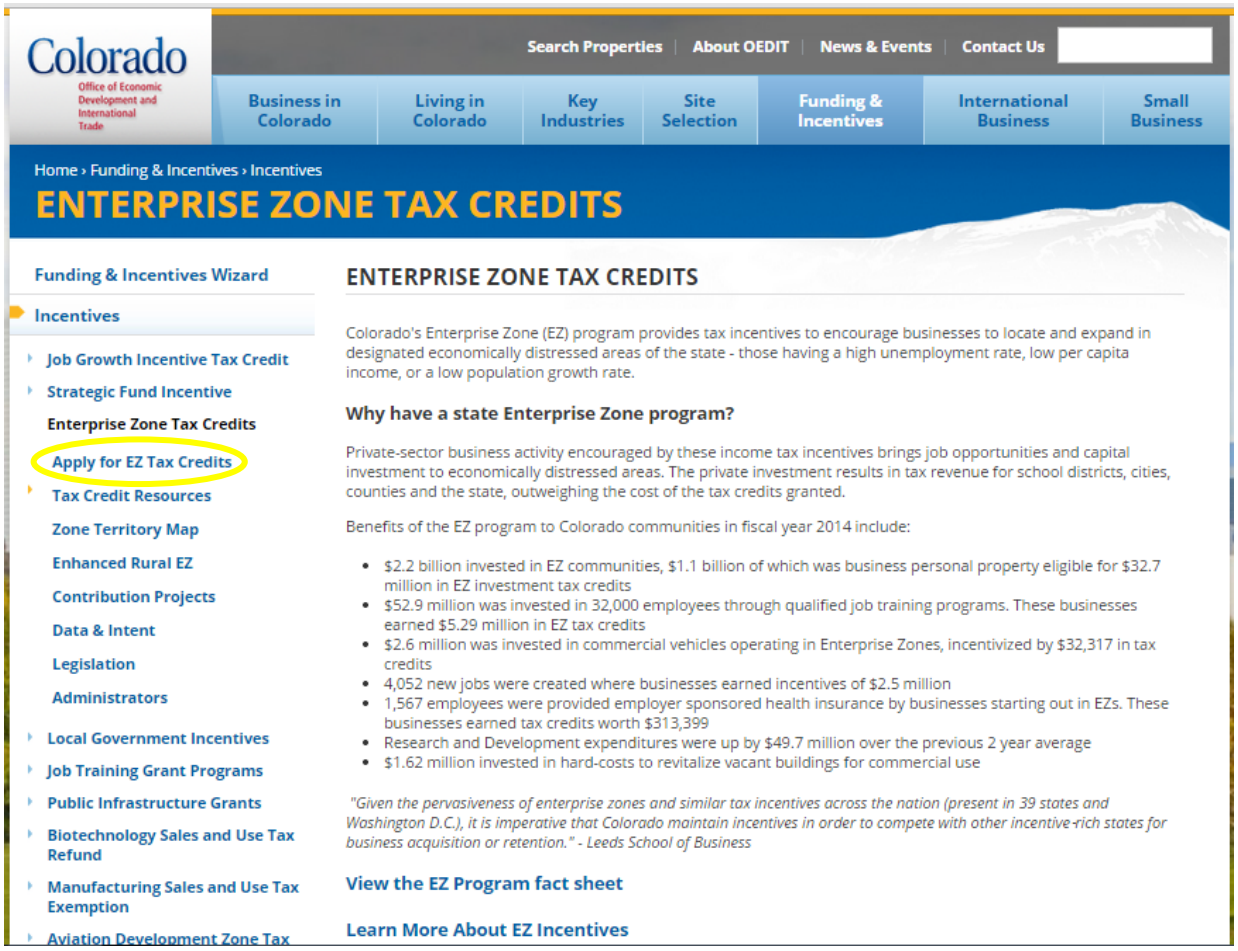
# Guide to Enterprise Zone Pre-Certification

This user guide provides web screen shots to step you through the application process. One must first have created an account in the OEDIT Business Funding & Incentives (BF&I) application portal. You may create an account by following the prompts in the application portal for "New User". The BF&I application portal is compatible with these web browsers – Google Chrome, Mozilla Firefox, and Safari – please make sure that you are using one of these.

Your starting point is the OEDIT web-page [www.advancecolorado.com/ez](www.advancecolorado.com/ez)



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Scroll down to the Application Portal section.

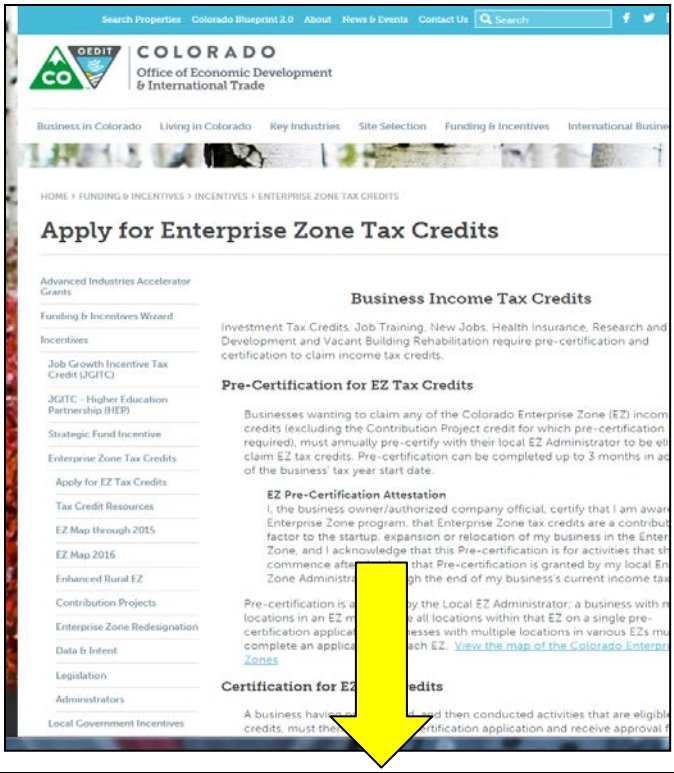
“Apply” takes you to the application portal for Pre-Certification and Certification applications.

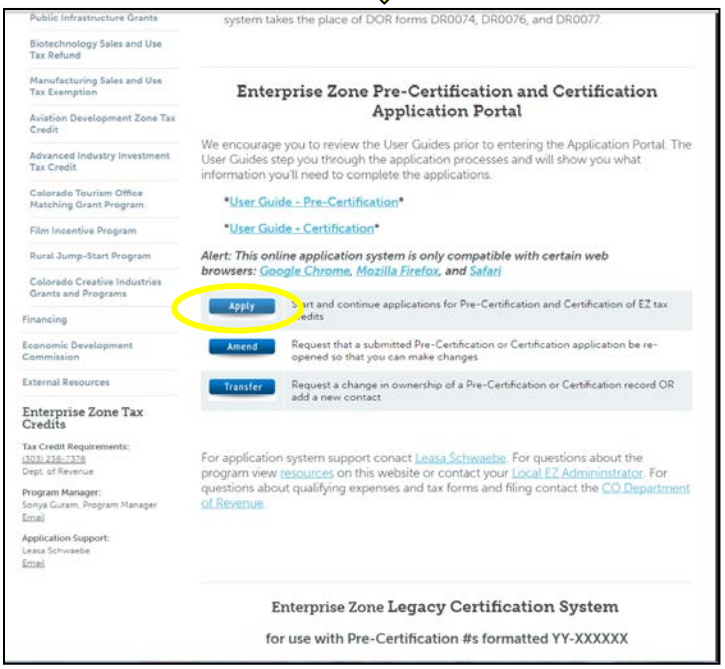
“Amend” brings up a form where you can request to re-open your application to make changes.

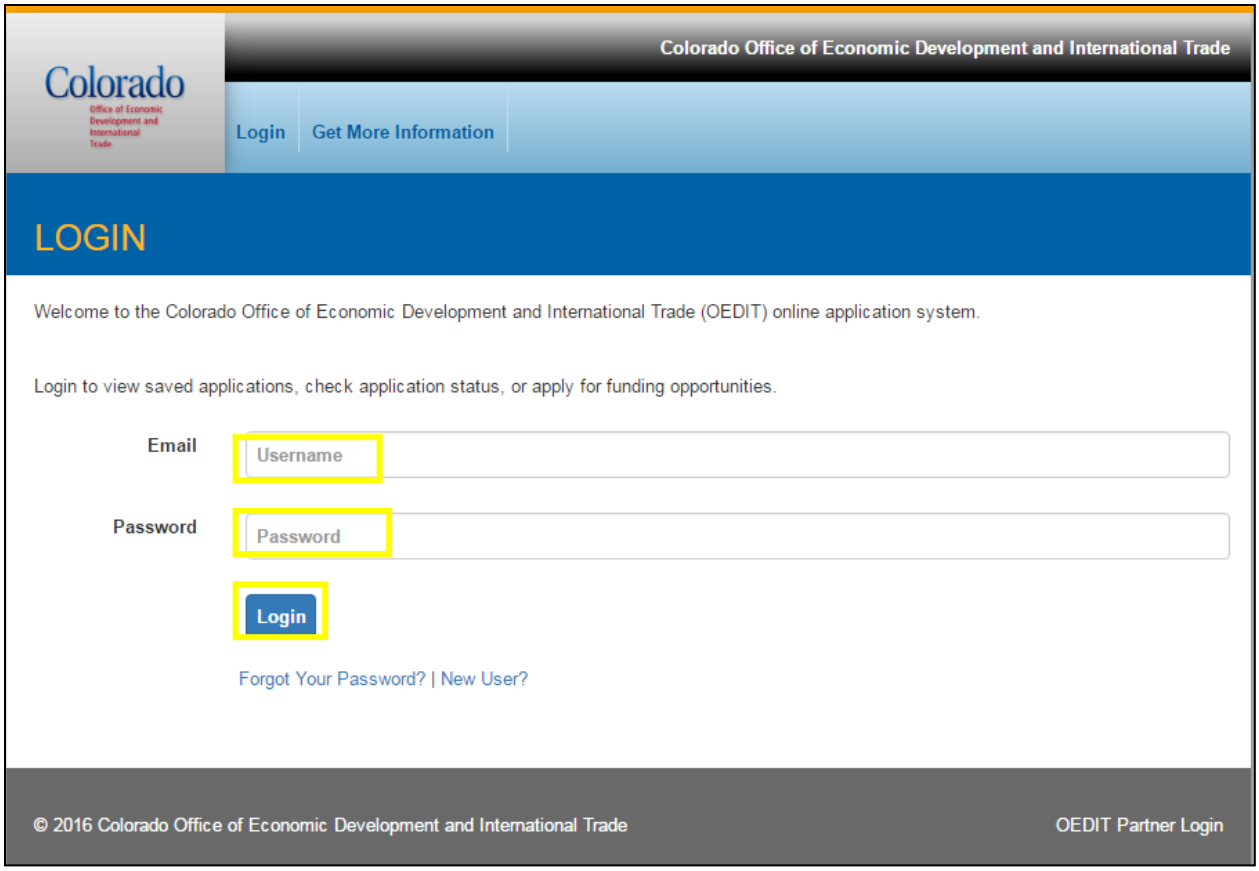
“Transfer” brings up a form where you can request to move an application from one account to another.

One must pre-certify the business for each tax year that one wants to claim Enterprise Zone tax credits. Approved Pre-Certification allows the business to later Certify and claim business tax credits from the later of the Pre-Certification approval date or the start of the business’ income tax year, through the end of the business’ income tax year.

Pre-Certification is not required to claim the Enterprise Zone Contribution Tax Credit.



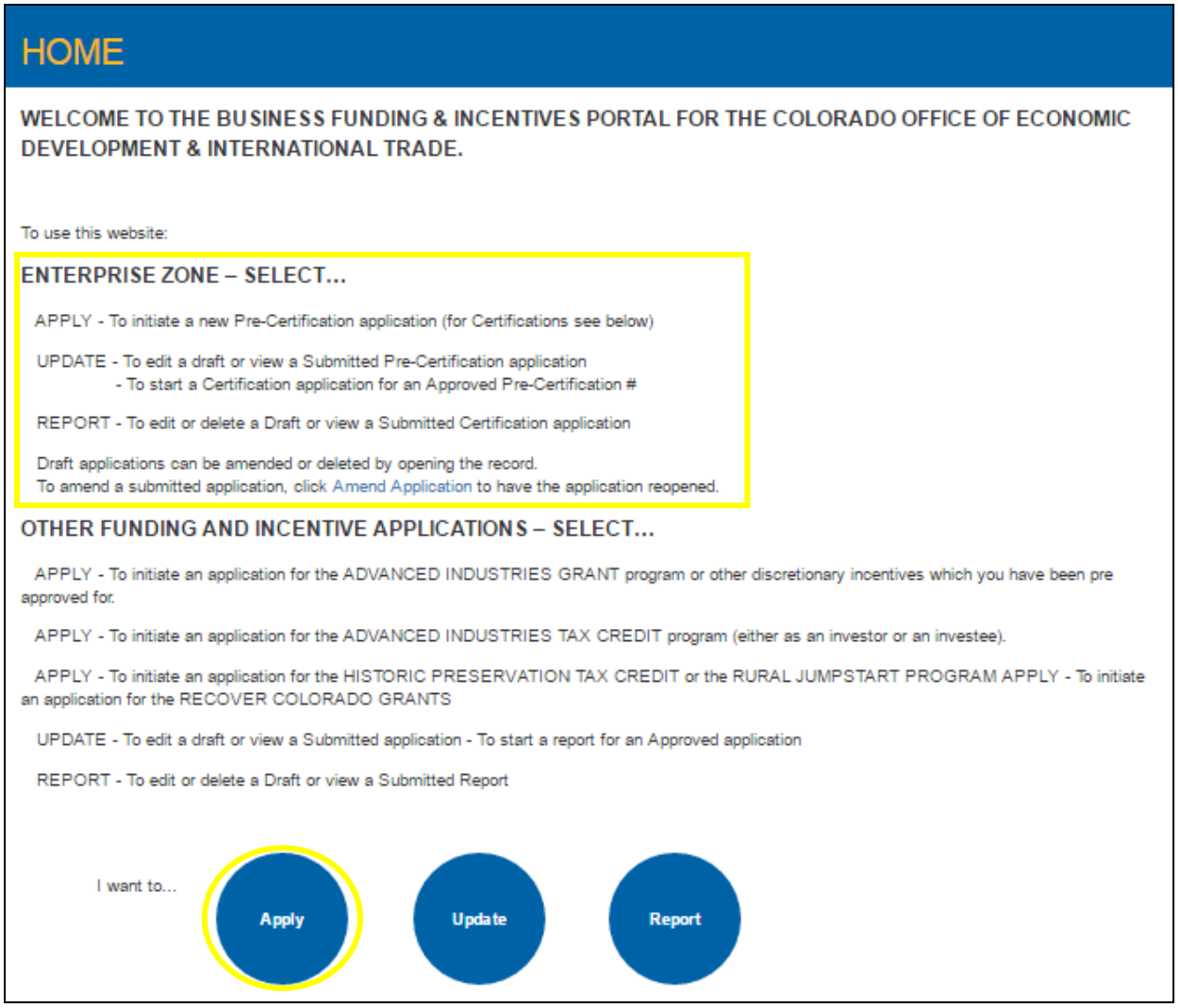



Enter your "Username" and "Password". A Username is typically your Email Address. Passwords expire after 90 days. Click on "Forgot Your Password" if your password has expired or you've forgotten it; you can update it.

Note the option to create a New User account if you don't already have one.

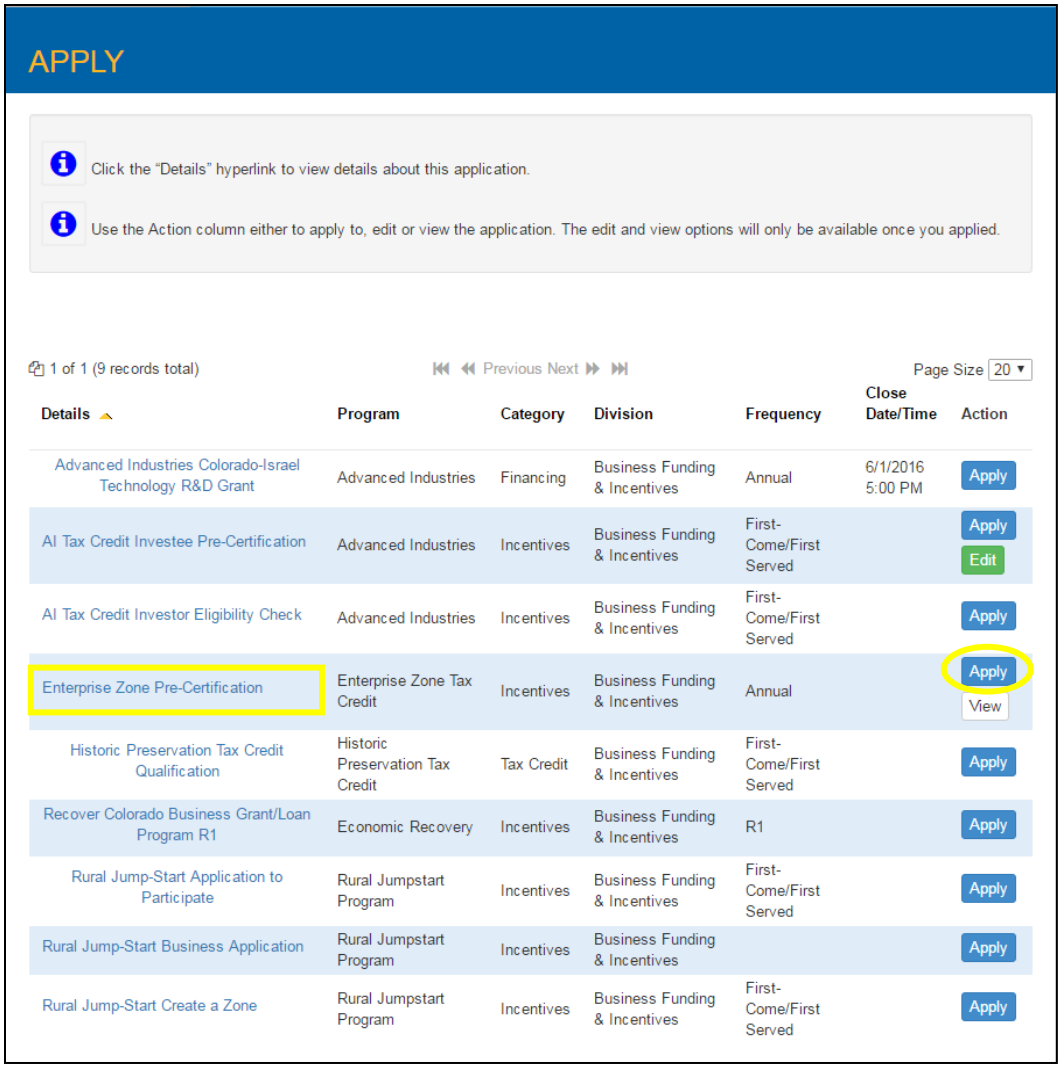
Follow these "Tips for the Online Application System".

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. Click here for instructions.
4. To *reset your password* click on the Forgot Your Password? hyperlink located below the Username and Password fields on the Log-in page. 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.



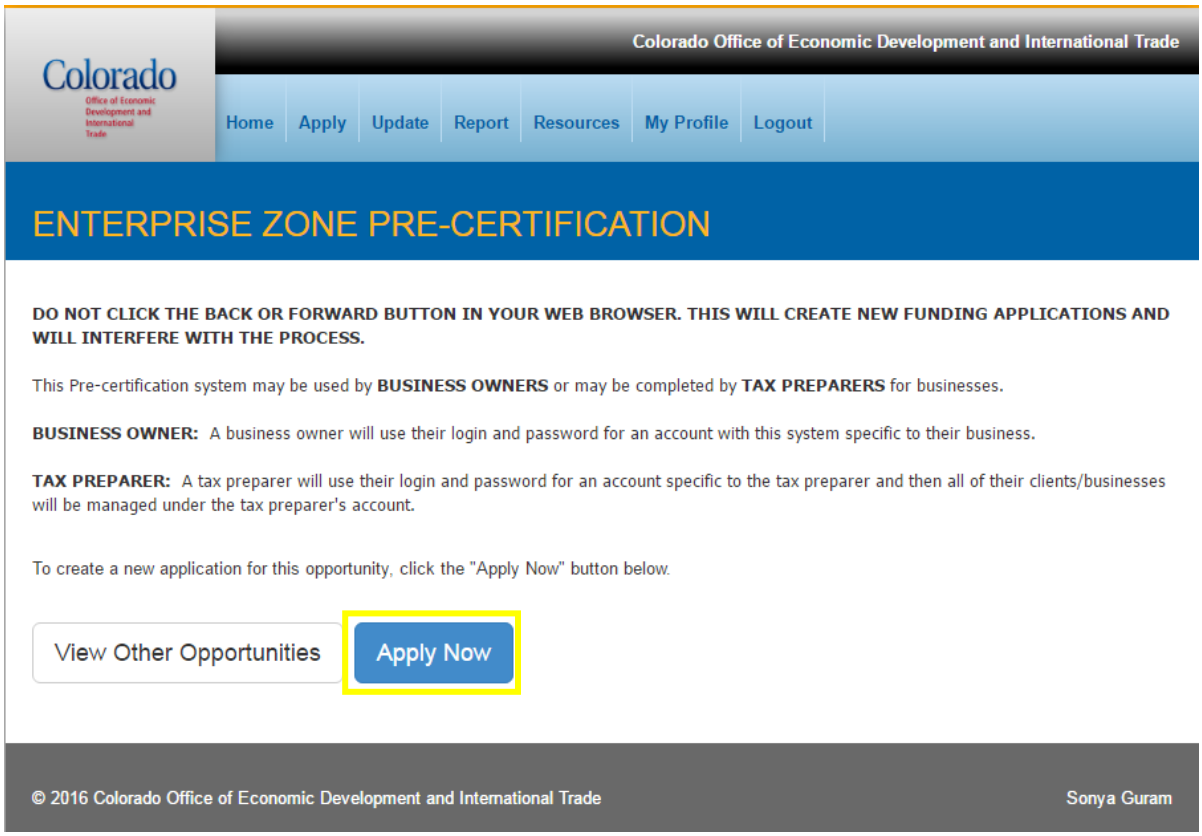

For each business location and each fiscal year a new pre-certification application must be submitted in advance of the activity eligible to earn an EZ income tax credit.

Click the “Apply” button to start an Enterprise Zone Pre-Certification application.




This page shows the various funding and incentive applications available. Look for "Enterprise Zone Pre-Certification" in the list of program applications, and click either the name of the application in the "Details" column or the "Apply" button in the "Action" column to begin a new application.

Users that have started a Pre-Certification in the past will see "View" in the Action column. One can view *draft* and *submitted* applications.




Applications may be completed by business owners/representatives or tax preparers and 2nd parties acting on behalf of a business.

Click “Apply Now” to begin the application.

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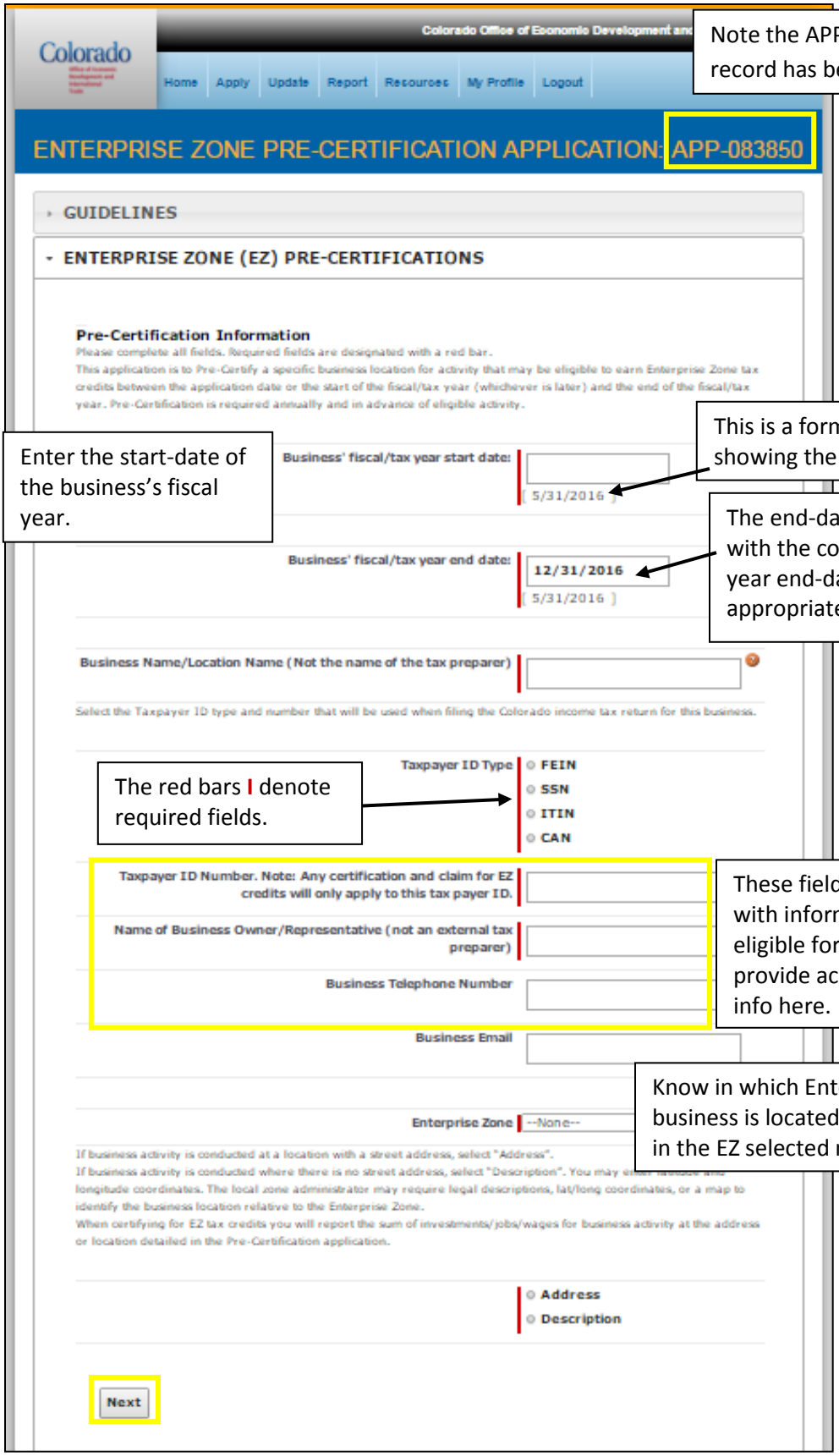



Note the APP #, an application record has been created.

Enter the start-date of the business's fiscal year.

This is a format guide showing the current date.

The end-date pre-populates with the coming calendar year end-date. Over-write if appropriate.

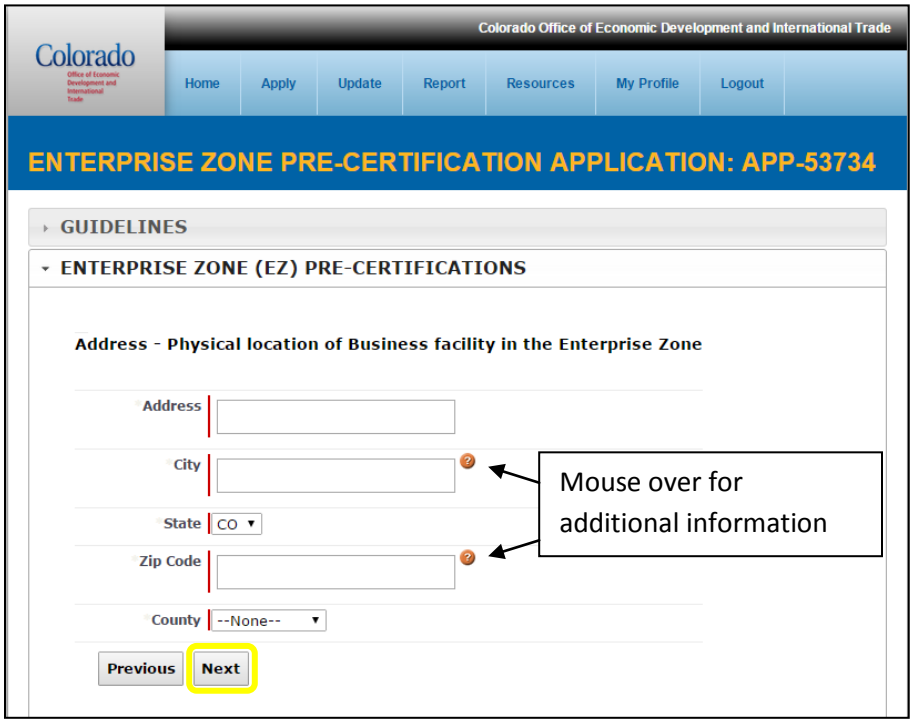
The red bars denote required fields.

These fields are to be completed with information for the business eligible for the EZ credits. Do not provide accounting or 2nd party info here.

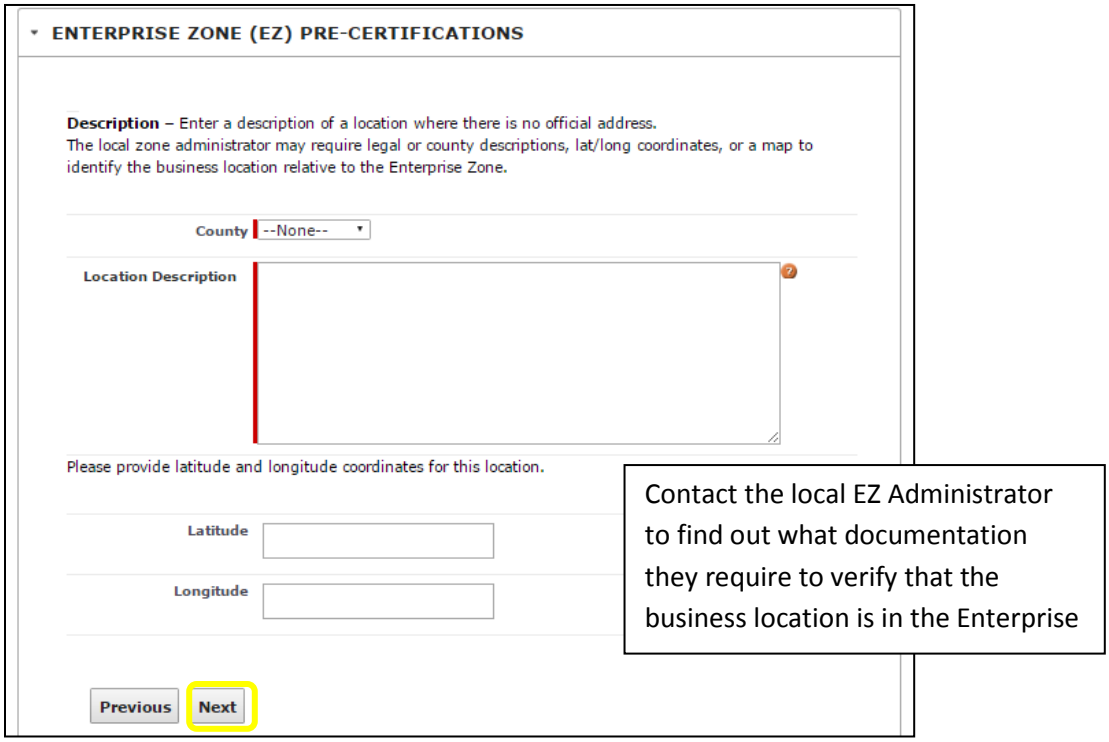
Know in which Enterprise Zone the business is located. Business locations not in the EZ selected may be denied.

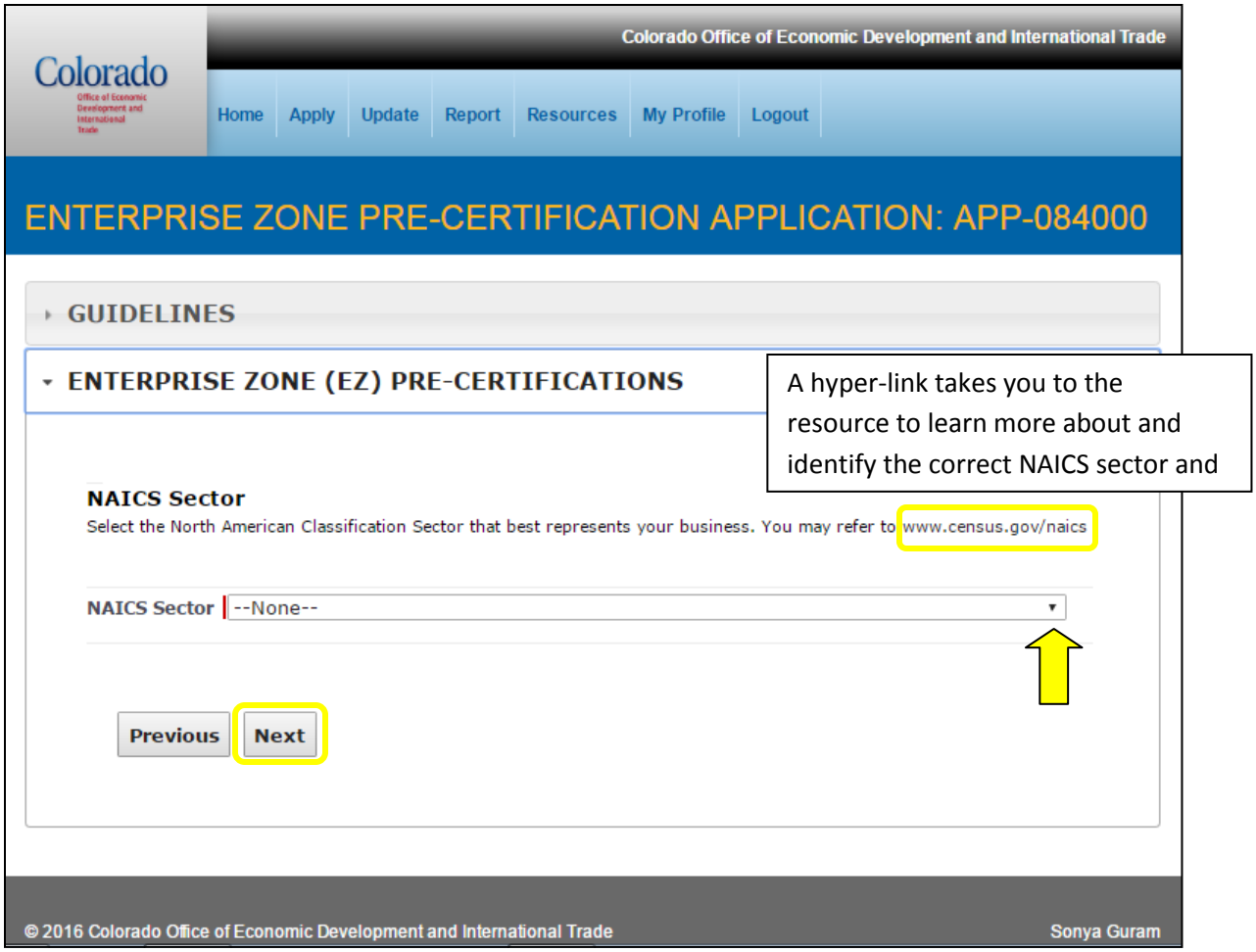
On the prior screen you had a choice to enter an Address or a Location Description

This first screen shows the Address page

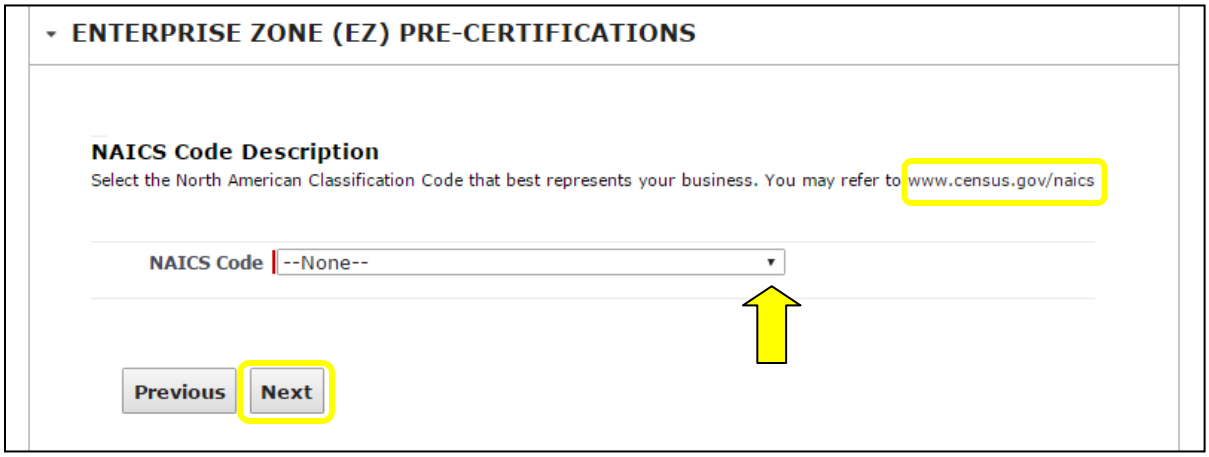



This is the Description page

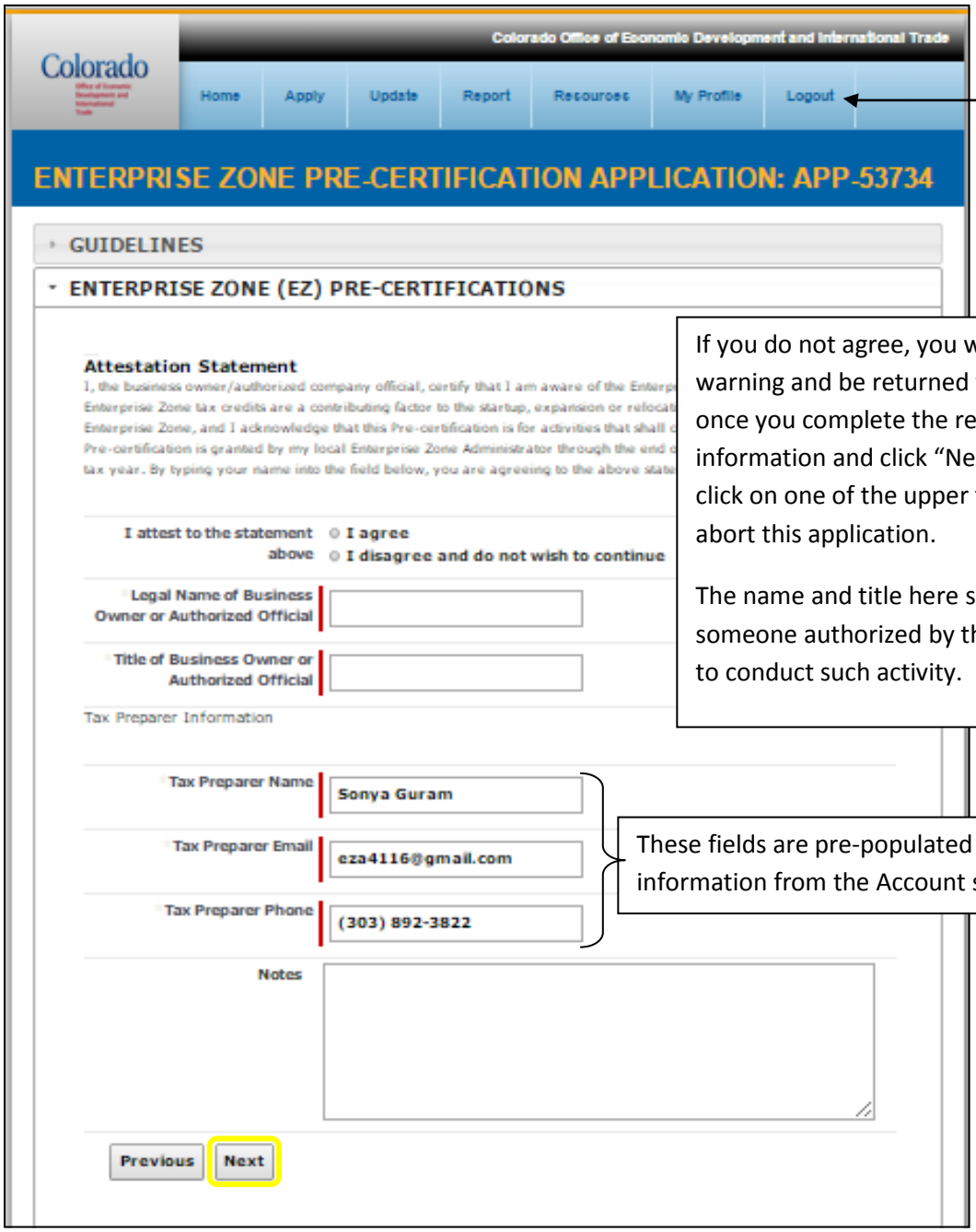





Select the 2 digit North American Industrial Classification System code that best identifies the business activity conducted at this business location. Then, click “Next”.



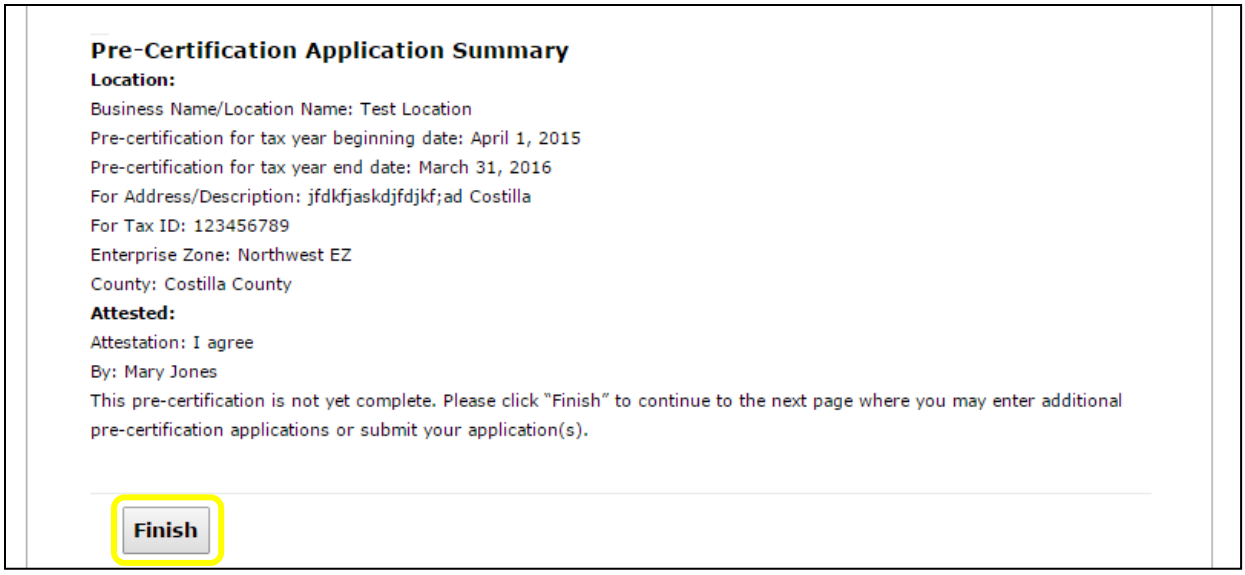

The options for the 6 digit NAICS Code are limited by the 2 digit Sector selected in the prior screen. Select the Code that best describes the business activity at this location. Then, click “Next”.




If you do not agree, you will get a warning and be returned to this page once you complete the remaining information and click "Next". You can click on one of the upper tabs to abort this application.

The name and title here should be of someone authorized by the business to conduct such activity.

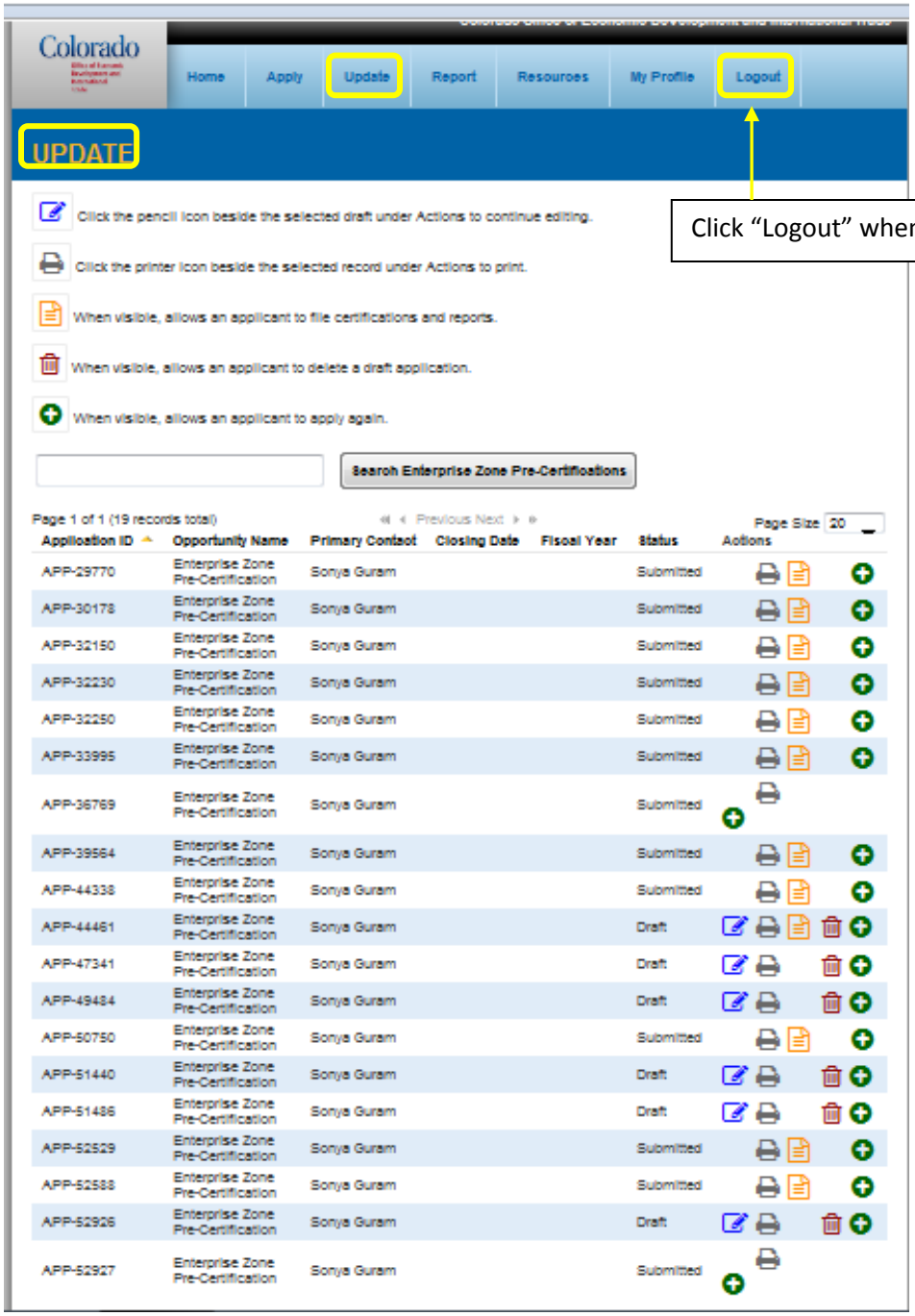
These fields are pre-populated with information from the Account set-up.




This page provides a summary of the data you entered. Review it before clicking "Finish". Once submitted the information cannot be altered. The record is for a specific business with a specific location, business tax year, and tax ID.

Notice the Pre-certification number (P-######). If you are not ready to submit the application, but want to return to it later, you can search for this Pre-certification on the Update tab.

Click "Add another…" to apply for additional business locations under the same APP. Click the trashcan icon in the Action column if you made a mistake and do not want to submit the application. Click the "Submit…" option to complete the application. A verification window pops up where you can confirm that you want to submit the application.




Click “Logout” when you are done.

The Update page lists all Pre-Certification applications for the user, both Draft and Submitted.

There can be multiple Pre-Certifications for various locations nested within one application (APP#). On the prior screen, if you chose “Add another Pre-Certification”, each business location entered that way is nested under a single application.

Note those in Draft status. Applications must be submitted before they can be reviewed by the local zone administrator. Actions available are represented by icons whose functions are explained at the top of the page.

When done, click the Logout tab and close the browser window.