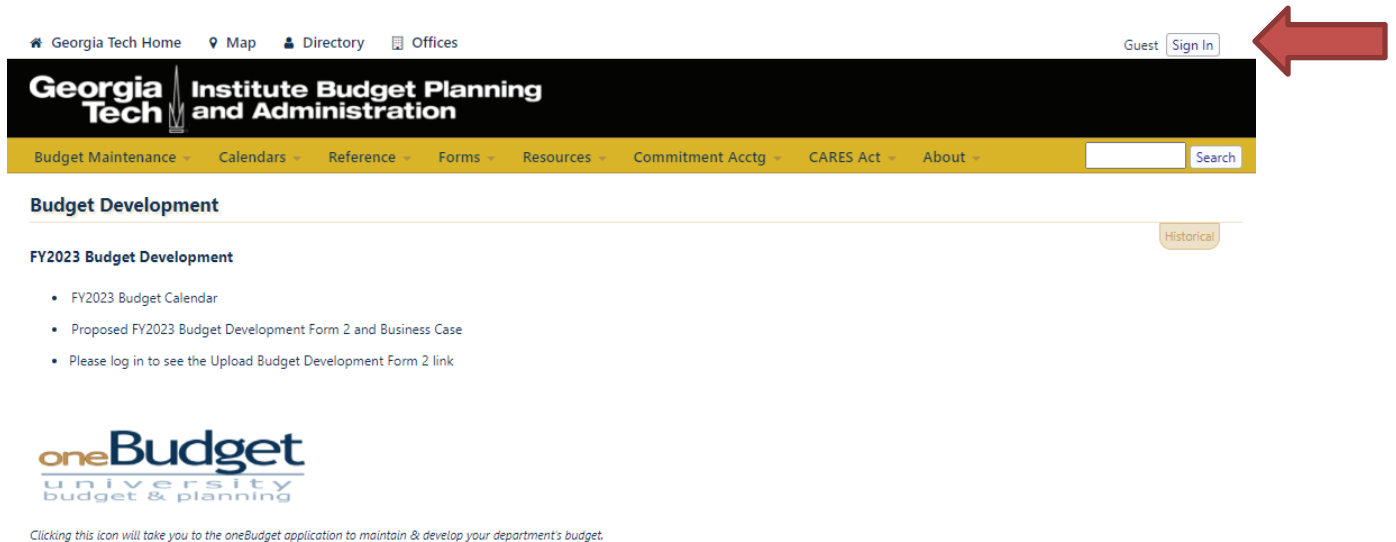


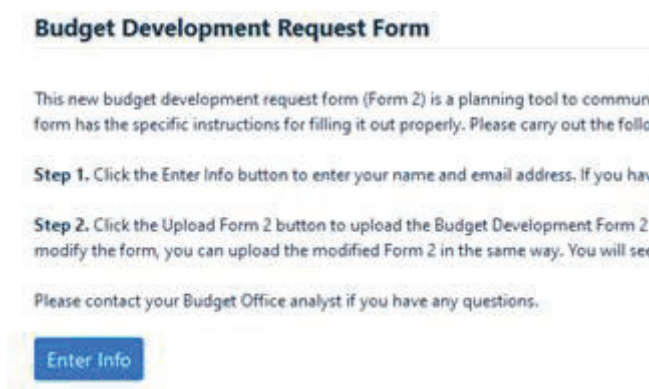
Form 2 Upload User Guide

1. Navigate to the [Budget Development](#) page on the IBPA website and log in at the top right hand corner:



If you are not logged in, the third link will say “Please log in to see the Upload Budget Development Form 2 link”

2. Click the link to go to the Upload page, and click the Enter Info button:



3. Enter your name and email address and click Save.

Enter Information

Please enter your name and email address, and then click the Save button.

Name:

Email Address:

4. Now click the Upload Form 2 button and select the Form 2 excel file; then click Upload. You may only upload excel files:

Upload Form 2

Click on Choose File and navigate to the file you wish to upload. Then click on the Upload button.

FY 2023 Budget Dev...h departments.xlsx

5. Users may upload revisions as needed. The upload process will save and number each version. Each version will also have a day/time stamp:

Uploaded Files

- FY 2023 Budget Development Form 2 and Business Case -with departments.xlsx (uploaded 2021-10-06 12:32)
- FY 2023 Budget Development Form 2 and Business Case -with departments (2).xlsx (uploaded 2021-10-06 12:33)