

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, there is a navigation bar with tabs: My Home, My Profile, My Organization, My Products, My Activities, **Branded Program** (circled in red), My Wishlist, and Recruitment. Below the navigation bar are three action buttons: SUBMIT PRE-TRAVEL NOTIFICATION, SUBMIT REIMBURSEMENTS, and SEARCH REIMBURSEMENTS. A link for View Branded Program Resources & Videos is also present.

The main content area is divided into several sections:

- 2022 Section:** Contains three items: "Review Prequalification" (Status: Approved), "Review Application" (Status: Contracted), and "Submit Contract Changes" (Status: Not Submitted). A text input field is visible below "Submit Contract Changes" with "Markets: UNITED STATES" displayed underneath.
- 2023 Section:** Contains one item: "Submit Prequalification" (Status: Not Submitted).
- Contact Information:** Provides assistance for Michigan-based firms, listing Paul Sorenson (Liaison, (312) 334-9217) and Jamie Zmitko-Somers (Michigan Department of Agriculture & Rural Development, Agriculture Development Division Director, (517)284-5738). A link "Or Click Here to Find Your State Agricultural Promotion Agency." is also provided.
- History Section:** Lists several search options: "Search Applications/Contract Changes", "Search Reimbursements", "Search Prequalifications", "Search Pre-Travel Notification", "Search Evaluations", and **Search Invoices** (circled in red).
- Branded Program Resources:** Lists various manuals and guides, including "2021 Branded Program Exporter Manual", "2022-Branded-Program-Exporter-Manual", "Branded Program Eligible Expenses Overview" (NEW!), "Branded Program Evaluation Instructions", and "Branded Program Eligible Travel Guide". It also includes a link to "View Tutorial Videos about using the Branded Program" with sub-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".
- Important Dates:** Lists "Start of 2022 program year" (January 1, 2022) and "Deadline to submit contract change requests /End of the 2022 program".

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	View/Print	Pay Now

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

Payment Method Payment Method

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