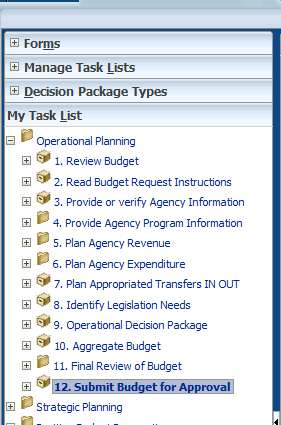
**Submitting Budget Request Information**

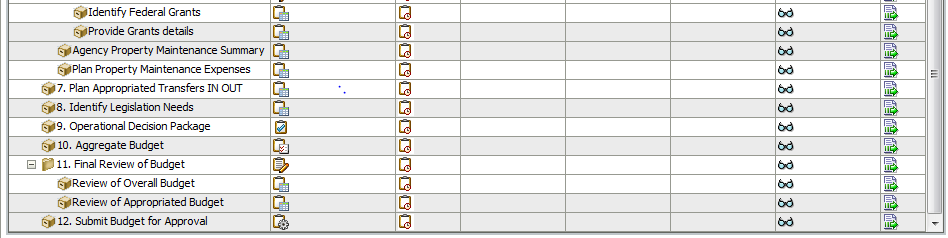
**(Program info, KPMs, etc.) and Strategic Plan:**

1. Go to **Submit Budget for Approval** on the task list.

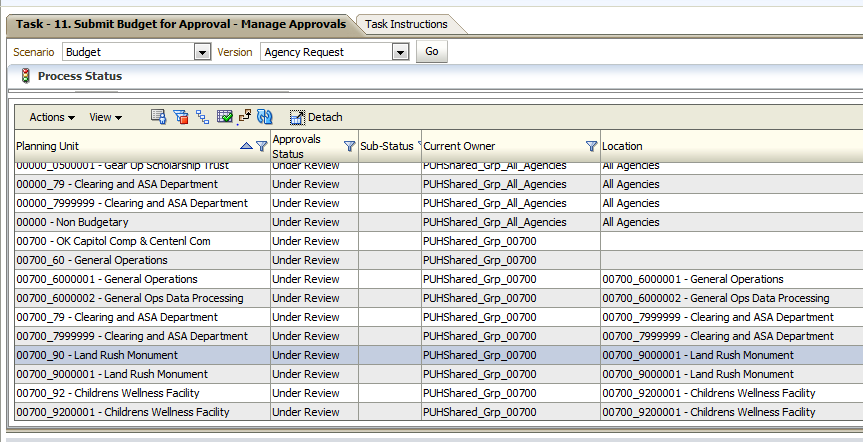


OR

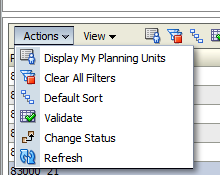
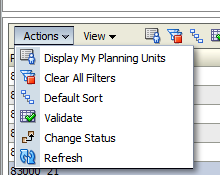
Go to the **Action Button** on the task list in the main pane.



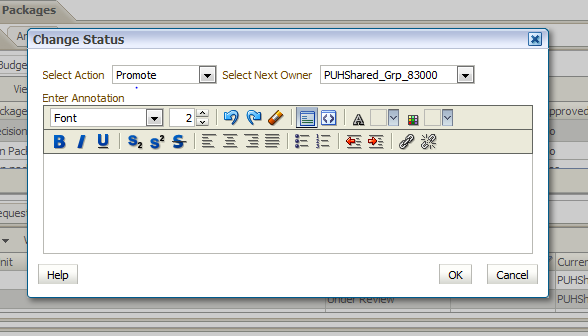
1. Go to the first division line. (When you change the division line, all relevant departments should change.)



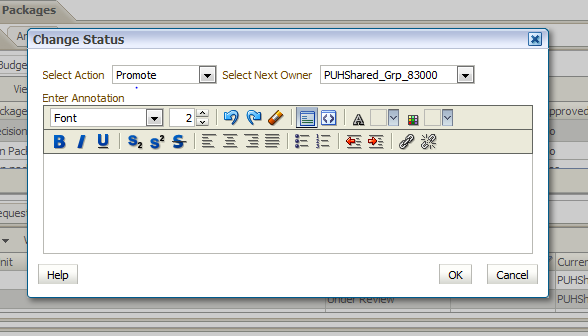
1. Go to the **Actions** button then **Change Status**.



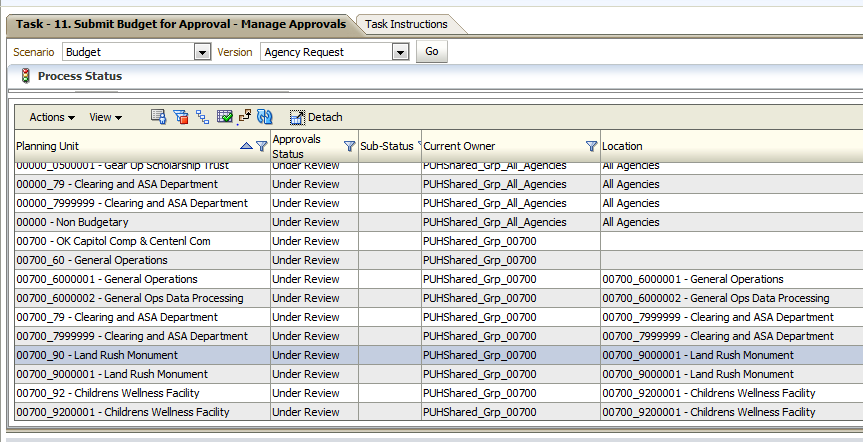
1. Change the status to **Promote** for the first box then **PUHShared\_GRP\_Your Agency Number** for the second box.



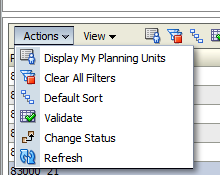
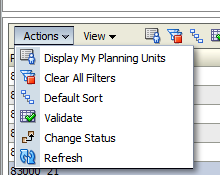
6. Push the **OK** button.



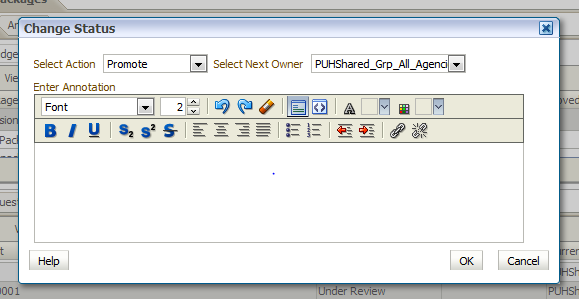
7. Click on the same division/department line. (There are two steps to approving each part.)



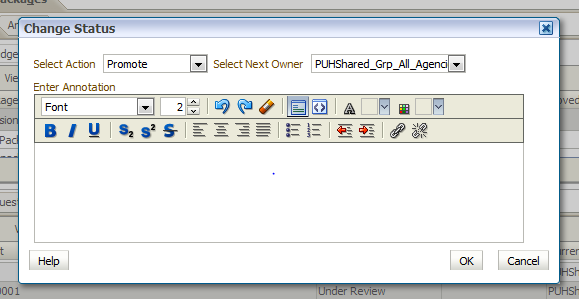
8. Click on the **Actions** button then **Change Status**.



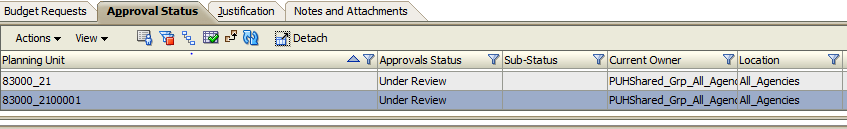
9. Change the status to **Promote** for the first box then **PUHshared\_GRP\_All\_Agencies (this submits to OMES)** for the second.



10. Push the **OK** button.



11. The **Current Owner Column** should say “PUHshared\_GRP\_All\_Agencies.” The **Location Column** should say “All\_Agencies.”



12. Repeat each step for each division.