User Profile Tutorial

Your FACTOR user profile is your personal login, and contains information unique to you. Once you have a user profile, you will be able to create, access, and edit artist and applicant profiles, and use these profiles to create applications and manage FACTOR-funded projects. For more on FACTOR profiles, please visit our artist profiles and ratings page and applicant profiles and ratings page.

You'll require a FACTOR user profile if you are:
- A solo artist, or member of a band or ensemble who will be applying to FACTOR;
- A grant writer, or another designated individual who will be preparing applications to FACTOR, or overseeing FACTOR-funded projects;
- An employee of a music company that is applying to FACTOR;
- An approved FACTOR juror.

To begin, click on the Sign In button located in the top right corner of the FACTOR website.

Then, click on the Create Profile button.

You will be prompted to enter an email address. The email address that you enter will be your username whenever you log in to factor.ca. Click on the Check Email button to ensure that this email address has not already been registered in our system.

If the email address you've entered is associated with an active user profile, you'll see the following error message.

> This e-mail address has already been claimed by another user. If you feel this is in error or you have forgotten your password, please contact FACTOR for assistance.

Attempt to restore access to the existing user profile using the Forgot Your Username/Password button on the previous screen. If you're unsuccessful, contact general.info@factor.ca for assistance.

When you are able to proceed with creating your user profile, the following screen will appear.

Email	johndoe@example.com	IMPORTANT: The email address you enter here will become your Username. Be sure to use an email address that you actively maintain.
Confirm Email Address	johndoe@example.com	
First Name	John	
Middle Name(s)		
Last Name	Doe	
Are you a Professional Grantwriter?	No ▼	
Citizenship Status	Canadian Citizen ▼	
Company Name		If you are a sole proprietor grant writer with no Company Name, enter your full name here.
Address	247 Spadina Ave.	
	3rd Floor	
Country	Canada ▼	
City	Toronto	
Province/State	Ontario ▼	
Postal Code/Zip	M5T 3A8	
Primary Phone	4166962215 Ext 245	
Secondary Phone	Ext	
Fax		
Website	http://factor.ca	

Save

Please complete all of the required fields, and then click on the Save button when you are done. If you have not completed the page in full, you'll see a red error message at the top of the screen. You'll need to resolve these errors before you can save your information.

When you have saved your user profile, a green confirmation message will appear. At this point, FACTOR will send a confirmation email to the address that appears on your user profile. Click the link in the email to confirm your email address. It may take a few minutes to receive this email. If you haven't received it within 30 minutes, contact general.info@factor.ca for assistance.

When you click the link, you'll be asked to register a password for your profile. You will also be prompted to review and agree with FACTOR's Privacy Policy and Terms of Use before you can continue.

You'll be prompted to sign in using your username (email address) and password. Once you have done so, you will notice the banner along the top of the FACTOR website will have changed.

To finalize your user profile, click on the User Profile tab. You can take this opportunity to verify all the information that you've provided. Be sure to click on the Save button on the user profile page to save your progress.