

MI-STEP Checklist

- Review/confirm company FY16 eligibility guidelines at www.michiganbusiness.org/cm/files/export_assistance/step-eligibility-guidelines.pdf
- Review/confirm allowable uses of MI-STEP funds
- Complete online intake form (if not done already) at medc.force.com/exportassistance
 - An international trade manager will be assigned to your company. They will reach out regarding next steps.
- Complete and submit the MI-STEP grant application to your international trade manager for review.
- Receive email from DocuSign and electronically sign the agreement. Please allow 7–10 business days for processing.
- If the application is approved, you will receive an approval notification email. If you do not receive one, contact your international trade manager.
- Receive online portal access (if not done already)
 - New client password will only be active for 72 hours
 - Requests for grant reimbursements will be done through the online portal
- State vendor registration: register or review/update vendor information
 - If receiving payments for the first time from the state, create a new user account at www.mi.gov/cpexpress
 - For existing state vendors, log in, review and update (banking information, EFT, address, contact information) if necessary. C&P Express at www.mi.gov/cpexpress
- Please notify the MI-STEP grant administrator of any changes, delays or activity cancelations. You may be required to submit an addendum if there are changes to the approved plans.
- Log in to online client portal and submit all itemized receipts and reimbursement summary worksheet:
 - To be completed by the expiration date on the executed MI-STEP grant agreement (45 days after last date of activity) Note: Exceptions to this deadline can only be approved by MI-STEP grant administrator
 - Please ensure that all 10 steps of “Client Portal Instructions” are completed at medc.box.com/mi-step-portal-instructions
 - All Itemized receipts should be converted to USD based on the date of receipt as the exchange date. Use www.oanda.com/currency/converter for the correct daily exchange rate.
- Once submitted, status can be monitored by logging into the portal
 - Compliance review: Receipts are being reviewed for applicable expenditures (20–30 days)
 - Approved: Approved by compliance review, with finance (10–15 days)
- Payment received by company based on compliance review and availability of funds
- Companies will be required to submit quarterly sales confirmations, providing actual and projected export sales totals related to MI-STEP funded activity and any assistance provided by the MEDC International Trade Program.
 - Quarterly sales confirmations will be completed in the same online client portal, by following these instructions: medc.box.com/qtrlysales-portal-instructions
 - Compliance with quarterly sales confirmations is necessary to be eligible for future funding
 - For questions regarding the sales confirmation process, please contact Natalie Chmiko at chmikon@michigan.org or 517.335.2854.

For questions regarding MI-STEP, please contact

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