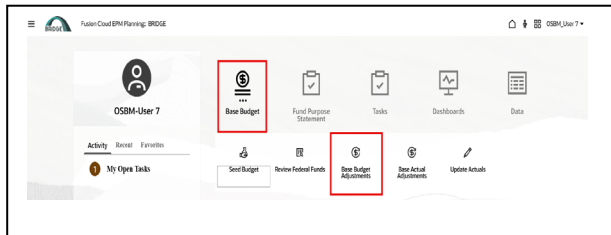


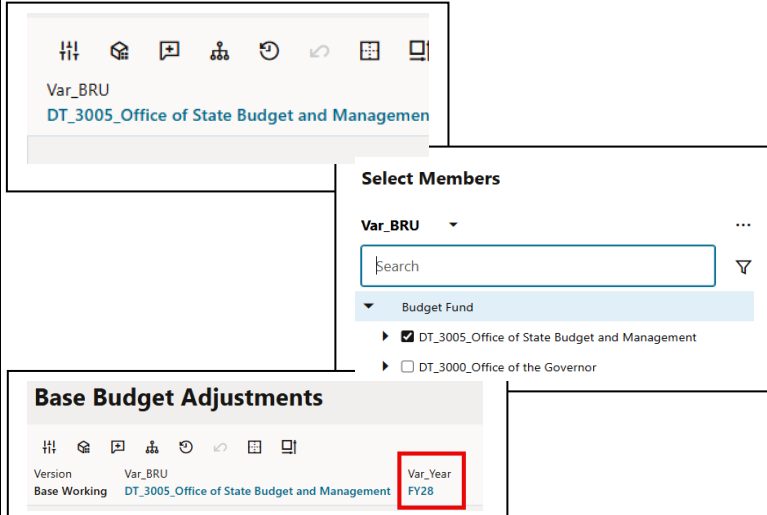
BRIDGE Job Aid: Submitting a Base Budget Adjustment

Aid #4 of 4- Base Budget Adjustment Process



Step 1: Log In and Access the Base Budget

- **Login to Bridge.**
- On the dashboard, locate the **Base Budget** card and click.
- Click on the **Base Budget Adjustment** option to open the form.



Step 2: Open the Base Budget Adjustment form

- In the form, click the **Var_BRU** link.
- Select **BRU Member(s)** from the options. (Ex: DT_3005)
- Click **OK** to proceed.
- Repeat this process to select the **Var_Year**.
- The **Base Budget Adjustments** page will be displayed with your selected variables.

[illegible]

If you encounter any issues, use the Help feature or contact your administrator.