

# FY 2014 WebTool

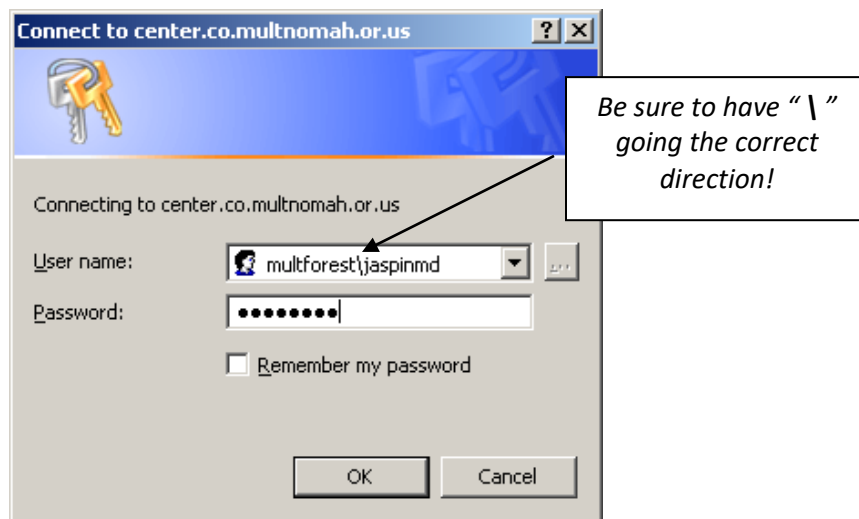
## A Few Quick Points and Reminders

### Accessing the WebTool

Web address <http://web1prd.co.multnomah.or.us/BudgetWeb/MainScreen.aspx>

**PLEASE NOTE: it is best to use the webtool with the web browser Internet Explorer. Chrome and Mozilla have some display issues.**

**NEW!!** You may or may not see the screen below. Some computers now take you directly into the WebTool. If you do get the screen below you'll need to use your domain\user name and password. This is typically how you'd login when you turn your computer on in the morning.



Having Trouble Logging In? Here are some troubleshooting tips. If none of these seem to work contact your business manager or the budget office.

- Double click the URL-  
<http://web1prd.co.multnomah.or.us/BudgetWeb/MainScreen.aspx>
- Have you been added to the user list by your business manager, and been granted access? If not let your business manager know, and they will grant you access.
- If you are prompted for a login (on most computers you are auto logged in based on the network login you used to start your computer) make sure to include the server name, e.g. multforest and a backslash \ before your user ID. We have noticed that some people have to enter their information into the login box twice, so if it doesn't work on the first attempt try one more time.
- It is possible that the user ID the budget office entered into the webtool for you may not be correct. If you've tried everything else and still can't get access ask your business manager to verify that your user ID is correct in the system.
- If you are working on a non-network computer, such as at home, and you don't have VPN access, you won't be able to use the webtool.

**Need more information, please go to the Budget Office website: [www.multco.us/budget](http://www.multco.us/budget)**