

If someone is a NEW client, meaning they have not received consulting services from ANY SBDC in the state of Illinois to date, they follow these steps.

If someone is an existing client, meaning they have had at least one consultation with our center or another in the state, they simply email us directly.

### **Steps for new client signup:**

Visit our website: [www.mcleancosbdc.org](http://www.mcleancosbdc.org) and click “Become a New Client” button.



On the “Become a Client” page, scroll down and click the “Become a New Client” link.

The Illinois Small Business Development Center of McLean County at Illinois Wesleyan can assist you with one-on-one entrepreneurial and business management consultations, training workshops, market research, loan assistance help, assistance with financial projections and information needed to make informed business decisions.

We believe our roles are to coach, connect, and educate our clients and that we must be open, positive, and knowledgeable in this endeavor. We are also a link to other resources and partners with other business assistance service providers.

*Please complete the "Become a New Client" process at the link below to request an appointment, and an advisor will follow up with you soon.*

**[Become a New Client](#)**

Click here for: [Step by Step Process for "Becoming a New Client"](#)

Then, you will be taken to a new page. Use the first name, last name, and or business name and email address you'd like to use to set up your client file. This is where your **contact information** will go to whom we may reach out to for the company. **Do not** put your company information on the next two boxes as that is only for **step 4**.



- Home
- New Client Signup
- Contact Us
- Training Events
- Useful Links

Get Started 1 Select Center 2 User Details 3 Company Details 4

Thank you for your interest in the Illinois Small Business Development Center Network. To begin, please enter your e-mail address: consists of more than 40 centers. Please scroll to find the center that best fits your needs and geographic location.

If you already have an eCenter login account, please enter your e-mail address and password at the top of the page.

**New Account**

First name:

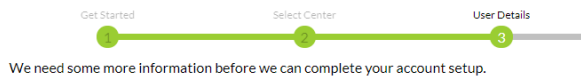
Last name:

Email:

Password:

Next, provide your contact information, address, and demographic details. And then click "continue."

Note: For our center to serve you, you must be located in McLean County. If located elsewhere, select a different center.



### Contact Information

First Name:  MI:

Last Name:\*

Email: \*

Please include me in any future mailings?

Phone Number: \*

Alt. Phone Number:

Fax Number:

### Address

Address: \*

City: \*

State: \*

ZIP Code: \*

Country:

### Details

Gender:

Race:

Hispanic Origin:

Veteran Status:

Military Reserve Status:

Disabled:

Next, provide your company's information and click "continue" at bottom.

Note: The fields will vary depending on if your first selection for "company status" is "in business" vs "not in business."



We need some more information before we can complete your account setup.

## Company Information

Company Status:\*

Company Name:\*

## Company Address

Company Address:\*

Company City:\*

State:\*

ZIP Code:\*

Country:

Mailing address is the same as physical address?

Then, review the agreement page regarding the **confidential** collection of your information as a client of our center through the Small Business Administration (SBA). **Be sure** to fill out your full name at the bottom to sign and accept the terms outlined on the page and click "Continue."



### REQUEST FOR COUNSELING PAGE 2 of 2

To comply with legislation passed by the Congress and Executive Orders issued by the P must notify you of certain information. You can find the regulations and policies implem Chapter 1, or our Standard Operating Procedures (SOPs). In order to provide the requir affect SBA's entrepreneurial development programs.

Paperwork Reduction Act (44 U.S.C. § 3501)

SBA is collecting the information on this form in order to facilitate business assistance se entrepreneurial development programs. Periodically, the SBA may use the information c required by law. SBA also intends to use the individual client data to select participants f

PLEASE NOTE: The estimated burden for completing this information is 3 minutes. Your required to respond to the questions on this form if it does not display a currently valid C information, please contact the U. S. Small Business Administration Information Branch, Management and Budget, Office of Information Regulatory Affairs, 725 17th St., NW, W

Last, indicate the type of assistance you are seeking via the checkboxes. Also use the freeform box to describe the specific services you are requesting or questions you have. Then click “continue” one last time.

This triggers a notification to the business advisors of the center who will accept your client request. You can expect a response via email within 5-7 business days from your personal business advisor to setup a consultation based on available resources.



Please select the type of assistance that you are seeking:

- Business Accounting/Budget
- Business Plan
- Buy/Sell Business
- Cash Flow Management
- COVID-19 Financial/Capital
- COVID-19 General Support
- Customer Relations
- Disaster Planning
- Disaster Recovery
- eCommerce
- Engineering R&D
- Exporting
- Financing/Capital
- Franchising
- Government Contracting
- Human Resources/Managing Employees
- Legal Issues
- Managing a Business
- Marketing/Sales
- Risk Management
- Social Media
- Start-up Assistance
- Tax Planning
- Technology/Computers
- Training
- Use of Growth Wheel with client

Please describe specific service or assistance requested:

[Continue](#)