

A company who has an approved application can make changes during the year to:

- Request more funding
- Move already approved funds to another country market
- Add more products

To submit an amendment to request more funding:

1. Log into your MySUSTA Account and click the CostShare tile then click Marketing Plans: Amendments

50% CostShare

Welcome to the 50% CostShare Dashboard! Here you will find current year application and 50% CostShare information.

2017

2016

Participant Application Contracted	Application Summary Download	Product Info Amendment	Marketing Plans 2 Amendments	Claim Status 0 Claims	Budget Report Available
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Graduation

If you have any questions, please [contact the 50% CostShare Team](#) or call (504) 568-5986

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2. To add money to an existing marketing plan, scroll down to that marketing plan and click Amend

Ireland

Estimated Total	Approved Total	Applicant Funds	In-country Partner Funds	SUSTA Funding	Date Added	Date Approved	Status	Edit	Delete
\$13,000.00	\$13,000.00	\$6,500.00	\$0.00	\$6,500.00	08-18-2016	08-18-2016	Approved	Amend	

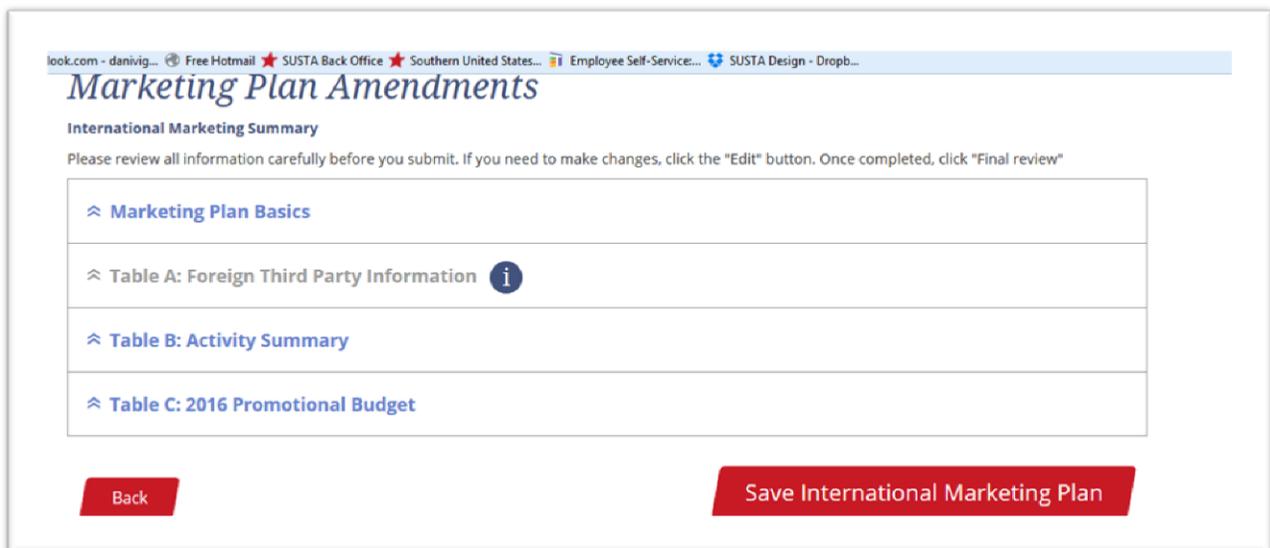
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3. A warning pop-up will ask if you are sure you want to amend the marketing plan; select Yes

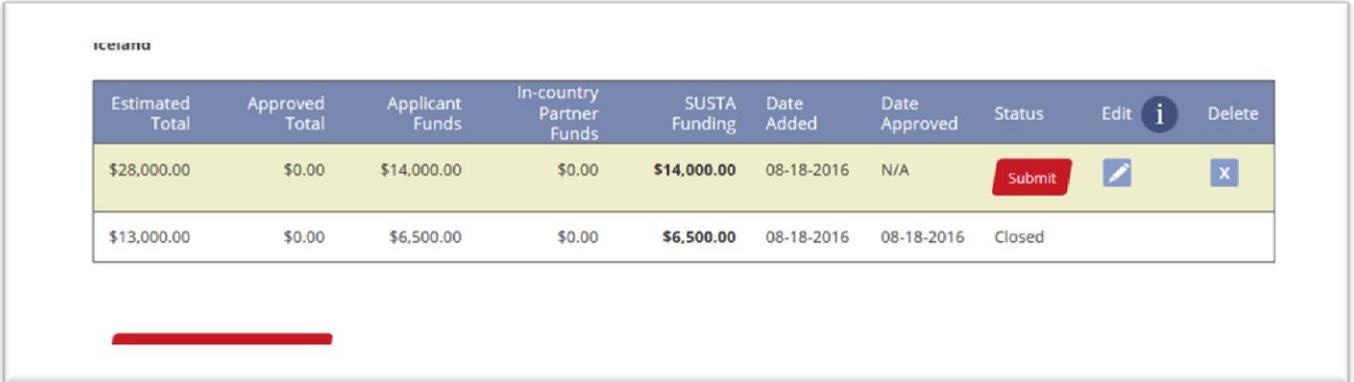


You have now re-opened your approved marketing plan; you can change anything on the first page, but to change the budget, select next and move to the second page

4. Your existing budget is available to edit; so if you are adding money to it, leave what is already there and add to it. Once your budget reflects your entire budget for that country marketing plan, click Next. Then click Save International Marketing Plan



- Then click Submit

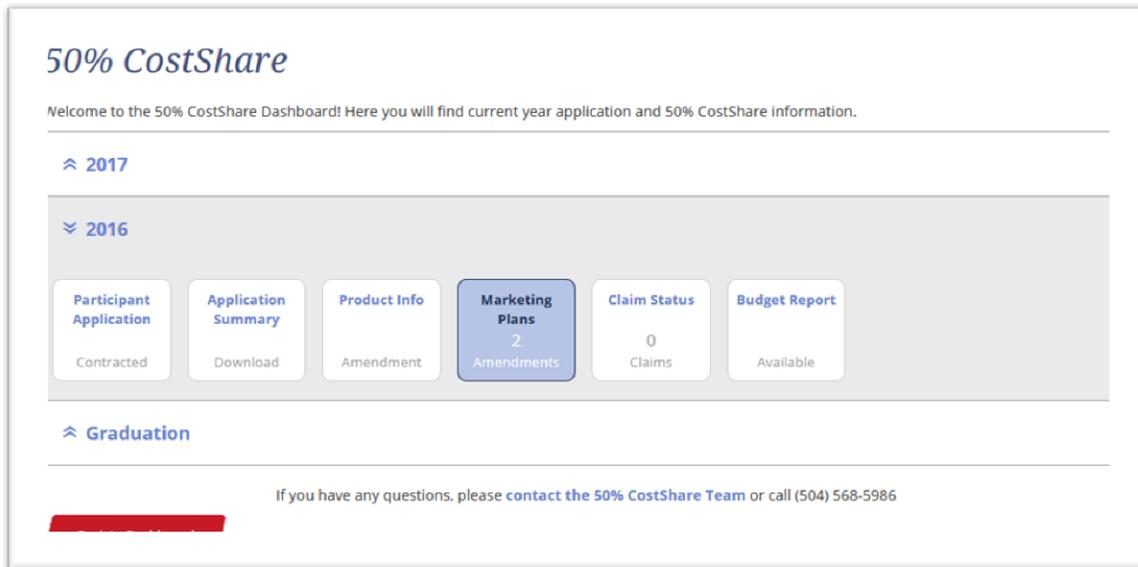


Estimated Total	Approved Total	Applicant Funds	In-country Partner Funds	SUSTA Funding	Date Added	Date Approved	Status	Edit	Delete
\$28,000.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	08-18-2016	N/A	Submit		
\$13,000.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	08-18-2016	08-18-2016	Closed		

Now you have a submitted amendment. SUSTA will let you know if it is approved, and we will send you an invoice for the 6% fee of any additional reimbursement funds requested.

To amend your application by adding a new marketing plan:

- Log into your MySUSTA Account and click the CostShare tile then click Marketing Plan Amendments



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2017

2016

Participant Application Contracted	Application Summary Download	Product Info Amendment	Marketing Plans 2 Amendments	Claim Status 0 Claims	Budget Report Available
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Graduation

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- Select 'Add International (or Domestic) Marketing Plan' and follow the prompts to add a new marketing plan and request funds

Here you can amend your domestic or international marketing plans.

Add New Marketing Plan

Add International Marketing Plan

Current Marketing Plans

Please review the following information. If you need to change anything, click the edit button and make any necessary change

= Amended Plans

3. Create the new marketing plan and click Save; then click Submit
4. SUSTA will let you know if approved, and will send you an invoice for the 6% administrative fee on the reimbursement amount

To move funds from one market to another:

Follow the above steps to get to the amendment tiles. Amend the plan you want to reduce. Click Save; then click Submit. Next, amend the country marketing plan you would like to increase. Click Save; then click Submit. Because you are not requesting any additional funds, you will not receive an invoice for transferring funds.

To add products:

1. Follow the above steps to get to the amendment tiles; select the Product Info Amendment tile. Complete the product information and select Save Product.

Home → My SUSTA → 50% CostShare → Product Information Amendments

Product Information Amendments

Please add any new products you wish to add to your approved products list. Each product is required to be at least 50% US agricultural origin by weight, excluding water and packaging. Please add each product separately and include size. Once added, please send in actual packaging.

Add New Product

Brand/Private Label Name (e.g. ABC Foods)

Product Flavor (e.g. Beef & Cheddar)

Product Size (e.g. 12 oz. bulk)

Product Description (e.g. Frozen Burritos)

Do you own this brand?
 Yes No

Requires Private Label Agreement?
 Yes No

Enter each size and variety of your company's product as a separate entry. Each item must be listed in detail for eligibility purposes.

Save Product

2. Don't forget to Submit each new product

Judy's Limeaid

Description & Flavor	Size	Date Added	Own Brand?	Countries Marketing In?	Requires <i>i</i>	Received	Status	Edit	Delete
lime-flavored juice in bottles - Lime-flavored	24 ounces	08-18-2016	Yes		COE: No PLA: No	Origin: No Labels: No	Submit		

Sir Elroy's Elixir

Description & Flavor	Size	Date Added	Own Brand?	Countries Marketing In?	Requires <i>i</i>	Received	Status	Edit	Delete
grape-flavored juice in bottles - Grape Juice	32 ounces	08-18-2016	Yes		COE: No PLA: No	Origin: No Labels: No	Submit		

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3. SUSTA will be in touch regarding sending in packaging and labels to approve new products.