADD

You must activate the new member before they can access the organization's content. To do so, click the three ellipsis points (...) displayed across from the member's name and select **Activate**.

Name	Email	Role	Teams	Last login	Signup date	Active
JB John Baxter	isab.dupuis+johnbaxter@gmail.com	Primary administrator		Today	Yesterday	✓
JB Jane Baxter	isab.dupuis+janebaxter@gmail.com	Administrator		No invite sent	Today	⋮

Page: 1 (1 - 2 of 2) 25

- Email
- Change team membership
- Resend invite
- Toggle role
- Activate
- Toggle site access
- Delete from organization

To transfer your primary administrator role to another member of the organization, select the **Profile** tab for your organization (section 3.1) and click **Transfer primary administrator** at the bottom of the form.

Primary organization administrator

First name: John  
Last name: Baxter

Email: isab.dupuis+johnbaxter@gmail.com

**Transfer primary administrator**

CANCEL SAVE

### 3.3 TEAMS

The SOD@ccès online portal can be used to create teams within an organization in order to manage the membership. To do this, select the **Teams** tab and click **Create team**.

Profile Members **Teams** Eligibility

0 Actions **Create team** Search... Q III

Name	# of members
------	--------------

Give the team a name and click **OK**.

Create team

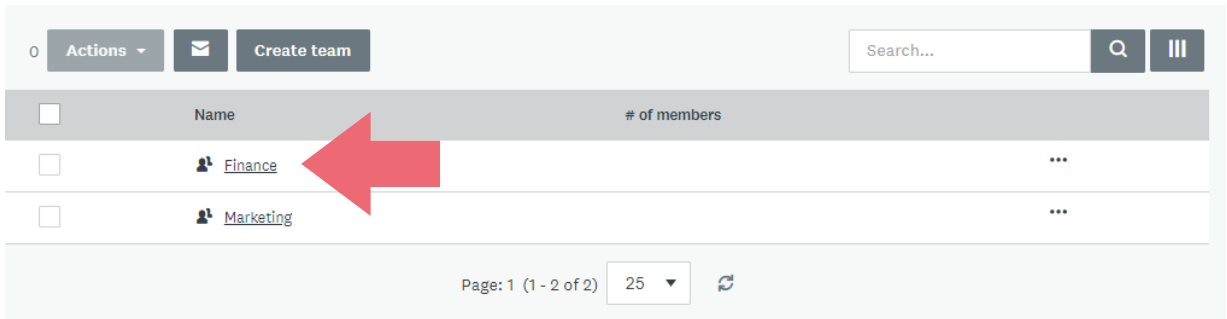
Enter a name for the new team

Finance

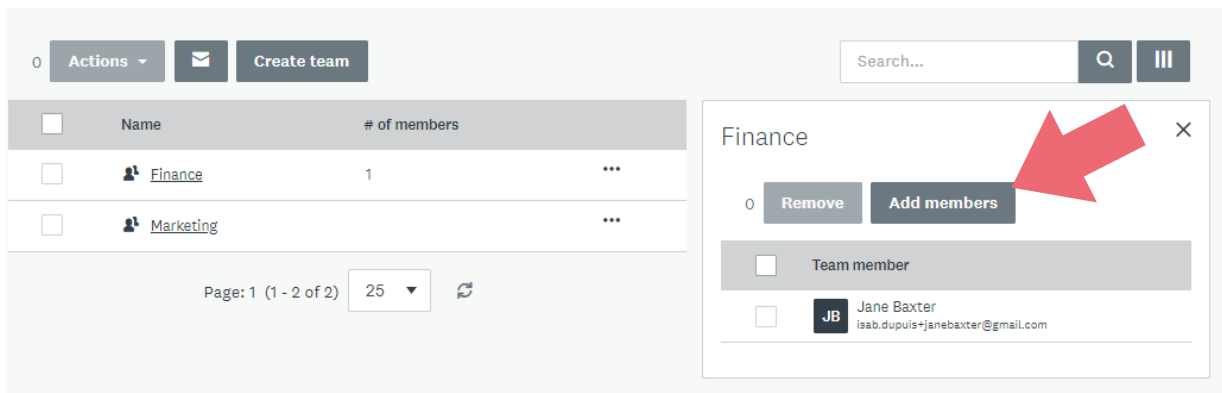
200 characters maximum

CANCEL **OK**

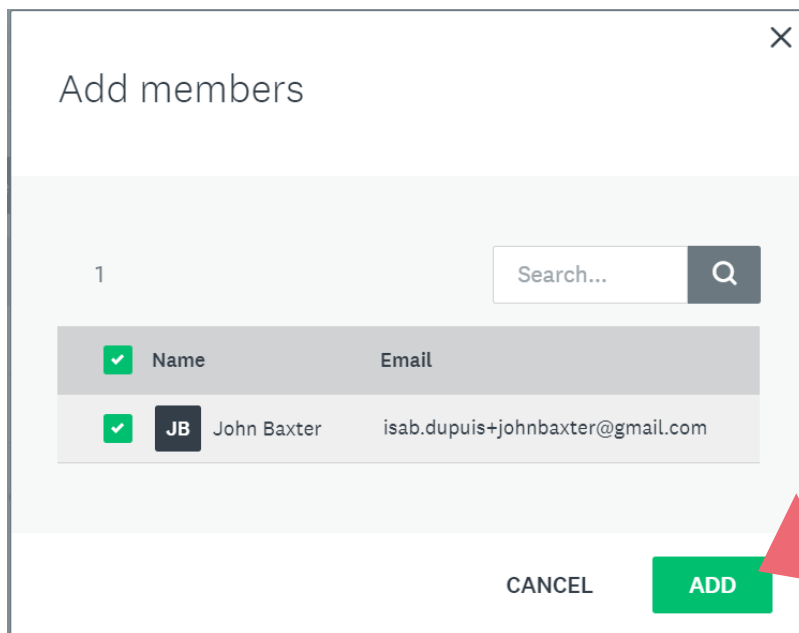
To add members to a team, click the team name.



Now click **Add members**.

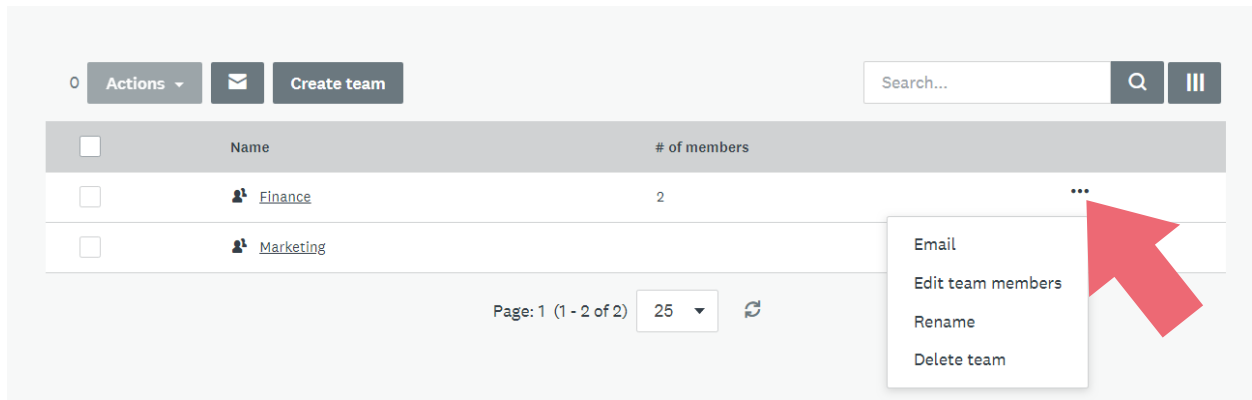


Select a member and click **ADD**.



To manage teams, just click the three ellipsis points (...) to the right of the team name.





A dropdown list provides the following options:

- Send an email to the team
- Edit the team members
- Rename the team
- Delete the team

### 3.4 ELIGIBILITY

The **Eligibility** tab contains the form explained in section 2.2 of this guide. Use this tab to update the organization's eligibility profile in order to access programs of interest.

Profile Members Teams **Eligibility**

[Update your eligibility profile](#)

Type de demandeur  
Entreprise

Domaines d'intervention de la SODEC qui vous intéressent  
Vos choix influenceront les programmes qui vous seront suggérés. Vous pourrez les modifier en tout temps.

	Aide financière	Aide à l'exportation	Crédits d'impôt	Banque d'affaires
Cinéma et production télévisuelle			X	
Livre et édition				
Métiers d'art et marché de l'art				
Musique et Variétés				

## 4 FILING A PROGRAM APPLICATION

Filing an application on SOD@ccès involves several steps, specifically:

- Completing one or more main forms
- Uploading complementary documents
- Uploading documents for the organization's master file

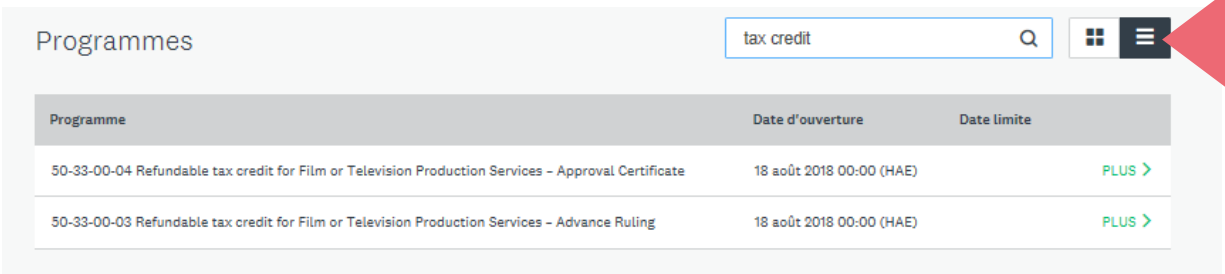
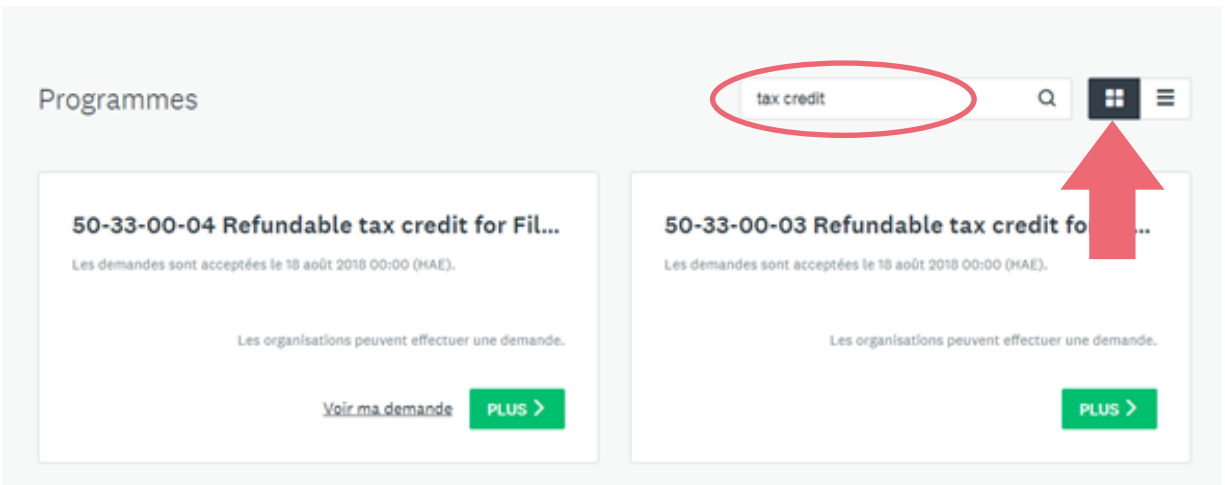
You can create an application at any time and then save it so you can return later to continue working on it.

Up until the moment the application is submitted to SODEC, you can continue to edit information in the form and make changes to the various attached documents that have been uploaded in completing the tasks. Once the application has been submitted, however, while you can still view it on the portal, no further changes can be made.

**To learn about the specific requirements for filing a tax credit application for film or television production services, or to obtain more information about the program, please consult the [SODEC website](#).**

**Important:** Be sure that you have selected the organization for which you wish to file an application from the dropdown list located in the upper left corner of the screen. Once created, an application cannot be transferred to another organization. It remains associated with the organization that was selected before completing the application.

To select a program, you can search by program name or scroll through the list of programs. Note that you can change how programs are displayed by switching the view mode.



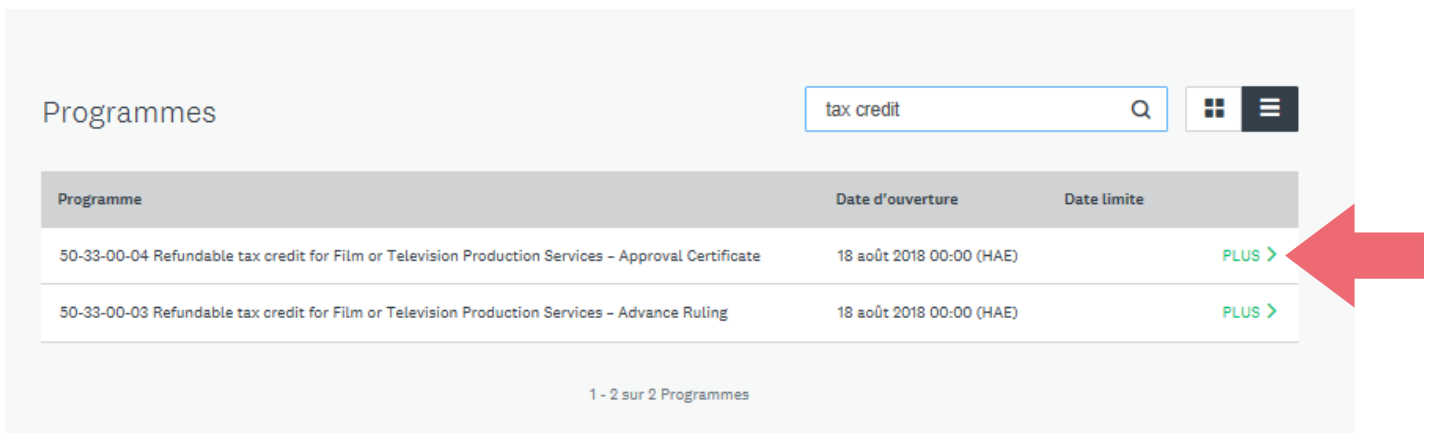
To apply for an approval certificate, select:

**50-33-00-04 Refundable tax credit for Film or Television Production Services – Approval Certificate**

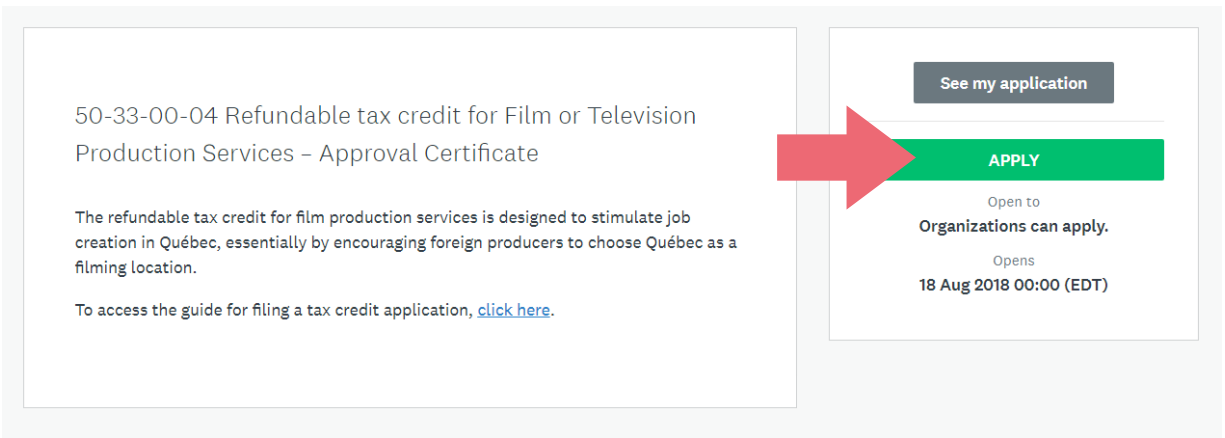
To apply for an advance ruling, select:

**50-33-00-03 Refundable tax credit for Film or Television Production Services – Advance Ruling**

After selecting a program, click **PLUS**.



Then click **APPLY**.



50-33-00-04 Refundable tax credit for Film or Television  
Production Services – Approval Certificate

The refundable tax credit for film production services is designed to stimulate job creation in Québec, essentially by encouraging foreign producers to choose Québec as a filming location.

To access the guide for filing a tax credit application, [click here](#).

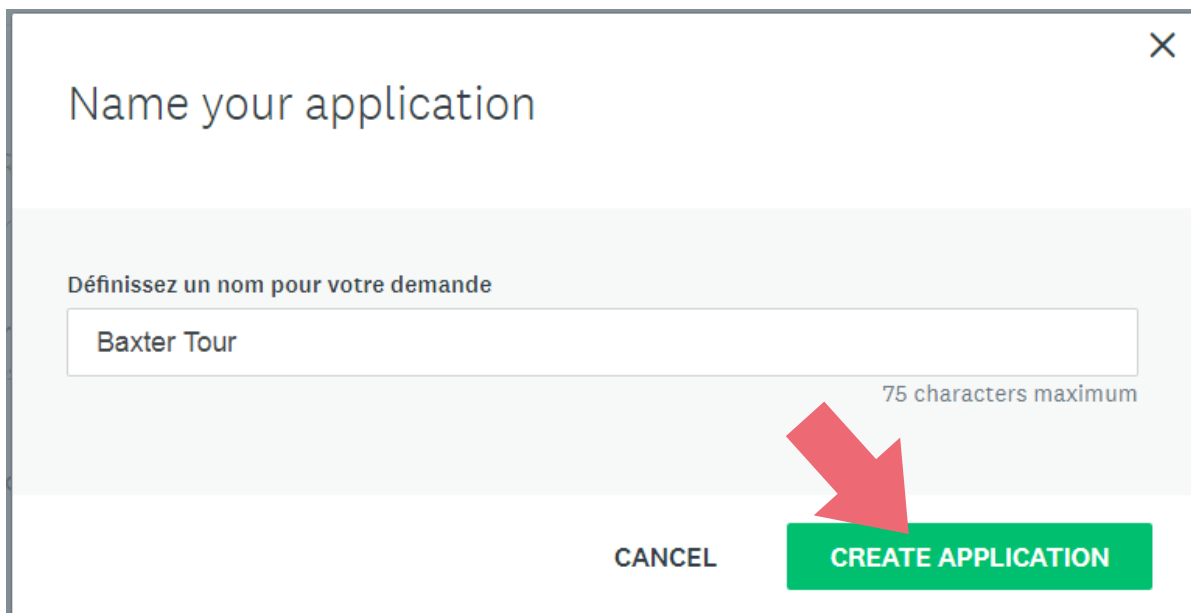
See my application

**APPLY**

Open to  
**Organizations can apply.**

Opens  
18 Aug 2018 00:00 (EDT)

At this point, you need to give the application a name. We recommend using the name of your project. Once you have entered the name, click **CREATE APPLICATION**.



Name your application

Définissez un nom pour votre demande

Baxter Tour

75 characters maximum

CANCEL **CREATE APPLICATION**

You can now begin completing the required tasks for the selected program.

You need to complete the form and upload documents required for the program. **Tasks preceded by an asterisk are required.** You cannot submit the application if the required tasks have not been completed. For more information, refer to the SODEC website for specific program requirements.

Other tasks to be completed vary according to the type of project and its specific requirements. If a task is listed, it must be completed unless the task does not apply to your particular project. For more information, refer to the SODEC website for specific program requirements.

To complete the program application form, select it from the list of tasks.

The screenshot shows a web interface for a SODEC application. On the left, there's a sidebar with a progress indicator '0 of 2 required tasks complete', a 'REVIEW & SUBMIT' button, and organization details for 'Organization 1' (John Baxter). The main area displays the application title 'Baxter Tour' and a list of tasks under the heading 'Your tasks'. A red circle highlights the 'Your tasks' heading, and a red arrow points to the first task, '\* Application form'.

Your tasks	
<input type="checkbox"/>	* Application form
<input type="checkbox"/>	* Declaration of the copyright owner
<input type="checkbox"/>	Administrative Fees
<input type="checkbox"/>	Pre-authorized payment (PAP)
<input type="checkbox"/>	Synopsis
<input type="checkbox"/>	Chain-of-title documentation or legal opinion concerning copyright ownership*, or sworn statement regarding the actual ownership of copyright to be completed and signed by the copyright owner**
<input type="checkbox"/>	Sworn statement relating to the official representative to be completed by the copyright owner (if applicable)
<input type="checkbox"/>	Total production budget summary
<input type="checkbox"/>	Detailed Québec budget
<input type="checkbox"/>	Modification of the financial year end date

Complete the form in accordance with SODEC's standards and requirements. When you have finished, click **SUIVANT** (next) at the bottom of the page.

**Internet Site**  
*Please enter the complete address (example : <http://www.sitename.com>)*

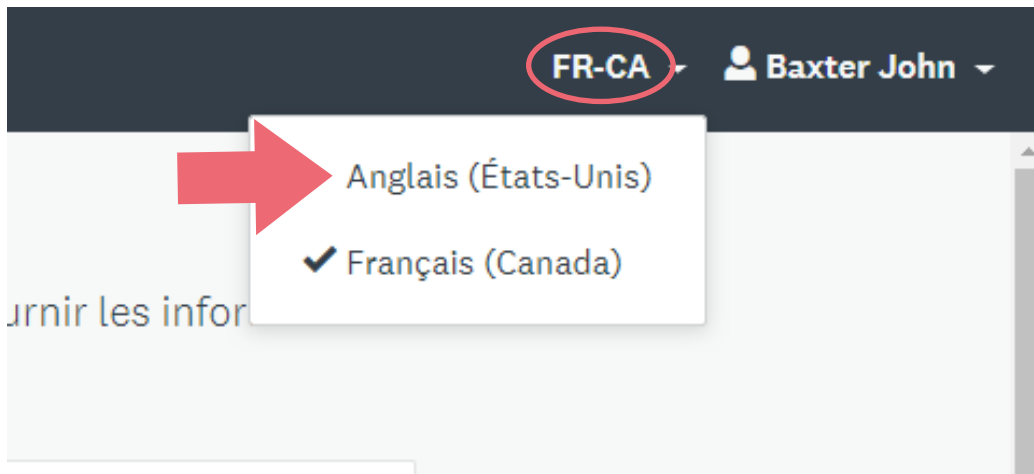
**Name of the president or the duly authorized administrator**  
*For SODEC official correspondence*

<b>Name</b>	<b>First name</b>
<input type="text"/>	<input type="text"/>

**PRÉCÉDENT**   **ENREGISTRER ET CONTINUER LES MODIFICATIONS**   **SUIVANT**

At this point, you can switch to English to continue navigating.



You always have the option of saving the form and completing it later. To do so, click **SAVE & CONTINUE EDITING**.

**Name of the president or the duly authorized administrator**

*For SODEC official correspondence*

**Name**

**First name**



PREVIOUS

SAVE & CONTINUE EDITING

NEXT

Once you have read the complementary program information on the last page, click **MARK AS COMPLETE** to confirm that you have finished completing the application form.

**Please indicate the desired payment mode.**

Pre-authorized debit ▾

**Further information (any information deemed useful for processing the application).**

---

PREVIOUS
SAVE & CONTINUE EDITING
MARK AS COMPLETE

When you click **MARK AS COMPLETE**, you are directed to a preview of the completed form.

As you review the completed form, you have the option of clicking the three ellipsis points (...) at the top right of the page. This allows you to download the form as a PDF, reset the form (which deletes all existing answers) or edit the contents. So long as the completed application has not been submitted, you can continue editing it.

✓
📄

**\* Application form**

Completed 5 Apr 2019 13:30 (EDT)

...

---

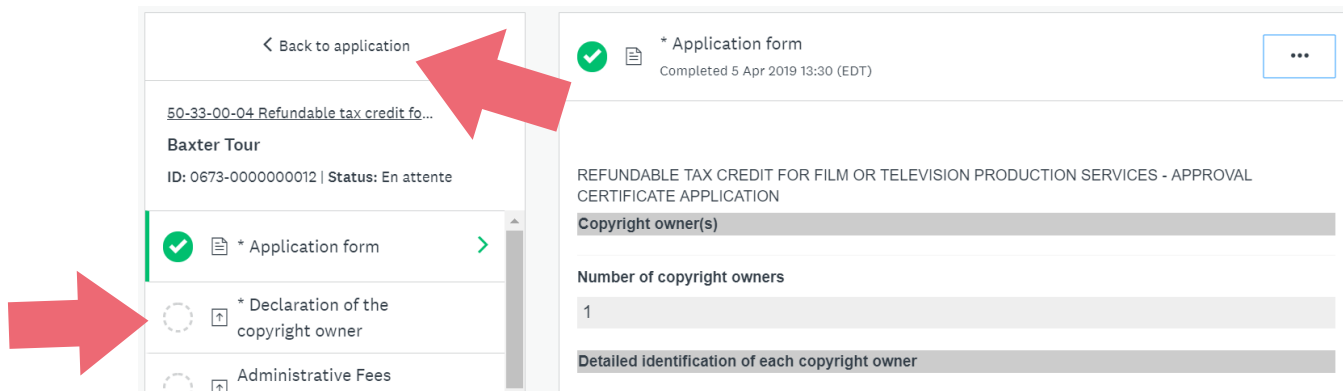
REFUNDABLE TAX CREDIT FOR FILM OR TELEVISION PRODUCTION SERVICES  
CERTIFICATE APPLICATION

**Copyright owner(s)**

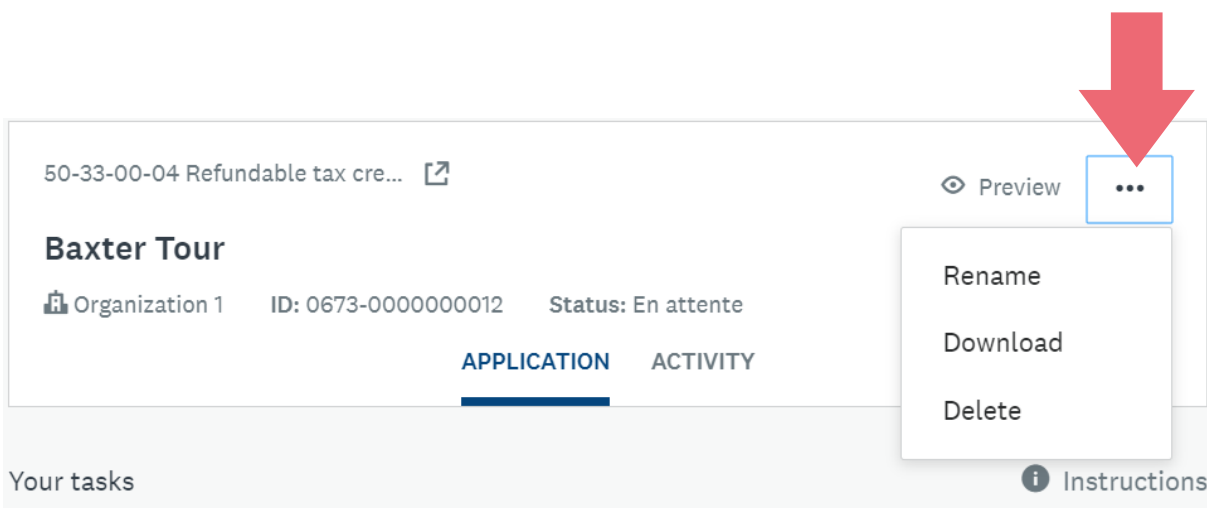
---

**Number of copyright owners**

To upload complementary application documents, select the corresponding task in the dropdown list to the left of the screen or click the **Back to application** link for a comprehensive overview.























By clicking on the three ellipsis points (...) in the upper right corner of the screen, you can rename, download (as a PDF) or delete the application.



Now select a task pertaining to the complementary documents to be attached to the application. The complementary documents are found below the main application form and are clearly identified.

A task may contain specific instructions. For example, when a SODEC template is required, you will have to click on a hyperlink, complete the document, save it and then upload the final document to the task. Once the document has been uploaded, the task is deemed complete and a checkmark appears in a green circle beside the task.



	 * Application form Completed on: 5 Apr 2019 13:30 (EDT)	>
	 * Declaration of the copyright owner	>
	 Administrative Fees	>
	 Pre-authorized payment (PAP)	>
	 Synopsis	>
	 Chain-of-title documentation or legal opinion concerning copyright ownership*, or sworn statement regarding the actual ownership of copyright to be completed and signed by the copyright owner**	>
	 Sworn statement relating to the official representative to be completed by the copyright owner (if applicable)	>
	 Total production budget summary	>
	 Detailed Québec budget	>
	 Modification of the financial year end date	>

To upload a document, click **ATTACH FILE** and select the appropriate file on your computer.

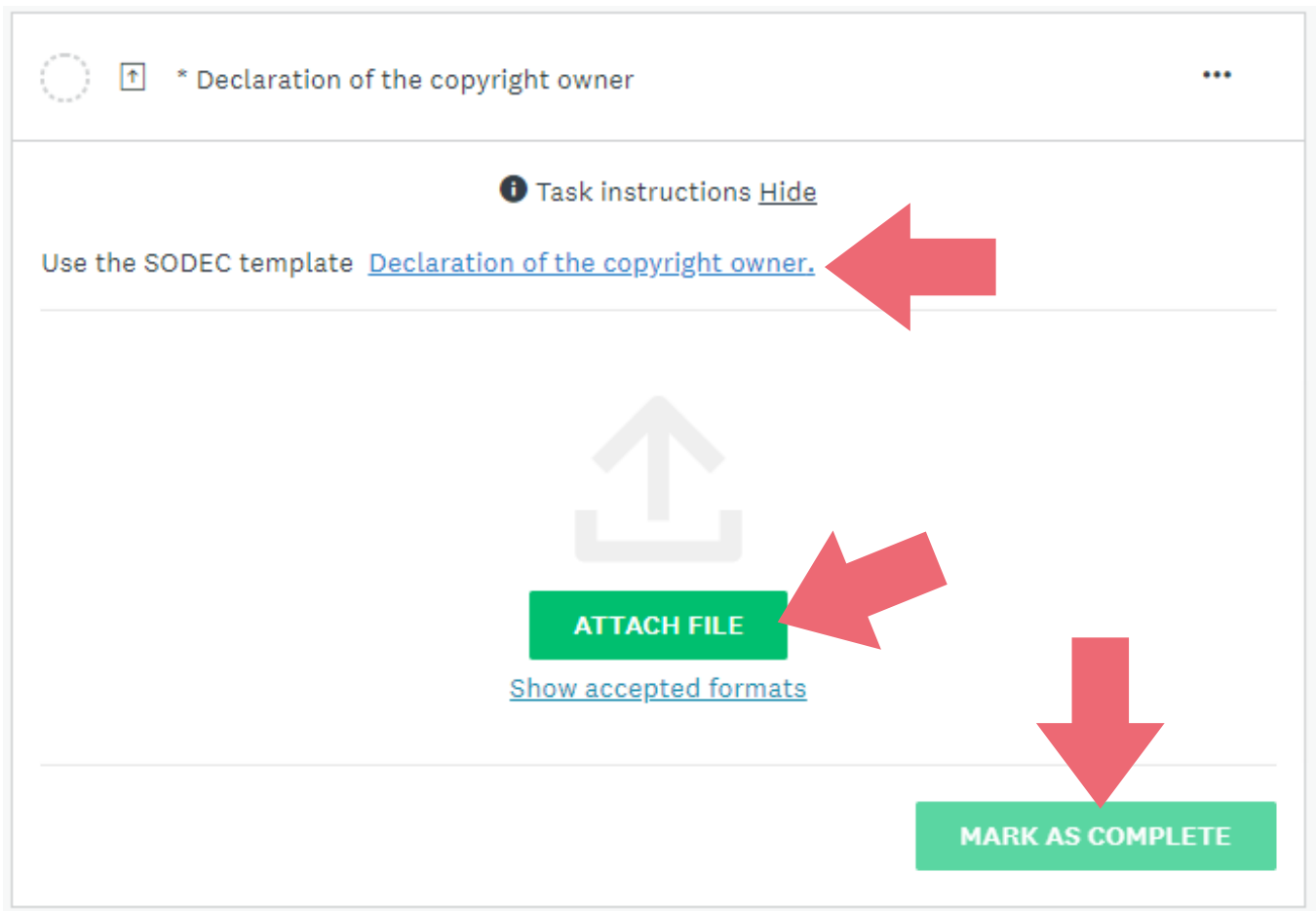
The screenshot shows a task interface with the following elements:

- Header: A dashed circle icon, an upward arrow icon, and the text "\* Declaration of the copyright owner".
- Task instructions: An information icon followed by "Task instructions" and a "Hide" link.
- Template instruction: "Use the SODEC template" followed by a blue link "Declaration of the copyright owner".
- Attachment area: A large grey upload icon, a green "ATTACH FILE" button, and a blue link "Show accepted formats". A red arrow points to the "ATTACH FILE" button.
- Completion button: A green "MARK AS COMPLETE" button in the bottom right corner.

Please note that certain tasks require that you attach more than one document.

Certain tasks require that you complete a template provided by SODEC. In such cases, you need to download and print the template. After completing the form and signing it (if necessary), scan and upload it following the instructions above.

When you have finished, click **MARK AS COMPLETE**.








### Required documents for the master file

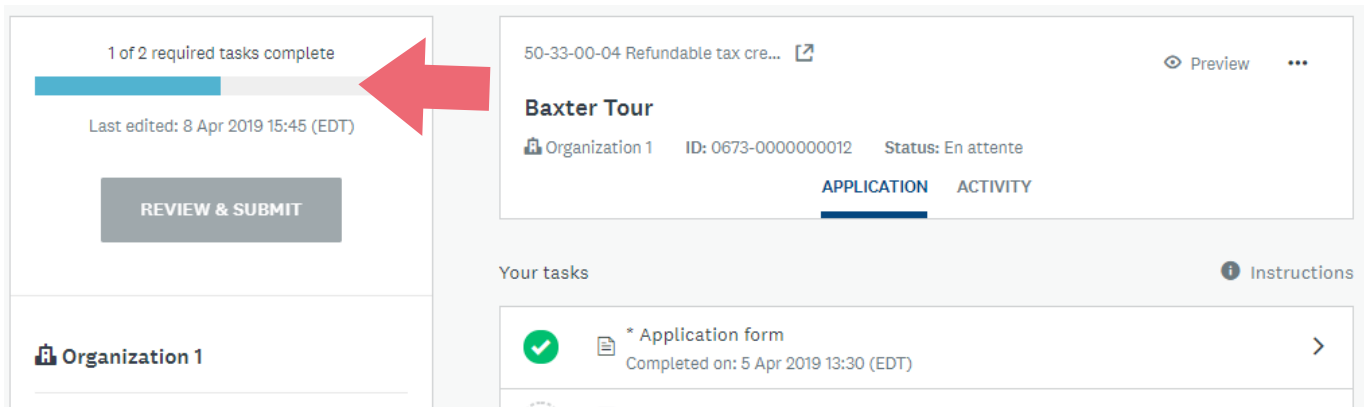
SODEC creates a reference file (master file) for all organizations with which it has business relations. An organization filing an application for the first time must submit documents required to create a master file. For subsequent applications, a simple update is required.

**IMPORTANT:** When you file your first application through SOD@ccès, you must attach an electronic version of all of the organization's reference documents, even if you have already provided SODEC with those documents.

To upload the documents required for the organization's master file, proceed as explained above. Tasks pertaining to submitting reference documents begin with "MASTER FILE" as shown below.

	 MASTER FILE - Corporation history and profile	
	 MASTER FILE - Description of activities and main achievements	
	 MASTER FILE - Constitution documents - Certificate of constitution	
	 MASTER FILE - Constitution documents - Statutes	
	 MASTER FILE - Constitution documents - Registration declaration	
	 MASTER FILE - Constitution documents - Modification certificate	
	 MASTER FILE - Constitution documents - Corporation or shareholders convention	
	 Modification of the financial year end date	

To see whether you have completed all tasks required by the program, check the progress bar to the left of the list of tasks.




1 of 2 required tasks complete

Last edited: 8 Apr 2019 15:45 (EDT)

**REVIEW & SUBMIT**


Organization 1


50-33-00-04 Refundable tax cre... 

**Baxter Tour**

Organization 1 ID: 0673-0000000012 Status: En attente

**APPLICATION** ACTIVITY

Your tasks 

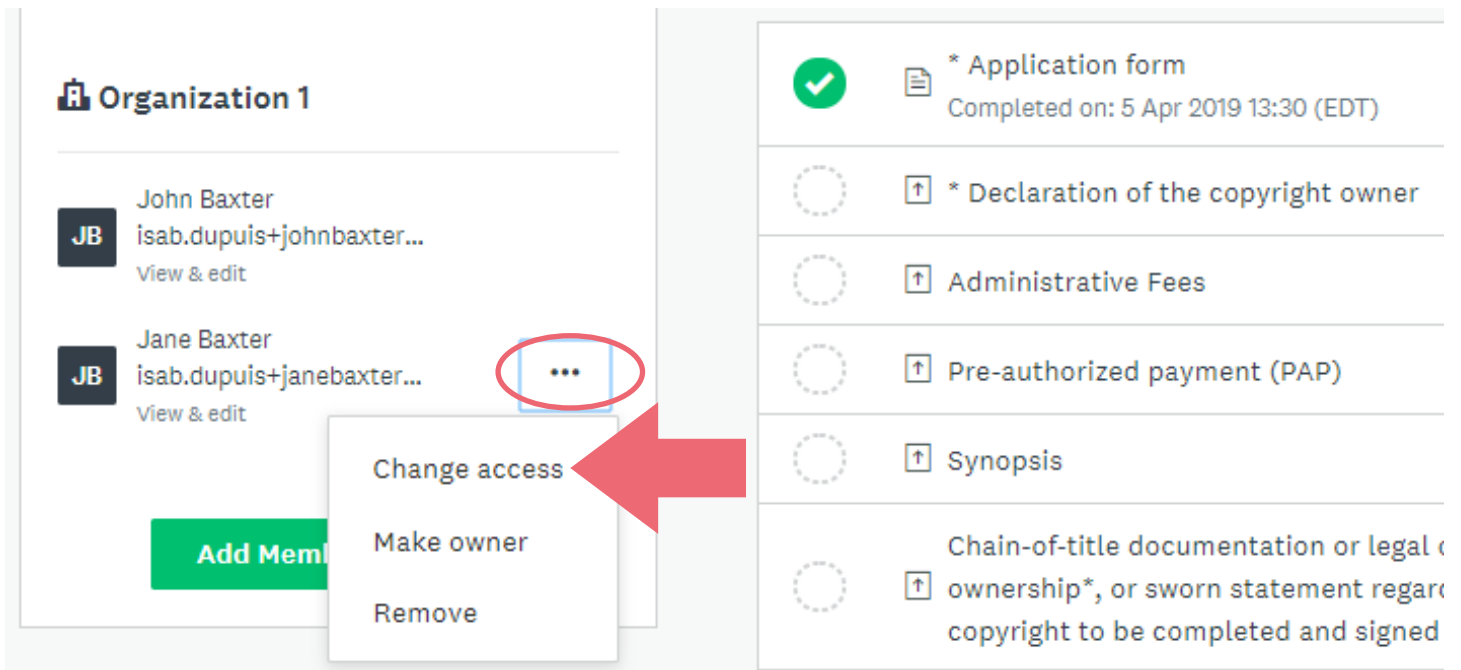
 \* Application form  
Completed on: 5 Apr 2019 13:30 (EDT)

### Adding a member or a team to a current application

To add a member or a team to a current application, click **Add Member or Team**.

Select the members or teams from the list and click **ADD**.

Adding a member or team makes it possible to share the application with other administrators, each of whom can make changes. To change a user's access, click on the three ellipsis points (...) to the right of the member or team and select **Change access**.



This can be used, for example, to limit a user's access so that they can view but not edit documents.

You can also designate a certain member as the principal owner of the application, as well as delete members.

### Submitting the application

Once you have finalized the application and uploaded all documents required by the program, click **REVIEW & SUBMIT** to submit the application.

*Reminder: **Tasks preceded by an asterisk are required.** You cannot submit the application until all required tasks have been completed. For more information, refer to the SODEC website for specific program requirements.*

2 of 2 required tasks complete

Last edited: 8 Apr 2019 16:00 (EDT)

**REVIEW & SUBMIT**

**Baxter Tour**

Organization 1 ID: 0673-0000000012 Status: En attente

APPLICATION ACTIVITY

Your tasks Instructions

- \* Application form  
Completed on: 5 Apr 2019 13:30 (EDT)
- \* Declaration of the copyright owner  
Completed on: 8 Apr 2019 15:57 (EDT)
- Administrative Fees  
Completed on: 8 Apr 2019 16:00 (EDT)

**Organization 1**

**JB** John Baxter  
isab.dupuis+johnbaxter...  
View & edit

**JB** Jane Baxter  
isab.dupuis+janebaxter...  
View & edit

The SOD@ccès online portal will now display a complete summary of the application, including:

- The duly completed main form
- A list of documents attached to the application

If you wish to download your application as a PDF, click **Download**.

< Back to application

50-33-00-04 Refundable tax credit for Film or Television Prod...

**Baxter Tour**

Organization 1 ID: 0673-0000000012 Status: En attente Last edited: 8 Apr 2019 16:00 (EDT)

**JB** John Baxter (Owner)  
Primary administrator -- View & edit

**JB** Jane Baxter  
Administrator -- View & edit

**Download**

After reviewing the content of your application, click **Submit your application**.

Your tasks

**Demande** 100.0% complete  
Last edited: 29 Apr 2019 17:01 (EDT) ^

ⓘ Instructions

- ✓ \* Application form Completed: 29 Apr 2019 | v
- ✓ \* Declaration of the qualified corporation Completed: 29 Apr 2019 | v

**SUBMIT YOUR APPLICATION** ←

You can now consult previous applications and access the list of programs to file another application.

✓

**Application Submitted!**

Votre demande est maintenant soumise.

**Go to My Applications** ←

OR

**View more Programs** ←

*Note: You may file more than one application for the same program.*

Once you have completed your first application, again select the **Programs** page in the upper right corner of the screen. At this point, you have to switch to French to continue navigating. Select the program again by clicking **PLUS** then **APPLY** (refer to section 4 if necessary). Note that this creates a new application — it does not submit the current application.



## 5 TECHNICAL SUPPORT AND QUESTIONS

To reach technical support, call 514-841-2200 or the toll-free number 1-800-363-0401 and dial 1.