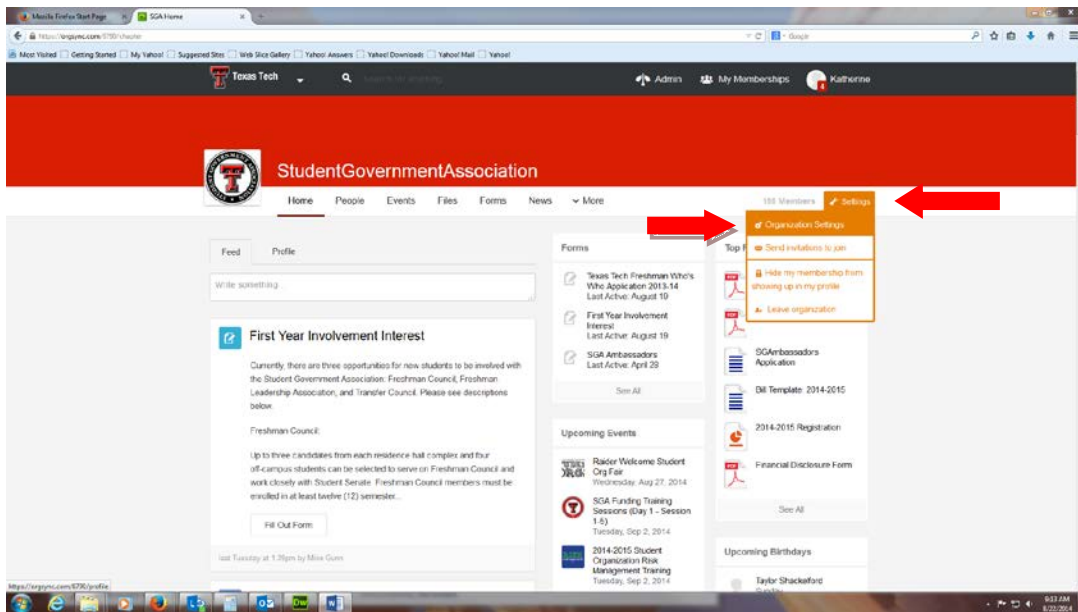


Instructions to Activate the Budget Link

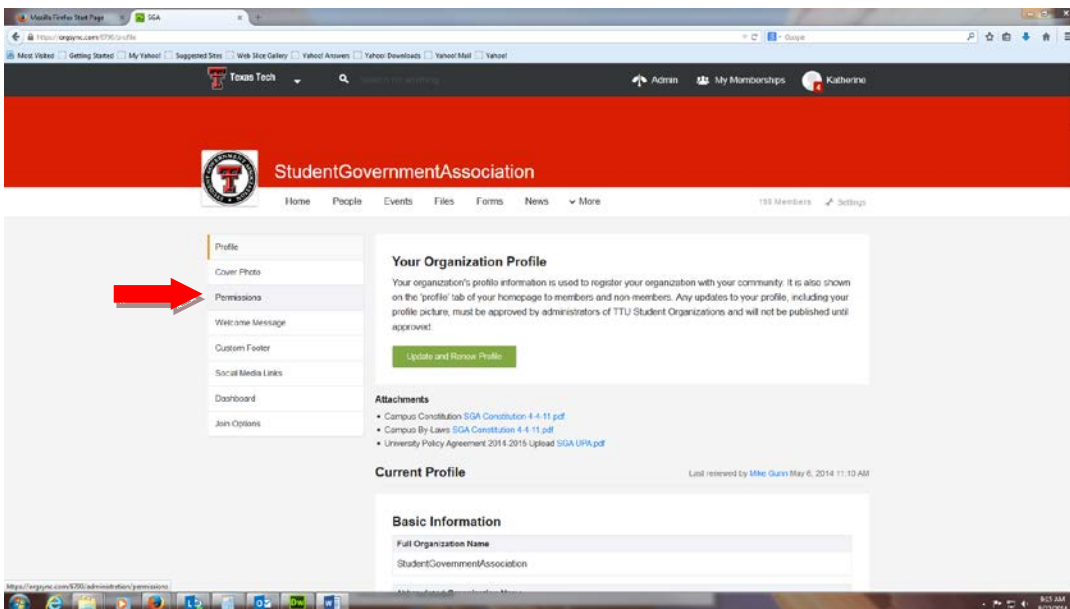
To Access Funding Forms in OrgSync

Log in to OrgSync with your ID/password (each member needs to create/setup their own profile then ask to join the organization).

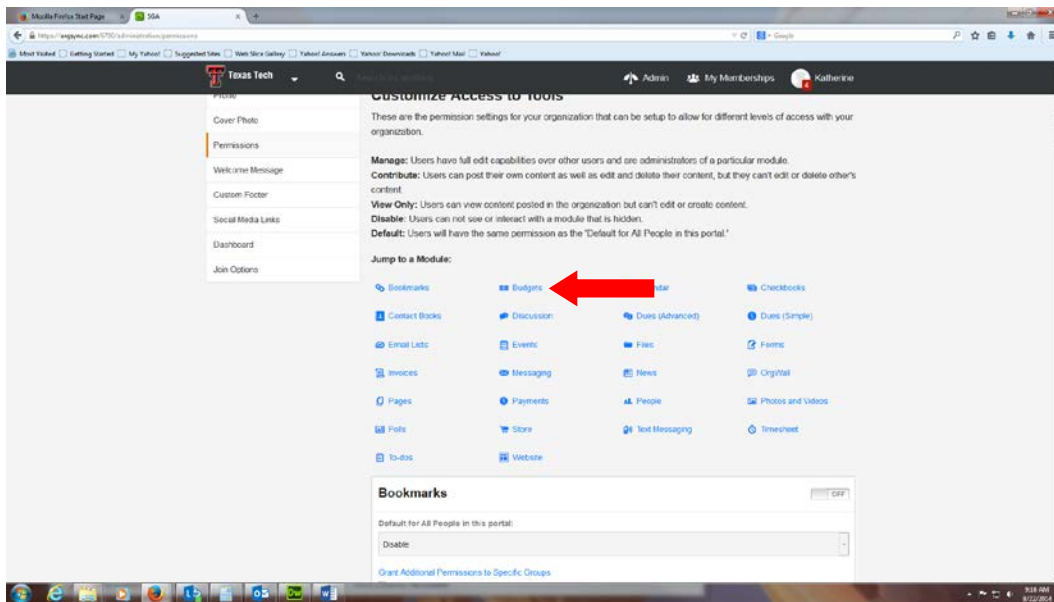
Hover your mouse over “Settings” which is located in the menu at the top of the screen then click on “Organization Settings”.



When the new screen comes up, click on the “Permissions” tab.

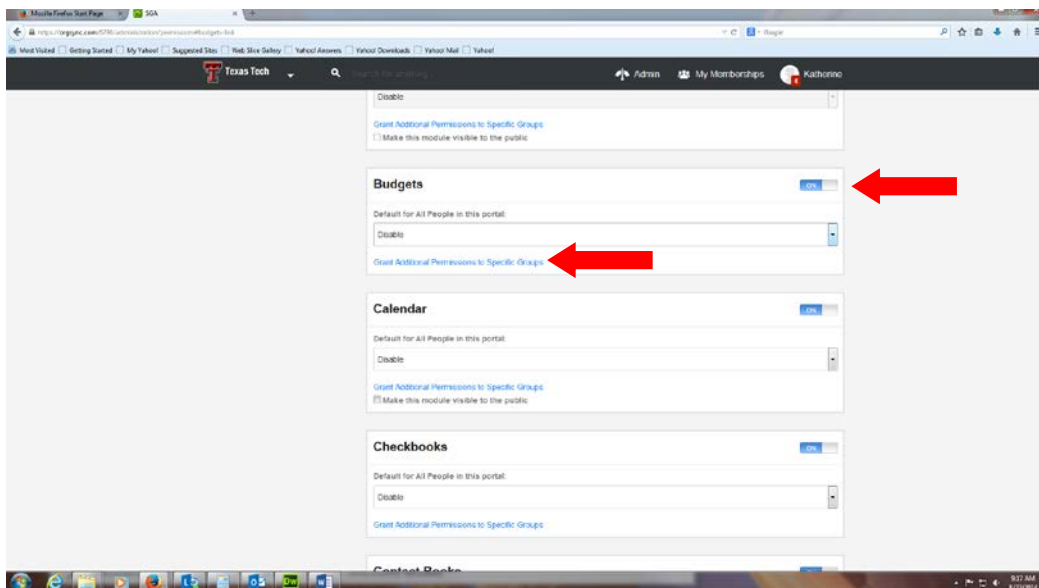


Then click on “Budgets”.

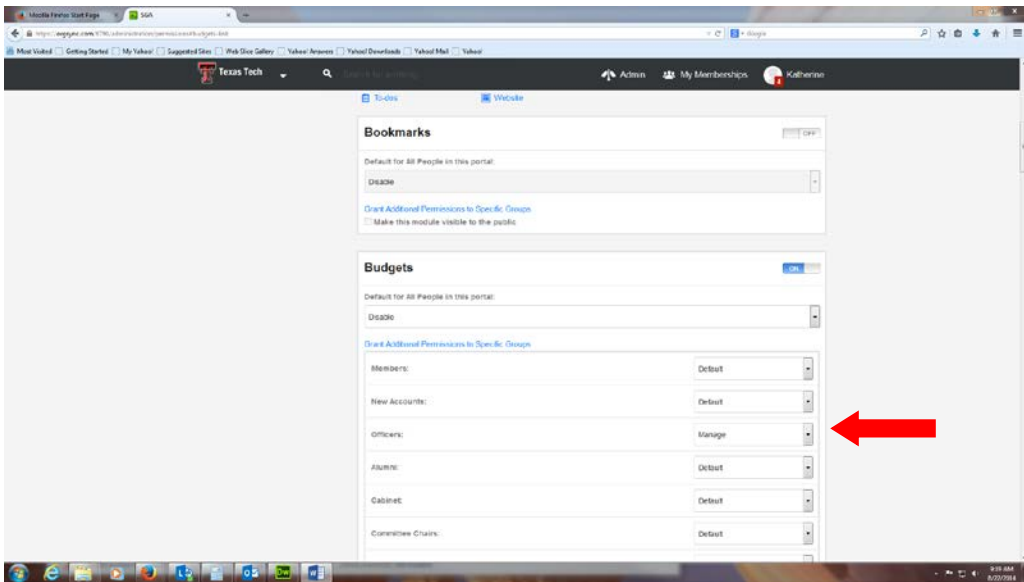


In the “Budgets” make sure it is “on”

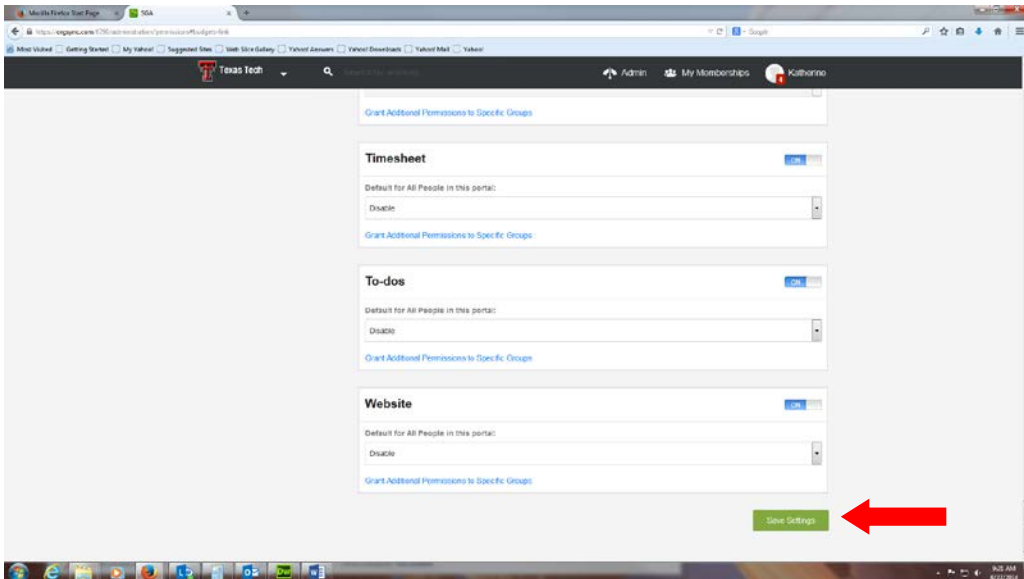
Click on “Grant Additional Permissions to Specific Groups”.



Adjust the settings to “Manage” for your officers.



Scroll to the bottom of the page and click “Save Settings”



Now the officer can go back to create/submit the funding forms.