

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.

The screenshot shows the MEDC Project Portal home screen. At the top, there is a navigation bar with the MEDC Project Portal logo and the Michigan Economic Development Corporation logo. Below the navigation bar, there is a section titled 'Applications & Awards' which lists three applications: 'International Trade MI-STEP-2020 2020 Q4 - In-Brew Classic' (APP-17576, Submitted), 'International Trade MI-STEP-2020 FERDA Hockey - FY20 MI-STEP Q4 & Brew Showcase' (INC-00074841, Awarded on Tuesday, Aug 25, 2020), and 'International Trade MI-STEP-2020 Hockey's 2020 International Trade Show' (APP-17576, Editing). Below this, there are two sections: 'Awards' and 'Report Center'. At the bottom, there is a section titled 'Available Assistance' which lists the 'International Trade MI-STEP-2020 STEP Grant'. A red box highlights this entry, and a red arrow points to the 'APPLY' button next to it. The text next to the 'APPLY' button says 'Average time to Complete 20 mins'.

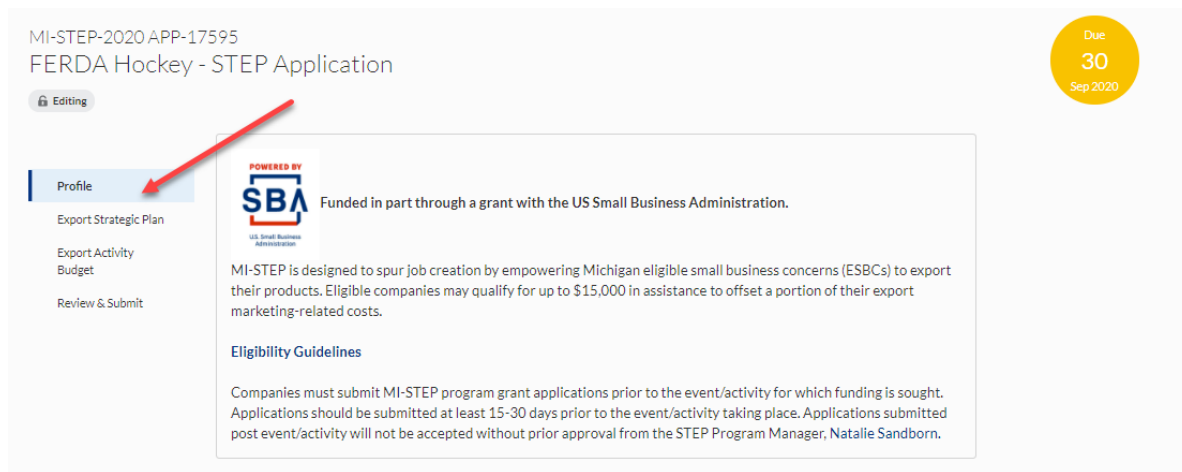
The screenshot shows the MEDC Project Portal login page. At the top, there is a navigation bar with the Michigan Economic Development Corporation logo. Below the navigation bar, there is a login form with fields for 'Email Address' and 'Password', and a 'Log in' button. Below the login form, there is a link for 'Forgot your password?'. Below the login form, there is a section titled 'Project Portal Beta' with a message: 'You're accessing the 2020 MEDC Project Portal Beta. The team at MEDC is actively working to make this a user-friendly experience.' Below this, there is a list of recommendations: 'Use Chrome, Safari or Firefox', 'Use Desktop when possible', and '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.

The screenshot shows the profile page for the MI-STEP-2020 APP-17595 FERDA Hockey - STEP Application. The page is titled 'MI-STEP-2020 APP-17595 FERDA Hockey - STEP Application' and has a status of 'Editing'. A yellow circle in the top right corner indicates a 'Due' date of '30 Sep 2020'. The page is divided into several sections: 'Profile', 'Export Strategic Plan', 'Export Activity Budget', and 'Review & Submit'. The 'Profile' section is currently active and shows the SBA logo and the text 'Funded in part through a grant with the US Small Business Administration.' Below this, there is a section titled 'Eligibility Guidelines' which states: 'MI-STEP is designed to spur job creation by empowering Michigan eligible small business concerns (ESBCs) to export their products. Eligible companies may qualify for up to \$15,000 in assistance to offset a portion of their export marketing-related costs. Companies must submit MI-STEP program grant applications prior to the event/activity for which funding is sought. Applications should be submitted at least 15-30 days prior to the event/activity taking place. Applications submitted post event/activity will not be accepted without prior approval from the STEP Program Manager, Natalie Sandborn.' Below the eligibility guidelines, there is a section titled 'Company Information' which contains the following fields: 'Account Name' (FERDA Hockey), 'Street Address' (569 Letterkenny Way), 'City' (Letterkenny), 'State' (MI), and 'Zip/Postal Code' (48496). At the bottom of the page, there are 'Save' and 'Next >' buttons.

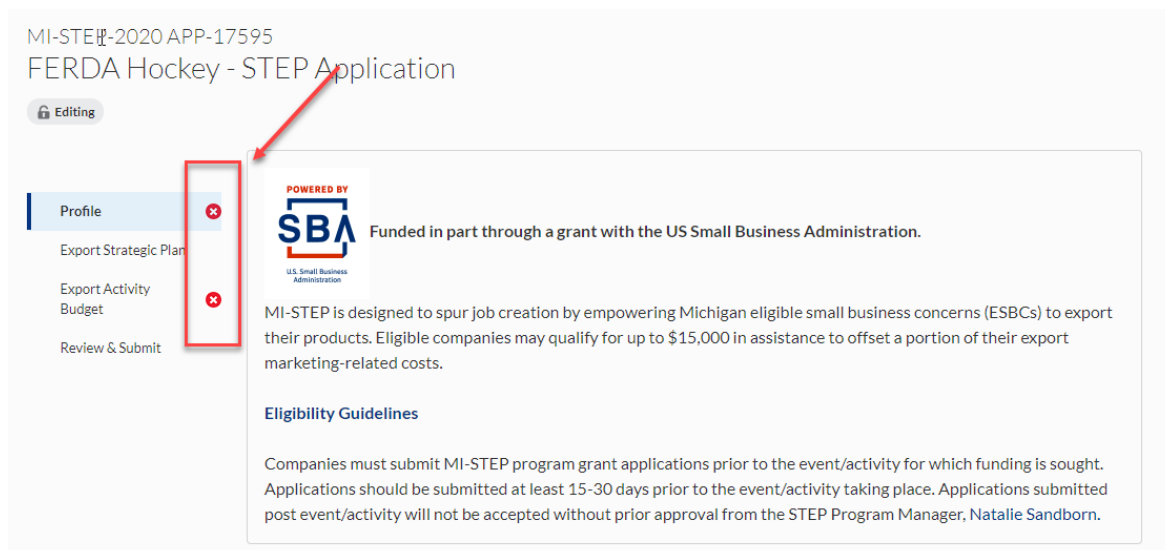
Note that the **yellow circle due date** is for the grant cycle and is the last day applications will be accepted. Applications should be submitted at least 15-30 days prior to the planned export activity taking place.

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.



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

