



## Must-Read Quick Tips

It is strongly recommended that you contact the Export Market Access (EMA) staff prior to starting the application process. EMA staff can be reached by calling 416 482 5222 and dialing 1 to reach an EMA representative. In addition, please review our [Frequently Asked Questions](#) on the EMA Website, [www.exportaccess.ca](http://www.exportaccess.ca).

It should be noted that applications received less than **30 business days** prior to the project start date may not be processed. In addition, incomplete applications and/or not submitting amendment requests as required may also result in applications not being processed.

Before you complete the on-line application it is essential that you read and understand the [User Guide for the Online Application](#). Each step contained in the Guide must be followed as outlined in the instructions. Failure to follow the instructions will prevent and/or delay the application from being submitted.

All applications must be submitted online. Follow these steps to begin:

1. Click on the following link to take you to the [EMA Front Office Portal](#). New users **must** first click on 'Search Funding Opportunities' as outlined on Page 3 of Guide.
2. Enter the letters 'EMA' in the Keyword Box located just below the words 'Search Funding Opportunities'.
3. Click on the 'Search' button.
4. Click on the paper icon with the orange check mark located under the word 'Register' to access the 'create a profile' screen. This step is detailed in page 4 of the Guide.
5. Continue as per page 5 of the Guide and the remaining instructions contained therein.

Please note that successful applicants must provide proof of \$2 million in insurance coverage and must name the OCC as an added insured to the insurance certificate. All applicants must also provide audited financial statements (notes included) for the two most recent fiscal years (Notice to reader and Review Engagement are acceptable).

Applicants can submit two applications in a 12 month period. However, one application must be completed successfully before the second application will be considered.



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