SWCD Budget Request Instructions

General Information

The SWCD budget request is where SWCDs report to the TSSWCB their projected income and expenses for the upcoming biennium.

The application consists of three pages that must each be submitted separately.

- Page 1 is for projected income sources, including state funding needs.
- Page 2 is for projected expenses.
- Page 3 is for comments and submitting the request. Pages 1 and 2 must be submitted before Page 3 can be accepted.

Using The Application

1) Login to the application from the following page web address -- https://www.swcd.tsswcb.texas.gov/request/.

2) Login credentials for SWCDs consist of:

   user name – the SWCD name + swcd as one lowercase word *(ex → bosqueswcd)*
   password – the SWCD's 3-digit mail code *(not the SWCD number)*

3) After logging in, 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.

Totals at the bottom of each page will be calculated and updated after the Submit button for the page is clicked.

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 request is considered complete. If you need to edit a previously submitted request, contact Clay Wright at the email address below.

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