

## Credit Card Payments Now Available!

You can now pay your Branded Program Administrative Fee invoice via credit card. **Please note that there is a 3% processing fee included for all payments via credit card. If you do not wish to incur this additional charge, you may pay your invoice via check or wire transfer.**

Log in to your Food Export account and go to your Branded Portal.

In the History section, click **search invoices**.

The screenshot displays the 'Branded Program' portal interface. At the top, navigation tabs include 'My Home', 'My Profile', 'My Organization', 'My Products', 'My Activities', 'Branded Program' (circled in red), 'My Wishlist', and 'Recruitment'. Below the tabs are three action buttons: 'SUBMIT PRE-TRAVEL NOTIFICATION', 'SUBMIT REIMBURSEMENTS', and 'SEARCH REIMBURSEMENTS'. A link 'View Branded Program Resources & Videos' is also present.

The main content area is divided into three columns:

- Left Column:** Displays a list of activities for 2022 and 2023. For 2022, 'Review Prequalification' (Status: Approved) and 'Review Application' (Status: Contracted) are completed, while 'Submit Contract Changes' (Status: Not Submitted) is pending. For 2023, 'Submit Prequalification' (Status: Not Submitted) is pending. A 'Markets: UNITED STATES' filter is shown.
- Middle Column:** Provides contact information for assistance to Michigan-based firms, listing Paul Sorenson and Jamie Zmitko-Somers with their titles and phone numbers. It includes a link: 'Or Click Here to Find Your State Agricultural Promotion Agency.'
- Right Column:** Lists 'Branded Program Resources' such as '2021 Branded Program Exporter Manual', '2022-Branded-Program-Exporter-Manual', 'Branded Program Eligible Expenses Overview', 'Branded Program Evaluation Instructions', and 'Branded Program Eligible Travel Guide'. It also includes 'View Tutorial Videos about using the Branded Program' with links for 'Electronic Contracts e-Signature', 'How to Submit a Pre-Travel Notification', 'How to Submit Travel Airfare Claim', and 'How to Submit Travel Lodging Claim'.

At the bottom, an 'Important Dates' section lists 'Start of 2022 program year' (January 1, 2022) and 'Deadline to submit contract change requests /End of the 2022 program'.

The 'History' section at the bottom center lists several search options: 'Search Applications/Contract Changes', 'Search Reimbursements', 'Search Prequalifications', 'Search Pre-Travel Notification', 'Search Evaluations', and 'Search Invoices' (circled in red).

Search for the correct year.

Search Branded Invoices

2022 SEARCH

Search Results

Invoice #	Date	Total	Total Payment	Balance	View/Print	Pay Now
No items to display						

Pay Now will be available to click for any open invoice.

Search Results

Invoice #	Date	Total	Total Payment	Balance	View/Print	Pay Now
163103	11/1/2022	\$104.48	\$0.00	\$104.48	<a href="#">View/Print</a>	<a href="#">Pay Now</a>

From here you will be brought to the checkout page.

### Check Out

Please confirm your order for the Branded Program. Review your Billing Address and Payment method.

Once your payment has been received your application will be processed.

### Order Summary

Product Name	Price	Credit Card Fee	Line Total
FY21 Food Export-Northeast Branded Program Admin	\$1,650.00	\$49.50	\$1,699.50
SUB-TOTAL			\$1,699.50
TAX			\$0.00
TOTAL			\$1,699.50

### Billing Address

Select a billing address: 309 W Washington St Ste 600

### Payment Method

For your convenience we have added the ability to use a credit card to pay for higher value items, which previously had to be invoiced, using a 3% fee to cover the credit card charge for those items.

Payment Method Payment Method

Choose your credit card provider from the drop-down menu and enter the information to complete the payment.