

Navigating Food Export – Midwest & Food Export – Northeast Website

How To Login and Register:

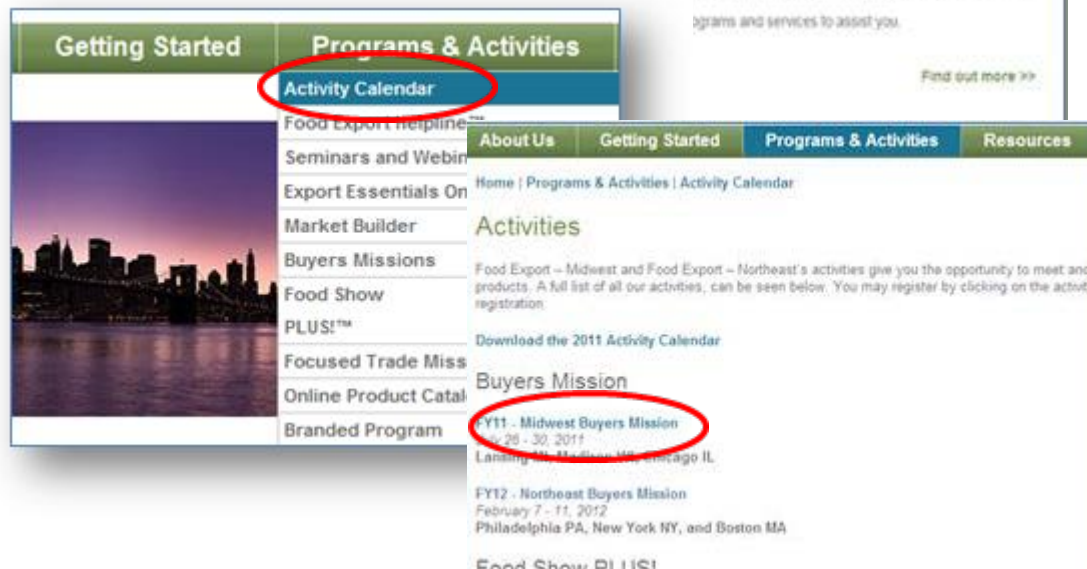


Step 1: To access your account and REGISTER for activities, Click LOGIN – located in the Top RIGHT corner of the website.

Once logged in please use the **Green Menu Bar** to navigate the site.

- About Us
- Getting Started
- Programs & Activities
- Resources

Step 2: Mouse over **Programs & Activities**. Click on **Activity Calendar** to find the list of events.



Review the list of events. A full list of events will show on the screen, you may need to scroll down to see all of them.

Step 3: **Click on the title of an activity** in order to register for that activity.

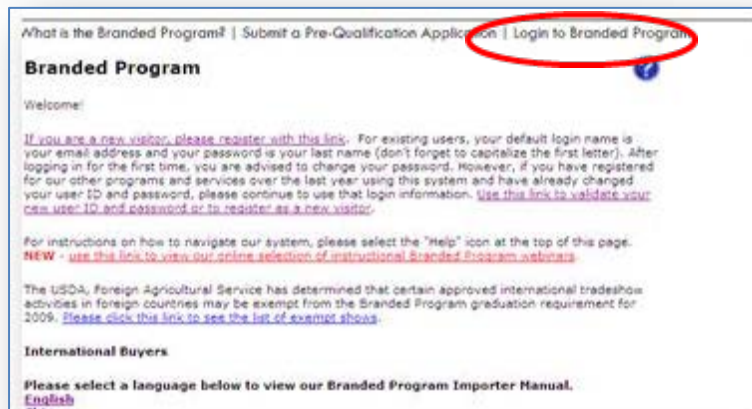
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How to get to the Branded Program:



Step 1: Mouse over **Programs & Activities**,

Step 2: Click on the **Branded Program** in order to submit your prequalification, application, FAS notification and claims.



- Reminders: If you have not logged into your account – this is the page you will see under the Branded Program.

Please login to manage your account by clicking the login link at the top right corner.

A login window will pop up. You will use the same login and password that was assigned to you previously.



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My Export Portal:



My Export Portal is a section of the site in which users can manage their Food Export account. Outside of your Personal Information, you will see four other tabs on this page.

1. Product Catalog
2. History
3. Committees
4. Preferences



Product Catalog – Gives each user the opportunity to manage your product’s images and descriptions if you have registered to participate in our complimentary Online Product Catalog. This is a direct way to advertise to qualified importers and distributors.

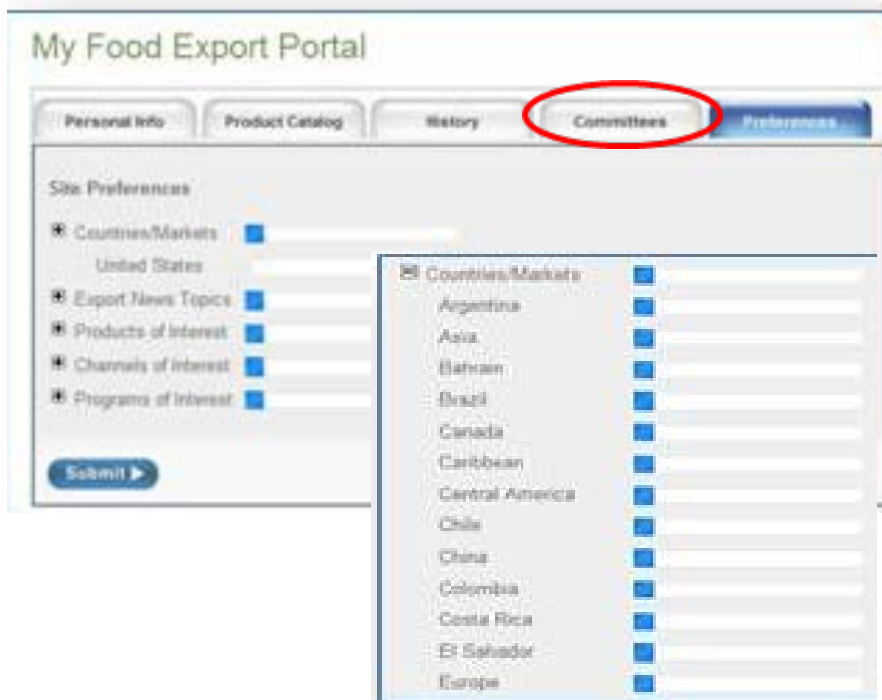
History – This section allows you to review your past participation. Manage outstanding Invoices, Evaluations and begin to plan out your marketing strategy by revisiting the previous year’s events.

Invoices Past Due:				
Invoice #	Invoice Name	Invoice Amount	Invoice Balance Due	Pay Now
There are no invoices past due!				
Activity Registration History:				
Activity Title	Activity Code	Registration Date		
FY11 - Food Export Helpline (Midwest)	G11EDU	12/23/2009		
FY11 - Online Product Catalog	G11OPC	10/30/2009		
FY09 - Retail Food Buyers Mission at PLMA	G09PLM	09/18/2009		
FY09 - Midwest Buyers Mission	G09MBM	06/02/2009		

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Committees – this tab is currently under construction.

Preferences – This is a new feature! Take time to set your preferences. Setting preferences enables you as a user to determine what kind of content you want featured in your recommendations. Our system will recognize the information and make program and activity recommendations that best fit your needs. Recommended News and Resources will also be adjusted based on your set preferences.



Step 1: Click the PLUS (+) button next to each preference to expand the options to choose from.

Step 2: Choose from the following:

- Countries/Markets
- Export News Topics
- Products of Interest
- Channels of Interest

Step 3: Select the preferences that are most valuable to you in order to help drive recommended content.

- Move the Bar to the RIGHT in order to adjust your interest level.

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These recommendations will be found at the bottom of your Export Portal page.

Recommended News

Based on your preferences, there are no recommendations for you at this time.

Recommended Resources

Based on your preferences, there are no recommendations for you at this time.

Recommended Programs

[FY12 - Northeast Buyers Mission](#)

[FY11 - Midwest Buyers Mission](#)