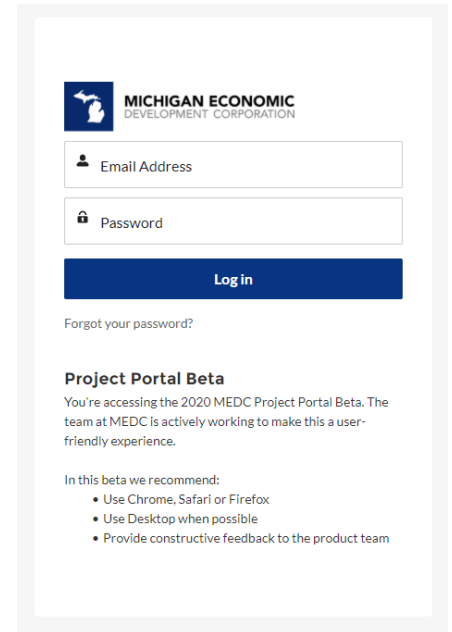
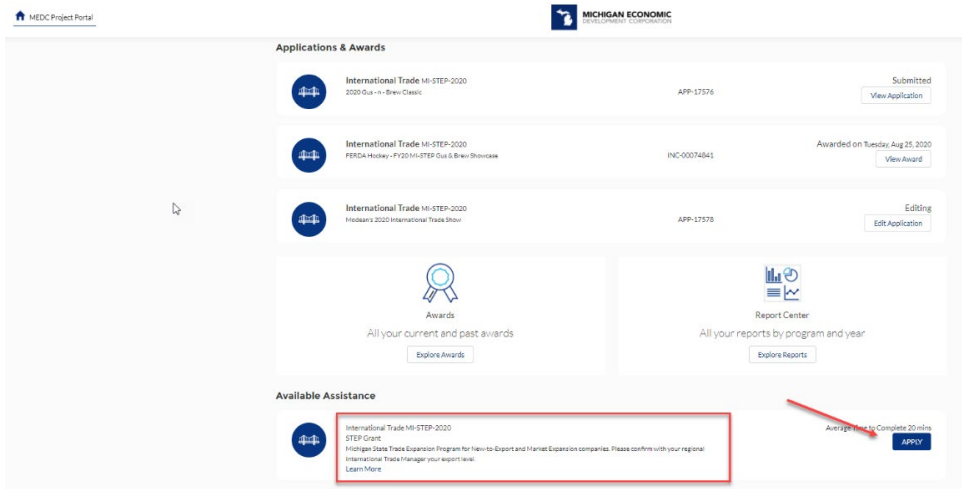


MI-STEP Company Application Process

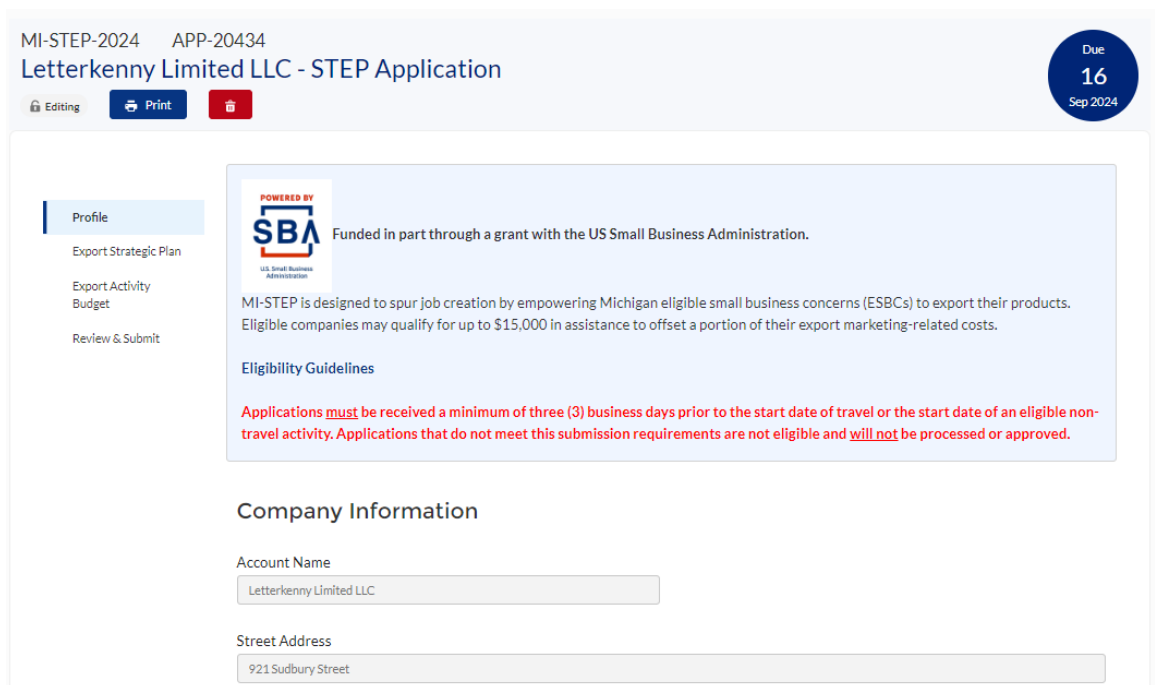
You will need access to the **MEDC Project Portal**. If you do not have access to the portal, please contact your [Regional International Trade Manager](#) or the [MI-STEP Program Manager](#) to assist you.

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.

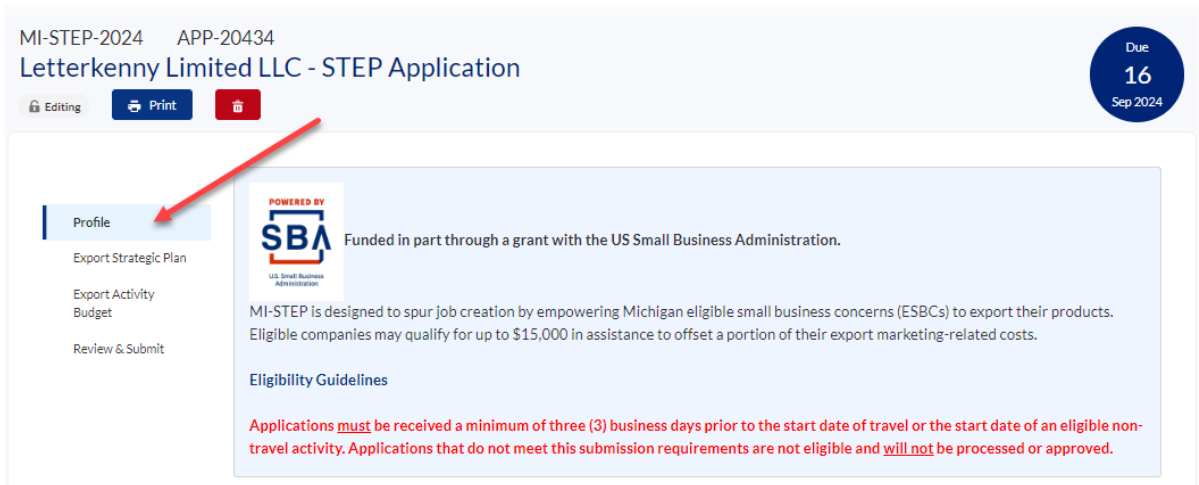


Once you click apply, you will be taken to the Profile page of a new MI-STEP application.



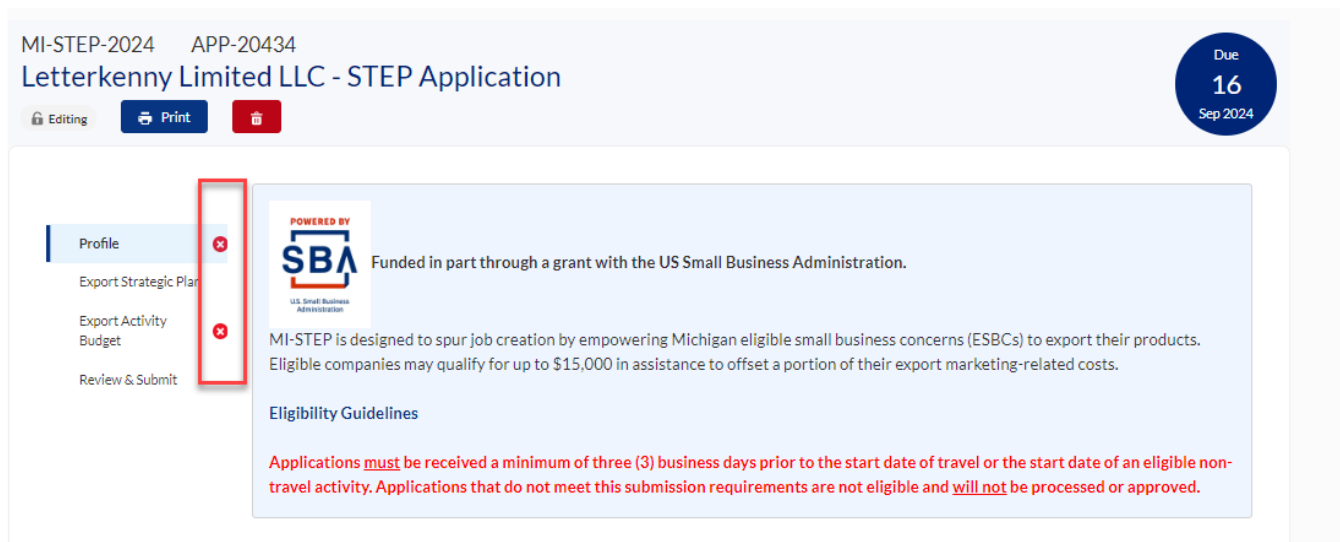
Note that the **blue circle due date** is for the grant cycle and is the last day applications will be accepted. Applications should be submitted at least 15-30 days prior to the planned export activity taking place and at the very least 3 business days prior to the start date of travel or the start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



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

