LEGISLATIVE BUDGET BOARD

Instructions for State Agencies for Agency Account Maintenance for Existing Legislative Budget Board User IDs

LEGISLATIVE BUDGET BOARD STAFF

CONTENTS

OVERVIEW

The Legislative Budget Board (LBB) issues User IDs to state agencies for the below-noted applications. For purposes of these instructions, the term agency (or agencies) includes state agencies, appellate courts/judicial agencies, and institutions/agencies of higher education.

- Automated Budget and Evaluation System of Texas (ABEST)

- LBB Contracts Database (state contracts only)

- LBB Fiscal Notes System

- LBB Document Submissions

For persons that have existing LBB User IDs, if you need to check your Account Information or take any of the following actions:

- Account Information

- Change Contact Info

- Change Password

- Change Security Questions/ Answers

- Request Application Access

- Request Additional Application Access

- Remove Agency Application Access

- Delete Account

then please complete the steps detailed under the **AGENCY ACCOUNT MAINTENANCE** section of these instructions. After reading the instructions, if you have any questions or encounter any problems, send an email to WebAppSupport@lbb.texas.gov or call the LBB's Application Support Help Desk at 512-463-3167.
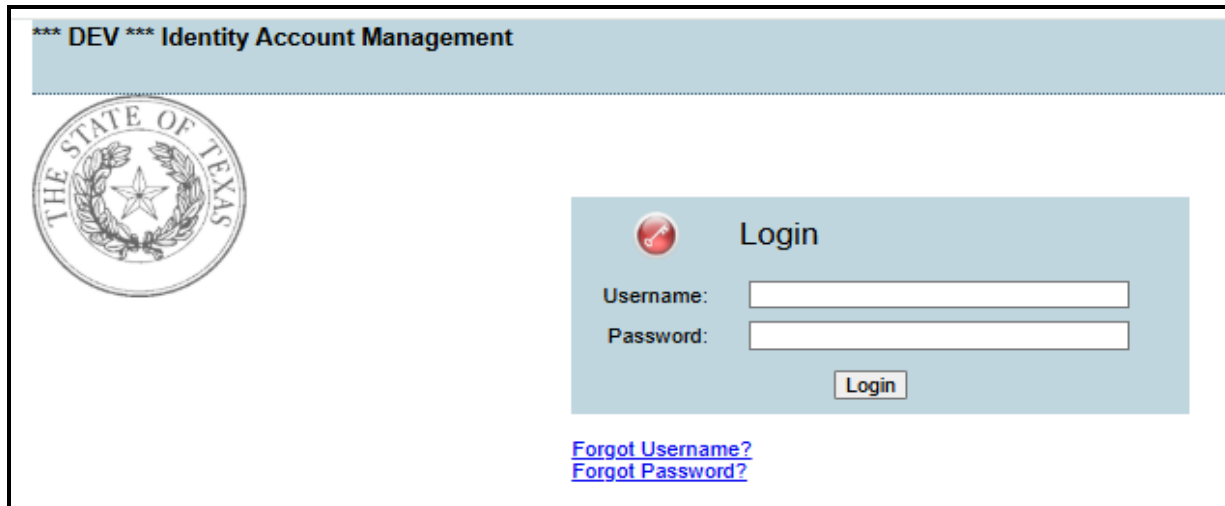
AGENCY ACCOUNT MAINTENANCE

Under AGENCIES PORTAL on the LBB's website (www.lbb.texas.gov), click on FOR NEW USERS AND LOG ON INFORMATION, and then click on Agency Account Maintenance under AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE.

The below login screen will display.
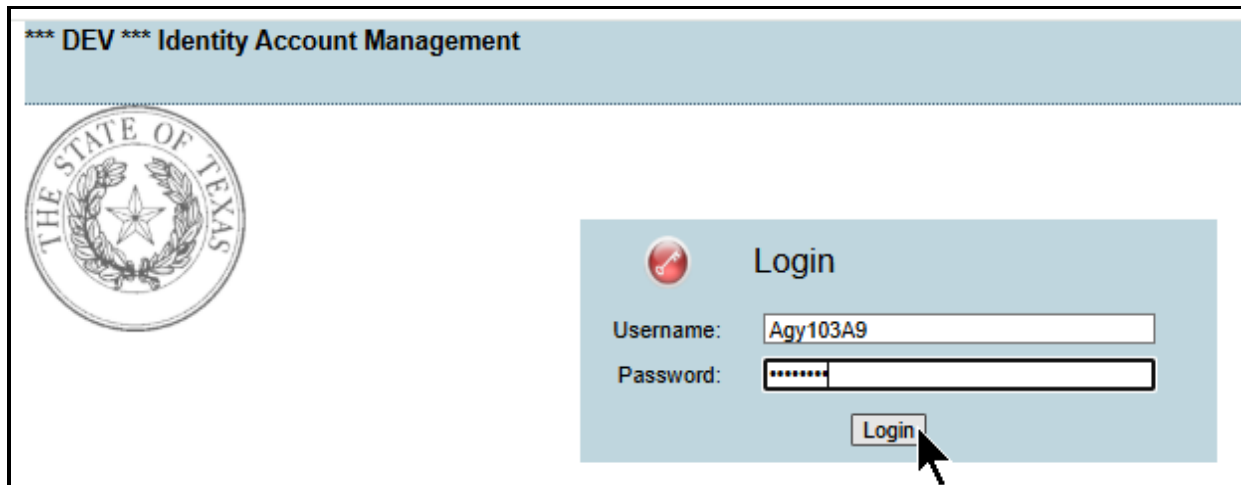
Enter your **Username** (assigned LBB User ID) and **Password** and click **Login**.
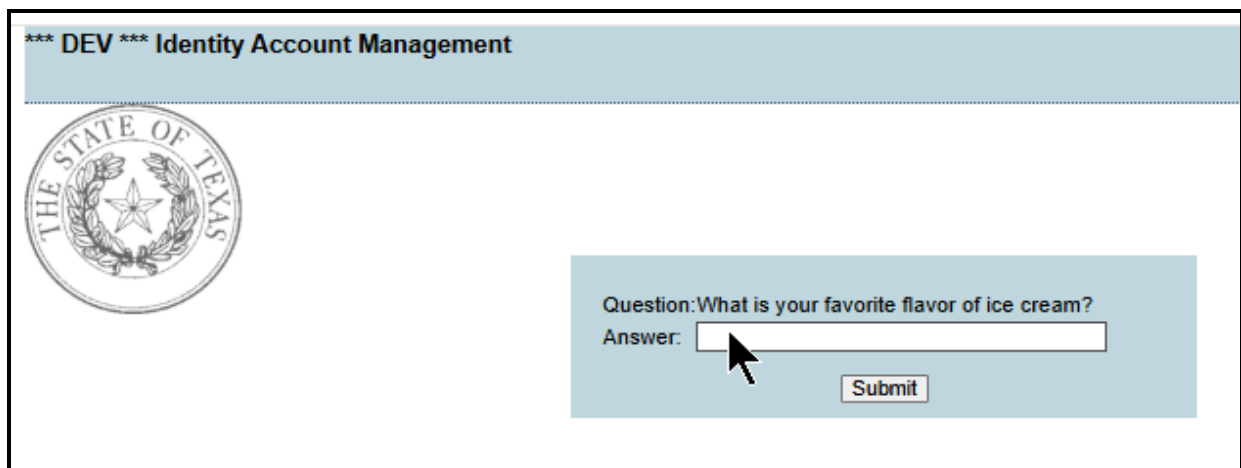
Enter your answer to the security question (examples shown below) and click **Submit**.

If you enter an incorrect/invalid answer, the system will take you to your next available security question (example shown below).

Enter a correct/valid answer to the security question and click **Submit**.

IDENTITY ACCOUNT MANAGEMENT

The **Identity Account Management** screen will then display (example shown below).

Please <u>DO NOT BOOKMARK</u> the **Identity Account Management** screen or any pages related to the available menus on that screen because it may cause errors in the application.

Click on any of the available menu items for actions that you want to take. The following are examples of what will display for each menu.

ACCOUNT INFORMATION

CHANGE CONTACT INFO

On the **Change Contact Info** screen, answering **Yes** will display the message that you should delete your current account and re-register as a new user. You can delete your account by clicking the **Delete Account** menu option and following the steps indicated on the screen.

Then, you need to access the **Request Agency Logon** form. Under AGENCIES PORTAL on the LBB's website (www.lbb.texas.gov), click on FOR NEW USERS AND LOG ON INFORMATION, and then click on **Request Agency Logon**.

If you answer **No**, you can change your name, email, and contact numbers, as shown in the following examples.

CHANGE PASSWORD

You have the capability to change your password. To do so, click the **Change Password** menu.

Enter a new password and then confirm the new password.

Your new password cannot be the same as your last 5 passwords. Then click the **Save Password and Continue** button.

You will get an email that your password has been changed:

CHANGE SECURITY QUESTIONS/ANSWERS

If you need to change your security questions or answers, click the **Change Security Questions/Answers** menu option. Select three security questions from the drop-down menus (example shown below), and then enter answers for each.

You will receive an email after you save your security answers.
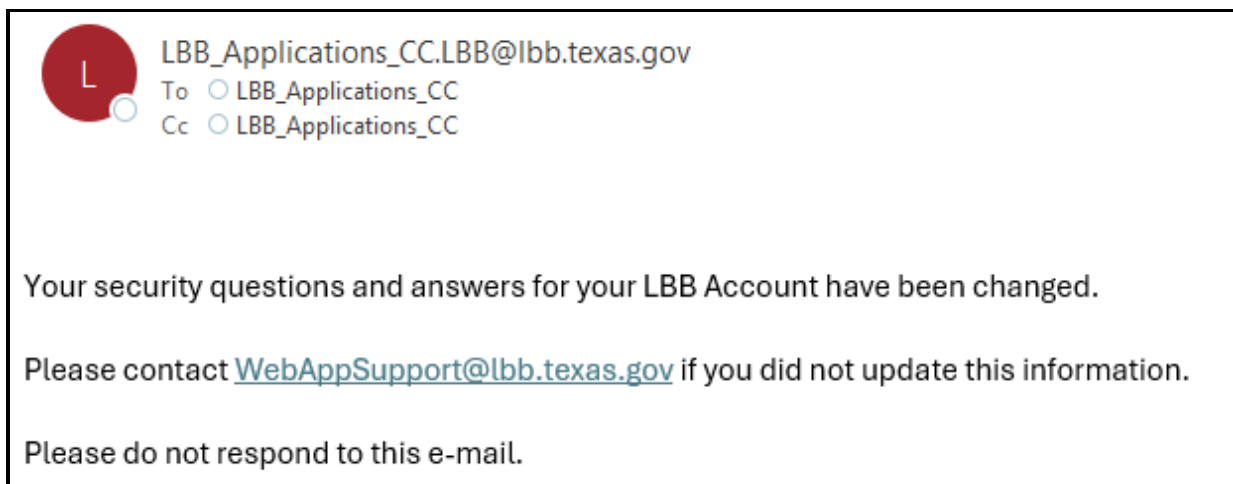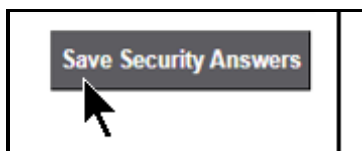
REQUEST AGENCY APPLICATION ACCESS

You will use the **Request Agency Application Access** screen if you need access to another LBB application (e.g., Document Submissions, Fiscal Notes System, State Contracts, ABEST). If you have access to more than one agency, you can select that agency via the drop down.

When you select (check) an application and click the **Save Changes** button, you will be able to access the selected application(s) right away.

You have access to the following applications:

ABEST - (Automated Budget and Evaluation System of Texas)
    Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures,
    USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics
Document Submission

What application(s) do you need?

☐ FNS (Fiscal Notes System)
☐ State Contracts

Save Changes

You will receive an email, as shown in the below example:

Agy323M6 - Changes to your LBB account

L

LBB_Applications_CC.LBB@lbb.texas.gov
To ○ LBB_Applications_CC
Cc ○ LBB_Applications_CC

Changes to your agency/application access have been made to your LBB account.

Please contact WebAppSupport@lbb.texas.gov if you did not update this information.

Please do not respond to this e-mail.

You can log into the application immediately.

REQUEST ADDITIONAL AGENCY ACCESS

If you need access to another agency, click on the **Request Additional Agency Access** menu.

You can request access to a different agency, as shown in the following example. Then click the **Submit Request** button.

You won't get access to the requested additional agency right away. An email will be sent to you that states the request was submitted, as shown in the following example.
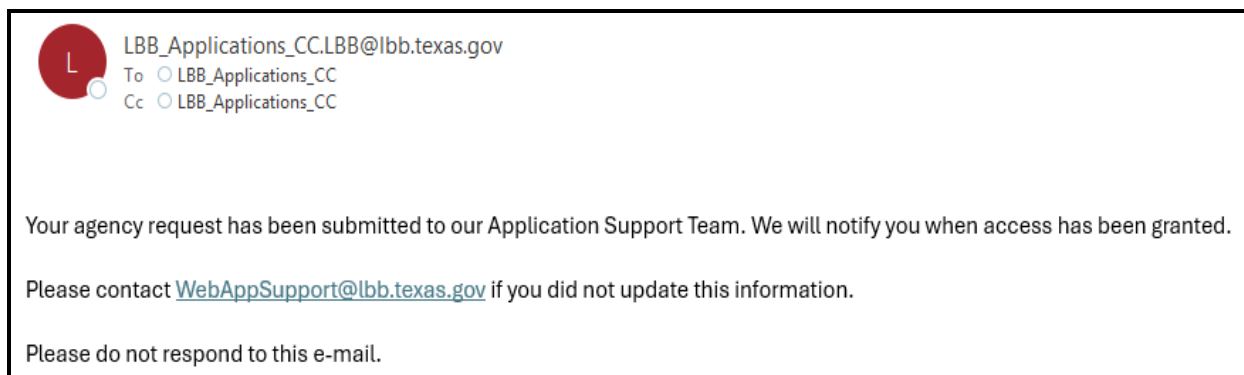
You will be notified when access has been granted for the additional agency you requested.

Your AGENCY ASSIGNMENTS list will automatically update to reflect the additional agency, as shown in the below example.

REMOVE AGENCY APPLICATION ACCESS

If your need for access to a given LBB application changes, you can remove your application access. Click on the **Remove Agency Application Access** menu:

*** DEV *** Identity Account Management

Account Information
Change Contact Info
Change Password
Change Security Questions/Answers
Request Application Access
Request Additional Agency Access
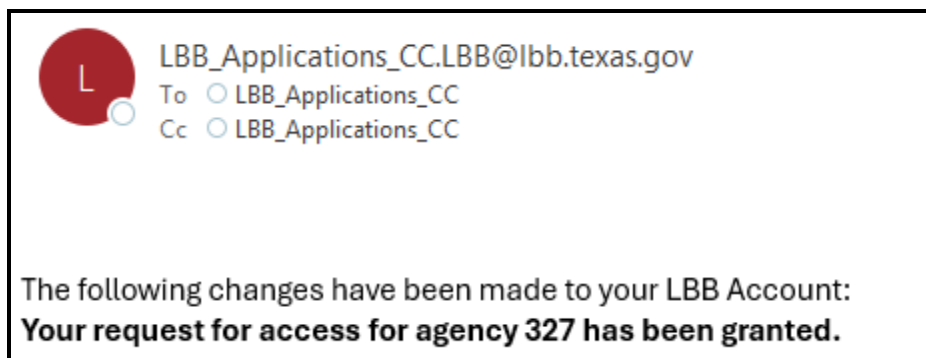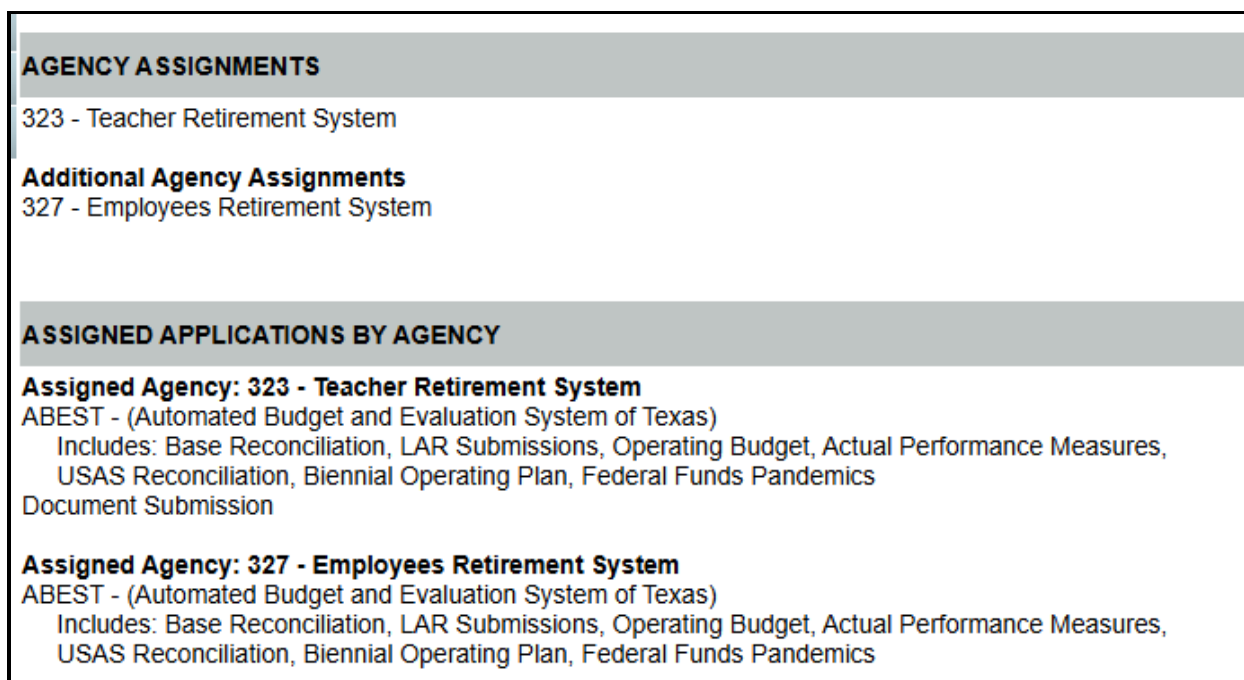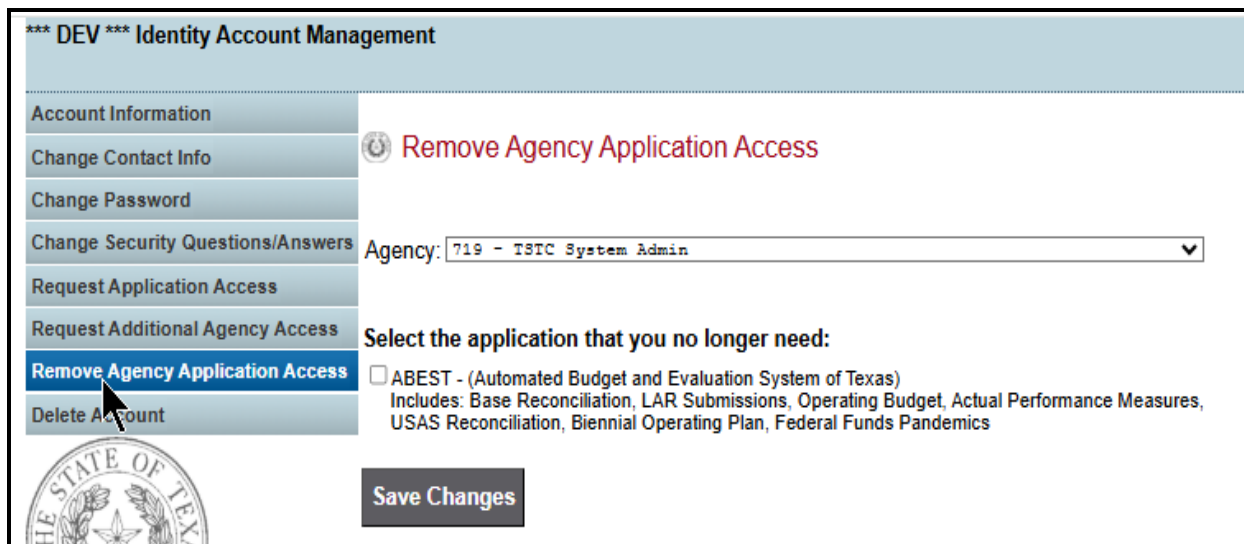**Remove Agency Application Access**
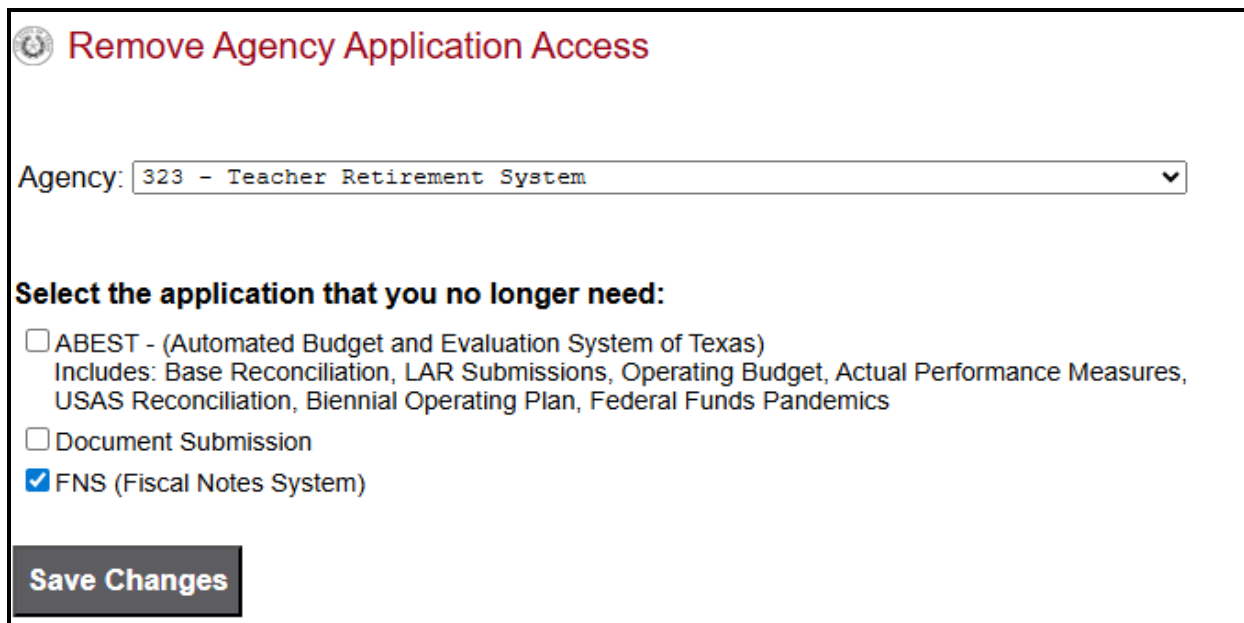Delete Account

ⓧ Remove Agency Application Access

Agency: `719 - TSTC System Admin` ▼

Select the application that you no longer need:

☐ ABEST - (Automated Budget and Evaluation System of Texas)
Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics

Save Changes

Click on the application access that you want removed (an example is shown below).

ⓧ Remove Agency Application Access

Agency: `323 - Teacher Retirement System` ▼
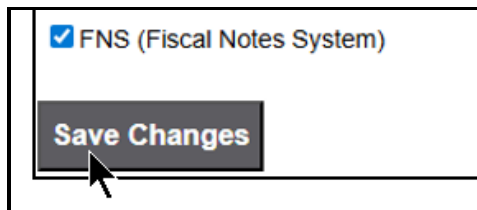
Select the application that you no longer need:

☐ ABEST - (Automated Budget and Evaluation System of Texas)
Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics
☐ Document Submission
☑ FNS (Fiscal Notes System)

Save Changes

Click the **Save Changes** button.

☑ FNS (Fiscal Notes System)

Save Changes

When you click the **Save Changes** button, the application will disappear from the list:

You will receive an email that indicates changes to your agency/application access have been made to your LBB account (example shown below).

DELETE ACCOUNT

You can delete your account by clicking on the **Delete Account** menu.

When you type "**I AGREE**" and click the **Delete Account** button, you will be logged out of the application and returned to the **New Users and Log on Information** web page.

You will receive the following email:

When you are finished, click the **Logout** button, as shown in the below example.