

INSTRUCTIONS FOR REGISTERING WITH THE STATE OF MICHIGAN BUDGET OFFICE FOR REIMBURSEMENT OF SENIOR PROJECT FRESH/MARKET FRESH COUPONS

YOU ONLY NEED TO REGISTER ONCE WITH THE STATE BUDGET OFFICE. IF YOU REGISTERED IN 2013, YOU DO NOT NEED TO REGISTER WITH THE BUDGET OFFICE AGAIN. PLEASE NOTE: IF PAYMENT INFORMATION HAS CHANGED, PLEASE UPDATE YOUR ACCOUNT AT THE WEBSITE LISTED IN #1.

If you are a new market master, you will need to register with the State Budget Office prior to getting reimbursed for your coupons. Failure to register with the Budget Office will result in no reimbursement for coupons.

Need to update a record with a new market master name, address or add a mail code? Please follow the directions below.

How to register:

- 1). Go to <http://www.michigan.gov/budget>.
- 2). Scroll down to the bottom of the page and click on the picture that says "Contract and Payment Express for Vendors and Payees". If the picture is not visible, you may click on the arrow to the right of the pictures until it appears.
- 3). You have an option to view a short video that explains the registration process.
- 4). When you are ready to register, scroll to the bottom of the page and click on "Go to C & P Express". At the bottom of this page, you will see an option of "New Users".
- 5). Click on "New Users" and supply the requested information.

Need more help?

If you need help registering, please view the video on the website, or refer to the "Contact Us" section on the website.