## MI-STEP Company Application Process

You will need access to the MEDC Project Portal. If you do not have access to the portal, please contact your Regional International Trade Manager or the MI-STEP Program Manager to assist you.

If you have access to the MEDC Project Portal, please log in by clicking on this link.

Once you have logged in you will see the Project Portal home screen. Scroll to the bottom of the screen to the Available Assistance section. Click on the Apply button to begin.


## MICHIGAN ECONOMIC

- Email Address
© Password


## Log in

Forgot your password?

## Project Portal Beta

You're accessing the 2020 MEDC Project Portal Beta. The team at MEDC is actively working to make this a userfriendly experience.

In this beta we recommend:

- Use Chrome, Safari or Firefox
- Use Desktop when possible
- Provide constructive feedback to the product team

Once you click apply, you will be taken to the Profile page of a new MI-STEP application.
MI-STEP-2024 APP-20434
Letterkenny Limited LLC - STEP Application



Note that the blue circle due date is for the grant cycle and is the last day applications will be accepted. Applications should be submitted at least 15-30 days prior to the planned export activity taking place and at the very least 3 business days prior to the start date of travel or the start date of an eligible non-travel activity.

Navigate through the four tabs to the left of the application information box and begin filling out your application.


Complete the application by filling out all the required information in each section; Profile, Export Strategic Plan, Export Activity Budget and Review \& Submit. Information will be automatically saved as you navigate between tabs, or you can manually click the save button at the bottom of the application.

Once your application is complete click the submit button. If additional information is needed or missing, you will be directed back to the application profile page and you will be notified on which tab additional information is needed or missing.
MI-STEP-2024 APP-20434
Letterkenny Limited LLC - STEP Application 6 Edting $\boldsymbol{6}$ Print


Once your application is successfully submitted you will receive the following message:

> STEP Application has been successfully submitted

## Next Steps

1. MEDC Review
2. Finalized documents sent via DocuSign for company electronic signature

- Award Terms \& Conditions
- SBA Small Business Self-Representation Form
- SBA Debarment Form
- Background Check Form

3. Approval/Denial of Award - sent via email
4. Export Activity
5. Submission for Expense Reimbursement in portal
