

SWCD Budget Request Submission Instructions

General Instructions

1) Login to the application from the following page of the TSSWCB website --
<https://www.tsswcb.texas.gov/request/>.

2) Login credentials for SWCDs will consist of:

user name – the first part of the SWCD's NACD email address (*ex → bosqueswcd*)

password – the SWCD's 3-digit mail code (*not the SWCD number*)

3) After login, please enter the appropriate data for each field on Page 1, then click the “submit” button at the bottom of the page. Repeat this process for Page 2 and Page 3.

NOTE: It is possible to make changes to data in Pages 1 and 2 before Page 3 is submitted. After Page 3 is submitted, the answers are locked and the entire request is considered complete.

4) After submitting your SWCD's request, you will be prompted to print a copy of it for your records.

5) For questions or help on completing specific portions of your request, please contact your TSSWCB field representative.

For help with a username or password or for help on technical problems with the application, please contact:

Clay Wright

TSSWCB network specialist

email: cwright@tsswcb.texas.gov

phone: 254-947-8547