



## Small Business Development Center "Sign Up" Help Sheet.

There are **Seven Steps** you need to complete for the SBDC "Sign Up" application.



**STEP 1 - Get Started** = Creating an Account

**STEP 2 - Select Center** = Austin MN is part of the Southeast MNSBDC Regional Center

- Click on the Rochester icon to select the Southeast MNSBDC Regional Center



**STEP 3 - User Details** = Information about you.

- You must enter information in all data fields with a red asterisk. Example:

Address:\*

**STEP 4 - Company Details** = Information about your company

- You must enter information in all data fields with a red asterisk
- Entering data in all field with all the SBDC to better serve you
- NAICS Code = (Pronounced NAKES Code) is a six-digit classification code within the North American industry Classification System. It is standard code to allow for consistent collection, analysis, and publication of data on businesses and non-profits. You select the code that best fits your business.
  - US Census Bureau NAICS Code Lookup: <https://www.census.gov/naics/>

**STEP 5 - Agreement** = The details about the agreement between you and the SBDC

- You should read the terms and sign if you do not have any concerns with the agreement
- If you have concerns and want to discuss, please contact SEMN SBDC Center at 507-285-7536

**STEP 6 - Area of Assistance** = This is areas of assistance SBDC consultant can assist your business with

- For grant applicants please choose COVID-19 Financial/Capital

**STEP 7 - Survey** = Allowing SBDC to share you company information with SBDC employees and consultants

- You may choose "Yes" or "No" for this survey

### **"Sign Up" Application Complete**

When you see the following message, you have successfully completed the application and will soon receive a confirmation email from the Southeast MNSBDC Regional Center confirming your application completion.

You have successfully completed the 'Release of Information' survey - thank you!

#### **Welcome to eCenter Direct**

Please feel free to explore the resources that we have provided for you on the left-hand menu. You may sign up for Training Events or Conferences here as well as update your contact information.

You may also notice any outstanding survey requests that we have made of you that are awaiting your completion. Surveys provide important feedback for our program's continued improvement as well as funding and we appreciate your response.