**Submitting A MBAF form Online – Instructions**

**Step One: Create an Account**

1. **Log in:** To register for a User Name and Password select on “Create Account”., please log in below using your registered Email and Password.
2. **Account Home:** To set up your reporting profile, to submit and monitor your Minnesota Business Assistance projects and reports for those projects.
3. **Manage Grantors:** Use the “Add Grantors” drop down to select the Grantors for which you will be submitting a MBAF report. A table will appear, listing all of the Grantors for which you have reporting ability.
4. **Contact Information:** To enter or edit your personal contact information.

**Other Information concerning the Account Home page:**

**Reset Password:** At any time you are able to change your login password by using the form below.

**View Submitted MBAF Reports:** Use the drop downs to view reports that have been submitted by local government jurisdictions that you represent.

**Step Two: Submit a Project, Report on a Project, Report No Project**

Within the home page, a user can submit a new project, report on an exisiting project or report that there is no active project within their jurisdiction.

1. **Submitting a New Project:**Enter a new project into the system. Once the project is submitted the MBAF administrator must review and approve the project before it is available for future reporting.

**Account Home:** Select an action- “Create new project”, select year agreement signed, select project value, and select a grantor.

**Grantor Information:** This section is prepopulated based on the Grantor selected from the drop down list.

**Recipient Information:** Enter information on the Business or organization that is receiving the subsidy or financial assistance.

**Agreement Information:** Enter the contractual agreement information such as agreement dates, the type of assistance/subsidy and the assigned dollar values.

**Goals and Public Purpose Identified in the Agreement**: Enter the public purpose; as well as the date of when the goals are planned to be achieved according to the contractual agreement.

**Agreement Wage Goals**: Enter the planned number of jobs within selected wage bands according to the contractual agreement.

1. **Reporting on a Existing Project:**When reporting on a project, the online application will prepopulate all of the project information (as described above). This information is view only-not editable. If there are any concerns about the prepopulated information, please contact the MBAF administrator.

**Account Home:** Select an action- “Report on a project” and select a grantor.

**Agreement Wage Actuals**: Enter the actual, accumulative number of jobs within selected wage bands that have been achieved at the time of the reporting.

**Recipients Failing to Fulfill Obligations:** Provide information for each recipient failing to fulfill goals or any other terms of an agreement that were to be attained by the time of reporting.

1. **Reporting No Project**For the government agency that represents a population of more than 2,500 and has no active projects or has awarded business subsidies during the last five years, select the action of “Report-no active projects” to submit this type of report.

**Account Home:** Select an action- “Report-no active projects” and select a grantor.

**Other Information when submitting a Project or Report:**

**Complete inprogress project:**  This drop down listing is used when a project has been partially entered but did not finish with a “Final Submit.” The system will save any pages that have been completed by selecting “Next” at the bottom of each page. The system does time out after 20 minutes and will have saved any completed pages before that time.

**Reporting restrictions:** The system will only allow one report to be filed for the current year. All submitted projects and reports must be reviewed and approved by the MBAF administrator before it is available for future reporting (projects) or on the “Submitted Reports” table.

**Step Three: Public View Submitted Reports**To view any report that has been submitted and reviewed by the MBAF since 1999, use this link:
<https://apps.deed.state.mn.us/MBAF/MBAFReport/SelectProject> .

Presented on this page is a report building using one or a combination of all three criterias (Grantor, Project Year, Report Year) through a dropdown list. When this is submitted, the system will generate a table that matches the selection criteria. This table can be sorted by selecting a header at the top of the table. Any report on the table can be viewed and printed.

**FOR ASSISTANCE**

For any reporting inquiries or account assistance, please contact Edwin Hodder at (651) 259-7179 during normal business hours of 8:00 a.m. and 4:30 p.m. Monday through Friday excluding federal holidays. You may also email your inquiry to ed.hodder@state.mn.us.

For any mail-in submissions and inquiries MNDEED’s address is:

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