

ITWeb Quick Reference Guide

(Version 1.5.01)

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1 - Introduction:

Steps in the ITWeb IT Budget Submission process:

- Login:
 - Register - (<https://max.omb.gov/maxportal/>)
 - ITWeb Login
 - Reset Expired Passwords
 - Activity Screen

- Exhibit 53:
 - Exhibit 53 Import Screen (.xls)
 - Exhibit 53 Validation Checking (Without Saving)
 - Exhibit 53 Validate and Save
 - View Exhibit 53 List
 - View Exhibit 53
 - Submit Exhibit 53 to OMB
 - Provide Explanations for any Warning messages
 - Verify Submission Status

- Exhibit 300:
 - Exhibit 300 Import Screen (.xml)
 - Exhibit 300 Validation Checking (Without Saving)
 - Exhibit 300 Validate and Save
 - View Exhibit 300 List
 - View and Edit Exhibit 300
 - Submit Exhibit 300 to OMB
 - Provide Explanations for any Warning messages
 - Verify Submission Status

- Check Agency Discrepancies
 - 300's not in 53
 - Major in 53 without 300

2 - ITWeb Login:



Welcome to ITWeb

PLEASE LOGIN

User Id >

Password >



ATTENTION: This system contains data belonging to the U.S. Government. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. U.S. Government computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized U.S. Government entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

2a –Reset Expired Passwords - Password expires every 90-days/3-failed attempts:
(<https://max.omb.gov/maxportal/passwordResetForm.do>)



[Home](#) | [Training](#) | [FAQ](#) | [Contact Us](#) | [MAX Administrators](#) | [Register Here](#) | [Change Password](#) | [Login](#)

President's Budget

- Budget Documents
- Supplementals, Budget Amendments, and Releases

Legislative Information

- Statements of Administration Policy (SAPs)
- Testimony
- Reports to Congress

Information for Agencies

- Circulars
- Memoranda
- Bulletins
- Privacy Guidance
- Grants Management
- Reports

Recover a Forgotten Password or Change Password

If you have forgotten your password or need to change your password, please enter your email address and select the Submit button. Once your email address is validated you will receive a confirmation email containing a link to create a new password.

Email Address: USE THE MAX USER ID

[Back to Login](#)

3 - Activity Screen -The screen you see when you first log in:

User: Username Exec Office of the President

ITWeb FY10 v1.5

Welcome to ITWeb. You are currently logged in as **Username** with the *Agency Submitter* role.

Warning: For your agency, submitting Exhibit 53s and Exhibit 300s has been disabled. Please contact an administrator if you need to submit an Exhibit.

The following is your recent activity.

Type	Activity	When	Id
Successfully save an Exhibit 53	Source File: FY10_Exhibit53_TestFile.xls, Id: 184	Aug 17, 2008	87129
Successfully validated an Exhibit 53	Source File: FY10_Exhibit53_TestFile.xls, # warnings: 10	Aug 17, 2008	87128
Uploaded an Exhibit 53	Source File: FY10_Exhibit53_TestFile.xls, Destination File: 100-0000768-(TIM WANG)-13430-10.11.12.5-2008-08-17-16-48-55.xls, size: 317952	Aug 17, 2008	87127
Successfully validated an Exhibit 53	Source File: FY10_Exhibit53_TestFile.xls, # warnings: 10	Aug 17, 2008	87126
Uploaded an Exhibit 53	Source File: FY10_Exhibit53_TestFile.xls, Destination File: 100-0000768-(TIM WANG)-13430-10.11.12.5-2008-08-17-16-48-37.xls, size: 317952	Aug 17, 2008	87125
Exported an Exhibit 300	Id: 5041, UPI: 100-55-01-99-01-4300-24	May 1, 2008	85502

4 – Exhibit 53 Import Screen - The page for importing an Exhibit 53:

User: Exec Office of the President

Import Spreadsheet

IMPORT SPREADSHEET

*Name:

*Processing Method:

Validate only

Validate and save

5 – Exhibit 53 Validation Checking - ENTER an .xls file to import, then select “Validate Only”, then click “OK” The resulting page shows validation warnings and errors:

The screenshot shows the 'Import Spreadsheet' dialog box with the following details:

- Processing Method:** Validate only, Validate and save
- SPREADSHEET IMPORT SUMMARY:**

The spreadsheet in FY10_Exhibit53_TestFile.xls was successfully validated, and there were non-fatal validation warnings. The warnings that happened are:

 - Warning: Please note the Major Investment at row # 12 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
 - Warning: Please note the Major Investment at row # 16 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.

6 – Exhibit 53 Validate and Save - Select 'Validate and save', then click “OK” to import the Exhibit 53 into ITWeb. The resulting page shows validation warnings and errors:

The screenshot shows the 'Import Spreadsheet' dialog box with the following details:

- Processing Method:** Validate only, Validate and save
- SPREADSHEET IMPORT SUMMARY:**

The spreadsheet in FY10_Exhibit53_TestFile.xls was successfully saved, and there were non-fatal validation warnings. The warnings that happened are:

 - Warning: Please note the Major Investment at row # 12 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
 - Warning: Please note the Major Investment at row # 16 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.

7 – View Exhibit 53 List - The View Exhibits page shows all the Exhibit 53s loaded into ITWeb (and allowed to be viewed):

ITWeb FY10 v1.5 User: Exec Office of the President

View Exhibits

Agency	Bureau	Budget Year	Date Created	Submitted By	Submitted On	Id	Disable
100 - Exec Office of the President	55	2010	Aug 17, 2008 4:48:54 PM			184	View <input type="checkbox"/>
100 - Exec Office of the President	55	2010	Aug 15, 2008 3:05:25 PM			166	View <input type="checkbox"/>
100 - Exec Office of the President	55	2010	Aug 15, 2008 11:36:33 AM			164	View <input type="checkbox"/>

8 – View Exhibit 53 - Click on an Exhibit 53 to show the spreadsheet data for that Exhibit 53:

ITWeb FY10 v1.5 User: Exec O

Exhibit 53

Budget year: 2010
Agency: 100

This Exhibit was submitted on Aug 17, 2008 4:56:29 PM by Username

Pressing this button will submit the Exhibit to ITWeb --> **Submit**

2009 UPI	2010 UPI	Investment Title	Investment Description	Primary FEA Mapping		Percentage (%)						HSPD-12 (\$M)	Homeland Security Priority Identifier	CME (\$M)			Steady state (\$M)			Investment C&A Status	
				Line of Business or Service Type	Sub-Function or Svc Component	BF	BE	R	Financial	CY IT Security	BY IT Security			IPvs	PV	PV	CY	BY	PV		CY
	100-55-00-00-00-0000-00	Agency Total IT Investment Portfolio												2013.92	17.9	117.511	12.1	13.9	1116.5		
	100-55-01-00-00-0000-00	Part I. IT Systems by Mission Area												2011.92	13.9	101.511	5.1	5.9	1007.5		
	100-55-01-01-00-0000-00	01 - Title of Involvement (if applicable)												2010.77	12.75	100.361	4	4.8	1006.5		
100-55-01-01-01-1010-00	100-55-01-01-01-1010-00	Major IT Investment	Description for Investment	404	142	5	5	5	5	5	5	1000.58	1,2,3,4,5,6	2000	2	2	2	2	2	1002	95
	100-55-01-01-01-1010-04	100-55-1010-0	Feeding Source 1.																	1001	
	100-55-01-01-01-1010-04	100-55-1011-0	Feeding Source 2.											2000	2	2	2	2	2	1	
	100-55-01-01-01-1010-09	100-55-1011-0	Feeding Source Subtotal											2000	2	2	2	2	2	1002	
100-55-01-01-01-1020-00	100-55-01-01-01-1020-00	Major IT Investment	Description for Investment	404	142	5	5	5	5	5	5	1	1,2,3,4,5,6	5,21	5,2	49	0	0	0	95	

9 –Submit Exhibit 53 to OMB - Click on the 'Submit' button to submit the Exhibit 53 to OMB. The resulting page shows submission warnings and errors:

The screenshot shows the 'Export Exhibit 53' page in the OMB ITWeb v1.4 interface. The page title is 'Export Exhibit 53' and the user is identified as 'Exec Office of the President'. The submission status is 'Submission processed.' Below this, a message states: 'The submission was successfully processed, and there were non-fatal validation warnings that need explanation from the submitter. Please fill out the following form with explanations for the following items:'

- Warning: Please note the Major Investment with UPI 100-00-01-01-01-1010-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-01-01-01-1020-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-01-01-01-1025-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Migration Investment with UPI 100-00-01-01-03-1040-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-01-02-01-1012-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-02-00-01-1015-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-02-00-01-1017-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-00-03-00-01-1018-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.

9b – Provide Explanations for any "Warning" messages – Reasons why "Warning" represent valid exceptions:

The screenshot shows the 'Export Exhibit 53' page in the OMB ITWeb v1.4 interface. The submission status is 'Submission processed.' Below this, a message states: 'The submission was successfully processed, but there are validation warnings requiring further explanation from the submitter. Please fill out the following form with explanations for the following items (please use the warning numbers for reference):'

- Warning: Please note the Major Investment with UPI 100-55-01-01-01-0001-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-55-01-02-01-3829-00 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment with UPI 100-55-01-99-01-4300-24 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.

The page features a section titled 'EXHIBIT SUBMISSION EXPLANATIONS' with a large text area for providing explanations. A note below the text area reads: '*Explanations *' and 'Please provide at least 2 lines of explanation for each of the warning messages noted above'. An 'OK' button is located at the bottom of the text area.

In addition, there were the following non-fatal validation warnings:

- Warning: Please note the Major Investment at row # 12 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment at row # 14 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.
- Warning: Please note the Major Investment at row # 16 does not have a corresponding Exhibit 300. If the agency is planning to submit an Exhibit 300 for this investment, please check to make sure the UPIs are matching. If this is not a Migration Investment, please update the Exhibit 53 to appropriately reflect the appropriate investment type.

10 –Check Exhibit 53 Submission Status – To verify submission status, please click “View Exhibits” and review the “Submitted On” column:

ITWeb FY10 v1.5

Exec Office of the President

View Exhibits

Agency	Bureau	Budget Year	Date Created	Submitted By	Submitted On	Id	Disable
100 - Exec Office of the President	55	2010	Aug 17, 2008 4:48:54 PM	Username	Aug 17, 2008 4:56:29 PM	184	View <input type="checkbox"/>
100 - Exec Office of the President	55	2010	Aug 15, 2008 3:05:25 PM			166	View <input type="checkbox"/>
100 - Exec Office of the President	55	2010	Aug 15, 2008 11:36:33 AM			164	View <input type="checkbox"/>

Check Submission Status

11 – Exhibit 300 Import Screen (.xml) - The page for importing an Exhibit 300:

ITWeb FY10 v1.5

Exec Office of the President

Import XML

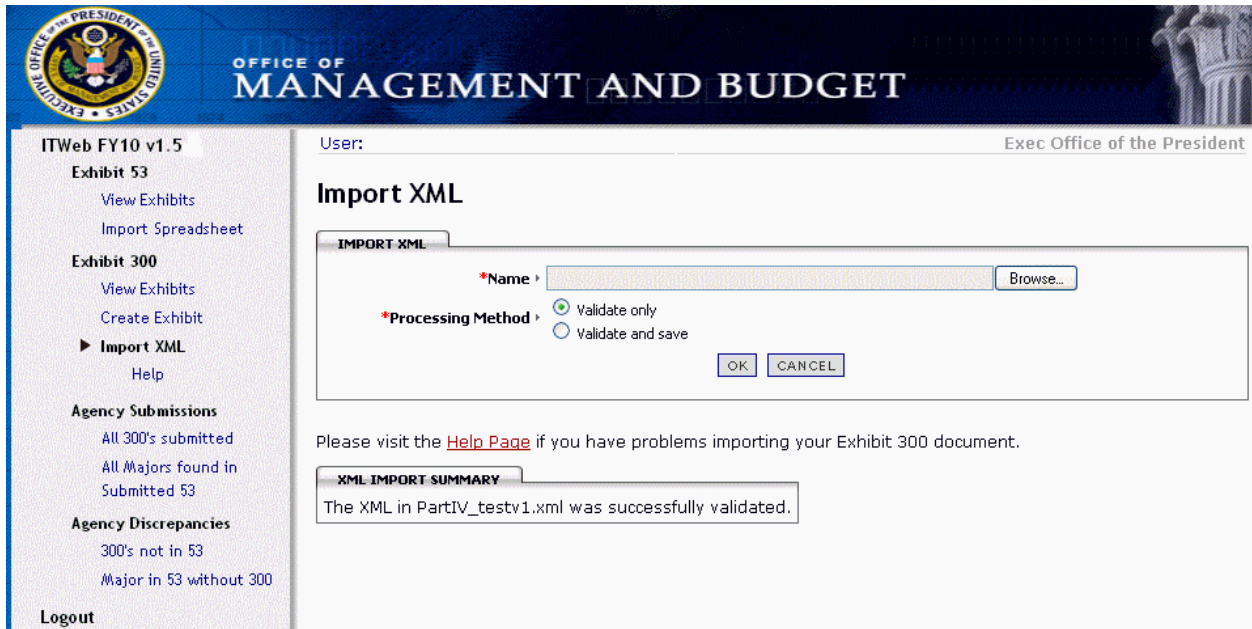
IMPORT XML

*Name >

*Processing Method > Validate only Validate and save

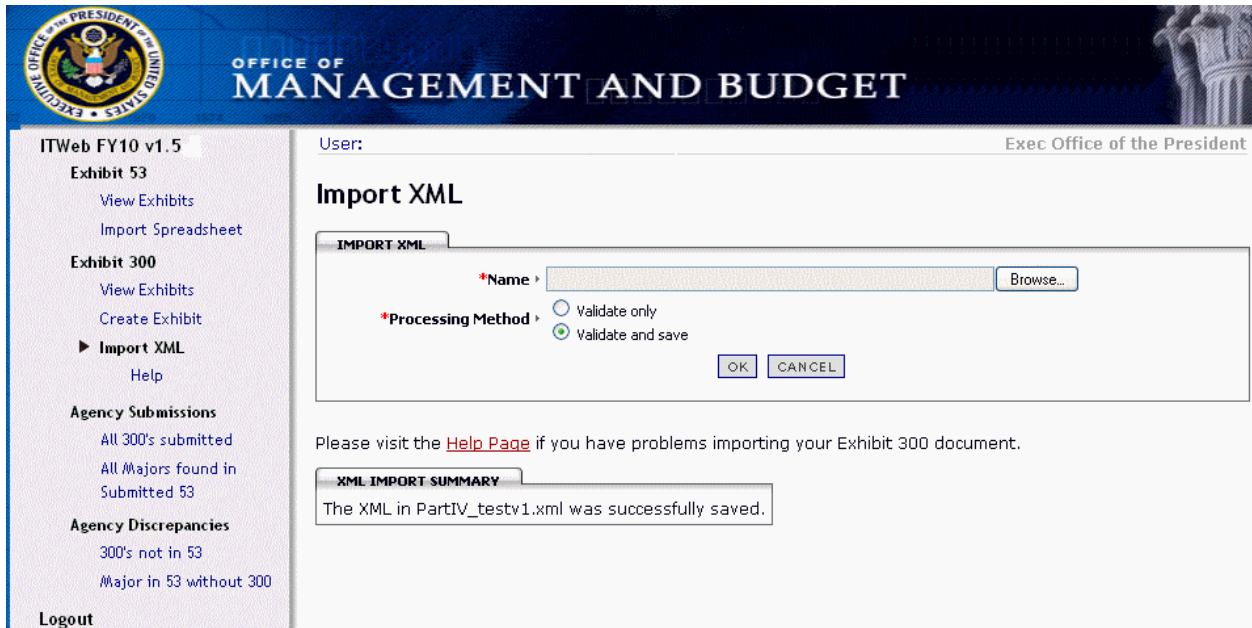
Please visit the [Help Page](#) if you have problems importing your Exhibit 300 document.

12 – Exhibit 300 Validation Checking - ENTER an .xml file to import, then select 'Validate only', then click “OK”. The resulting page shows validation warnings and errors:



The screenshot shows the 'Import XML' interface. On the left is a navigation menu with options like 'Exhibit 53', 'Exhibit 300', and 'Import XML'. The main area has a 'User:' field with 'Exec Office of the President' and a 'Name' field with a 'Browse...' button. The 'Processing Method' is set to 'Validate only' (selected with a radio button). Below the form is a message: 'Please visit the [Help Page](#) if you have problems importing your Exhibit 300 document.' A summary box at the bottom states: 'XML IMPORT SUMMARY: The XML in PartIV_testv1.xml was successfully validated.'

13 – Exhibit 300 Validate and Save - Select “Validate and save”, then click “OK” to import the Exhibit 300 into ITWeb. The resulting page shows validation warnings and errors:



This screenshot is similar to the previous one but shows the 'Processing Method' set to 'Validate and save' (selected with a radio button). The summary box at the bottom states: 'XML IMPORT SUMMARY: The XML in PartIV_testv1.xml was successfully saved.'

14 – View Exhibit 300 List - The View Exhibits page lists all the Exhibit 300s loaded into ITWeb (and allowed to be viewed):

ITWeb FY10 v1.5 User: Exec Office of the President

View Exhibits

Agency	Bureau	Name of investment	UPI	Date Created/Updated	Submitted By	Submitted On	Id	
100 - EXOP	55 - OMB	MAX Budget Information Systems	100-55-01-01-01-0001-00	Aug 15, 2008 4:54:15 PM			243	View
100 - EXOP	55 - OMB	100-55-04-00-01-1019-24 - Major IT investment title	100-55-04-00-01-1019-24	Aug 17, 2008 5:00:27 PM			263	View

Page 1 of 1 [PREVIOUS](#) [NEXT](#) 2 total rows

15 – View and Edit Exhibit 300 - Click on an Exhibit 300 to show the data for that Exhibit 300:

ITWeb FY10 v1.5 User: Exec Office of the President

100-55-04-00-01-1019-24 - Major IT investment title

Budget year:
Agency: 100

Pressing this button will submit the Exhibit to ITWeb --> [Submit](#)

- [Part I: Summary Information and Justification](#)
 - [Section A: Overview](#)
 - [Section B: Summary of Spending](#)
 - [Section C: Acquisition/Contract Strategy](#)
 - [Section D: Performance Information](#)
 - [Section E: Security and Privacy](#)
 - [Section F: Enterprise Architecture \(EA\)](#)
- [Part IV: Planning For "Multi-Agency Collaboration" ONLY](#)
 - [Section A: Multi-Agency Collaboration Oversight](#)
 - [Section B: Risk Management](#)
 - [Section C: Cost and Schedule Performance](#)

Exhibit 300: Capital Asset Plan and Business Case Summary
Part I: Summary Information And Justification

Section A: Overview [Edit](#)

1. Date of submission: **May 11, 2006**
2. Agency: **100**

16 – Submit Exhibit 300 to OMB - Click on the 'Submit' button to submit the Exhibit 300 to OMB. The resulting page shows submission warnings and errors:

ITWeb FY10 v1.5

Exec Office of the President

Exhibit 300 Submission

Submission processed.

Exhibit 53
View Exhibits
Import Spreadsheet

Exhibit 300
View Exhibits
100-55-04-00-01-1019-24
- Major IT investment title
Export to XML
▶ **Exhibit 300 Submission**
Create Exhibit
Import XML

Agency Submissions
All 300's submitted
All Majors found in Submitted 53

Agency Discrepancies
300's not in 53
Major in 53 without 300

Logout

16b – Provide Explanations for any "Warning" messages – Reasons why "Warning" represent valid exceptions:

ITWeb v1.4.

Exec Office of the President

Exhibit 300 Submission

Submission processed.

The submission was successfully processed, but there is a validation warning requiring further explanation from the submitter. Please fill out the following form with explanations for the following items (please use the warning numbers for reference) :

1. Warning: Please note that the UPI for this Exhibit 300 cannot be found on the agency's Exhibit 53. This may happen if the Exhibit 53 has not been imported into ITWeb yet. Please make sure a matching UPI exists on the agency's Exhibit 53.

EXHIBIT SUBMISSION EXPLANATIONS

*Explanations *

Please provide at least 2 lines of explanation for each of the warning messages noted above

OK

17 – Check Exhibit 300 Submission Status – To verify submission status, please click “View Exhibits” and review the “Submitted On” column:

ITWeb FY10 v1.5 User: Username Exec Office of the Presid

View Exhibits

Agency	Bureau	Name of investment	UPI	Date Created/Updated	Submitted By	Submitted On	Id	Disal
100 - EXOP	55 - OMB	MAX Budget Information Systems	100-55-01-01-01-0001-00	Aug 15, 2008 4:54:15 PM			243	View
100 - EXOP	55 - OMB	100-55-04-00-01-1019-24 - Major IT investment title	100-55-04-00-01-1019-24	Aug 17, 2008 5:04:24 PM	Username	Aug 17, 2008 5:04:26 PM	263	View

Page 1 of 1 [PREVIOUS](#) [NEXT](#) 2 total rows

[Check Submission Status](#)

Exhibit 53
View Exhibits
Import Spreadsheet

Exhibit 300
▶ View Exhibits
Create Exhibit
Import XML

Agency Submissions
All 300's submitted
All Majors found in Submitted 53

Agency Discrepancies
300's not in 53
Major in 53 without 300

Logout

18 – View List of Submitted 300s – List of Exhibit 300s submitted to OMB for Review:

ITWeb FY10 v1.5 User:

All 300's submitted

ALL 300'S SUBMITTED						
Name of Asset	UPI	Submitted	Name	Email		
100-55-04-00-01-1019-24 - Major IT investment title	100-55-04-00-01-1019-24	2008-08-17 17:04:26.81	User name	User Email	100-FY2008- Username -{100-55-04-00-01-1019-	

Exhibit 53
View Exhibits
Import Spreadsheet

Exhibit 300
View Exhibits
Create Exhibit
Import XML

Agency Submissions
▶ All 300's submitted
All Majors found in Submitted 53

Agency Discrepancies
300's not in 53
Major in 53 without 300

Logout

19 – View Exhibit 300s identified on the Exhibit 53 – Exhibit 53 Investment lines identifying investments as Major, these are required to have Exhibit 300s submitted to OMB:

OFFICE OF MANAGEMENT AND BUDGET

ITWeb FY10 v1.5

User: Exec Office of the President

All Majors found in Submitted 53

ALL MAJORS FOUND IN SUBMITTED 53			
UPI	Submitted	Name	Project Description
100-55-01-01-01-1010-00	2008-08-17 16:56:29.485		Description for investment.
100-55-01-01-01-1020-00	2008-08-17 16:56:29.485		Description for investment.
100-55-01-01-01-1025-00	2008-08-17 16:56:29.485		Description for investment.
100-55-01-02-01-1012-00	2008-08-17 16:56:29.485		Description for investment.
100-55-02-00-01-1015-00	2008-08-17 16:56:29.485		Description for investment.
100-55-03-00-01-1018-00	2008-08-17 16:56:29.485		Description for investment.
100-55-04-00-01-1019-24	2008-08-17 16:56:29.485		Description for investment.
100-55-05-00-01-1111-00	2008-08-17 16:56:29.485		Description for investment.
100-55-06-00-01-1112-00	2008-08-17 16:56:29.485		Description for investment.

20 – Mismatched Submissions-Exhibit 300s not found on Exhibit 53 – Exhibit 300s not matched via the UPI to an Exhibit 53 line-item (All Exhibit 300s will appear until an Exhibit 53 is submitted):

OFFICE OF MANAGEMENT AND BUDGET

ITWeb v1.4.

User: ITWEB, AGENCY SUBMITTER

Dept of Defense

300's not in 53

300'S NOT IN 53	
UPI	Project Name
006-04-01-00-01-1001-00	006-04-01-00-01-1000-00
006-04-01-00-01-1003-00	006-04-01-00-01-1000-00
007-17-01-03-01-0186-00	NAVY ENTERPRISE RESOURCE PLANNING (ERP)
007-17-02-45-01-6310-00	NAVY MARINE CORPS INTRANET (NMCI)
007-17-05-12-01-6046-00	GLOBAL COMMAND AND CONTROL SYSTEM - MARITIME
007-17-05-12-01-6555-00	DEPLOYABLE JOINT COMMAND AND CONTROL
007-17-05-12-01-6946-00	COMMON AVIATION COMMAND AND CONTROL SYSTEM
007-17-05-64-01-0155-00	GLOBAL COMBAT SUPPORT SYSTEM - MARINE CORPS
007-21-01-01-01-0314-00	GENERAL FUND ENTERPRISE BUSINESS SYSTEM
007-21-01-03-01-6298-00	LOGISTICS MODERNIZATION PROGRAM
007-21-01-29-01-1051-00	Future Combat Systems-Advanced Collaborative Environment
007-21-02-42-01-0688-00	DISTRIBUTED LEARNING SYSTEM
007-21-02-43-01-2180-00	INSTALLATION INFORMATION INFRASTRUCTURE MODERNIZATION PROGRAM
007-21-02-44-01-1499-00	PENTAGON RENOVATION-INFORMATION MANAGEMENT & TELECOMMUNICATIONS
007-21-03-55-01-5047-00	JOINT LAND COMPONENT CONSTRUCTIVE TRAINING CAPABILITY
007-21-05-12-01-0145-00	DEFENSE MESSAGE SERVICE - ARMY
007-21-05-12-01-2166-00	ADVANCED FIELD ARTILLERY TACTICAL DATA SYSTEM
007-21-05-12-01-2212-00	FORWARD AREA AIR DEFENSE COMMAND AND CONTROL SYSTEM
007-21-05-12-01-2213-00	MANEUVER CONTROL SYSTEM
007-21-05-12-01-6185-00	FORCE XXI BATTLE COMMAND BRIGADE AND BELOW
007-21-05-12-01-6198-00	WARFIGHTER INFORMATION NETWORK-TACTICAL
007-21-05-12-01-6491-00	GLOBAL COMMAND AND CONTROL SYSTEM - ARMY
007-21-05-44-01-6963-00	GUARDNET XXI, THE ARMY NATIONAL GUARD'S WIDE AREA NETWORK
007-21-05-62-01-0588-00	Mounted Battle Command on the Move Program
007-21-05-64-01-1935-00	TRANSPORTATION COORDINATORS' AUTOMATED INFORMATION FOR MOVEMENTS SYSTEM II
007-21-05-64-01-5070-00	GLOBAL COMBAT SUPPORT SYSTEM - ARMY

21 – Mismatched Submissions-Majors on Exhibit 53 without Exhibit 300s– Majors on the Exhibit 53 not matched via the UPI to a Submitted Exhibit 300 (All Majors will appear until Exhibit 300s are submitted):

The screenshot shows the ITWeb v1.4 interface. At the top, it displays the Office of Management and Budget logo and the text 'OFFICE OF MANAGEMENT AND BUDGET'. The user is identified as 'ITWEB, AGENCY SUBMITTER' and the department is 'Dept of Defense--Military'. The main heading is 'Major in 53 without 300'. Below this is a table with the following data:

MAJOR IN 53 WITHOUT 300	
UPI	Project Name
007-00-01-01-01-1010-00	Major IT investment title
007-00-01-01-01-1020-00	Major IT investment title 2
007-00-01-01-01-1025-00	Major IT investment title 2
007-00-01-02-01-1012-00	Major IT investment title
007-00-02-00-01-1015-00	Major IT consoladated infrastructure investment title
007-00-02-00-01-1017-00	Major IT investment title
007-00-03-00-01-1018-00	Major IT investment title
007-00-04-00-01-1019-00	Major IT investment title
007-00-05-00-01-1111-00	IT Grant investment title
007-00-06-00-01-1112-00	National Security System investment title

The left sidebar contains navigation options: ITWeb v1.4, Exhibit 53 (View Exhibits, Import Spreadsheet), Exhibit 300 (View Exhibits, Create Exhibit, Import XML), Agency Discrepancies (All 300's submitted, All 300's in 53), Agency Submissions (300's not in 53, Major in 53 without 300), and Logout.

22 – ~~Change~~ e Passwords: (<https://max.omb.gov/maxportal/>)



Home | Training | FAQ | Contact Us | MAX Administrators | Register Here | **Change Password** | Login **Click Here**

President's Budget

- Budget Documents
- Supplementals, Budget Amendments, and Releases

Legislative Information

- Statements of Administration Policy (SAPs)
- Testimony
- Reports to Congress

Information for Agencies

- Circulars
- Memoranda
- Bulletins
- Privacy Guidance
- Grants Management
- Reports

Welcome

Welcome to the Office of Management and Budget MAX Homepage.

If you are a new user, please [register here](#). Registration is **ONLY** available to those with a valid .gov, .mil, or .fed.us email address. For an online training session on how to register and login, please click [here](#).

Hours of Operation (supported):

Monday-Friday: 8 AM - 5:30 PM Eastern Standard Time (EST)

Extended Hours of Operation (unsupported):

Monday-Friday: 4 AM - 8 AM, 5:30 PM - Midnight EST
Saturday, Sunday and Holidays

System Unavailable:

All days: 2 AM - 4 AM EST

Below you will find brief information on the MAX applications, MAX Analytical and Diagnostic Reports, and the Suggestions/Comments form.

23 – Enter MAX User ID to prompt password reset email:



Home | Training | FAQ | Contact Us | MAX Administrators | Register Here | Change Password | Login

Recover a Forgotten Password or Change Password

If you have forgotten your password or need to change your password, please enter your email address and select the Submit button. Once your email address is validated you will receive a confirmation email containing a link to create a new password.

Email Address: USE THE MAX USER ID

[Back to Login](#)

President's Budget

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- Reports

24 – Common Exhibit 53 Error (miscoded UPI) :

The following error pattern is typically an indication of an invalid UPI coding sequence in Mission Area "0X".

- Error: Reported DME PY sum for mission area 0X wasn't correct. It was reported as 1.150000 but should've been 0.150000
- Error: Reported DME CY sum for mission area 0X wasn't correct. It was reported as 1.150000 but should've been 0.150000
- Error: Reported DME BY sum for mission area 0X wasn't correct. It was reported as 1.150000 but should've been 0.150000
- Error: Reported SS PY sum for mission area 0X wasn't correct. It was reported as 1.100000 but should've been 0.100000
- Error: Reported SS CY sum for mission area 0X wasn't correct. It was reported as 1.100000 but should've been 0.100000
- Error: Reported SS BY sum for mission area 0X wasn't correct. It was reported as 1.100000 but should've been 0.100000

Please check all investment lines in Mission Area "0X" to resolve.

25 – ITWeb User Roles Appendix:

USER ROLES for ITWeb Agency FY09/FY10 IT Budget Requests

There are three user different roles for ITWeb. Within ITWeb there are:

1. Agency Users
2. Agency Administrators
3. Agency Submitter and Certifier for the Submission

*Please note: All ITWeb users will need a MAX Homepage account that includes ITWeb access. Even users who used ITWeb last year will need to login to the Homepage and reapply for access to this year's ITWeb exercise. Users who already have a MAX Homepage account from other MAX applications (e.g. MAX A-11, PARTWeb, Budget Community, Earmarks, CITS/WITS, etc.) can also just login and apply to have ITWeb added.

Function	Agency User	Agency Admin	Submitter/ Certifier
	Contractor or Federal Employee	Federal Employee ONLY	Federal Employee ONLY
User/account management		✓	✓
Exhibit 53 Structural/Content Validation		✓	✓
Exhibit 300 Structural/Content Validation	✓	✓	✓
Exhibit 53 Upload/Save (XLS ONLY)		✓	✓
Exhibit 300 Upload/Save (XML Only)	✓	✓	✓
Exhibit 53/300 Exporting		✓	✓
Exhibit 53/300 Submissions			✓
Exhibit 300 Create/Edit (for manually entered exhibits)	✓	✓	✓
Exhibit 53 View		✓	✓
Exhibit 300 View/Edit	✓	✓	✓

What Agencies need to do for Identification of Users:

- By no later than Friday, May 16, 2008, Agency CIOs or their Deputies should send to the following mailbox, exhibit300@omb.eop.gov, the names, contact information, and role for the agency's approved ITWeb administrators and at least one "Submitter/Certifier"
- From May 16 – June 30, 2008, Agency Administrators (Approved via the message above) should register for access to the ITWeb application by visiting the following URL: <https://max.omb.gov/maxportal/register/itwebadmin>. (if you are already register, you will likely need to reset your password.)
 - If the individual has a MAX Homepage account:
 - Visit the URL above
 - Enter Login Credentials
 - Click "Login" (this will automatically request access as an administrator to ITWeb)
 - If the individual does not have a MAX Homepage account:
 - Visit the URL above
 - Click on the link "Register Here"
 - Fill out all required information
 - Click "Submit" (this will request a MAX homepage account and access as an administrator to ITWeb)

- Beginning July 1, 2008, individuals requesting access to ITWeb access as a “User” or a “Submitted/Certifier” should do the following:
 - If the individual has a MAX Homepage account:
 - Visit <https://max.omb.gov/>
 - Click “Login”
 - Enter Login Credentials
 - Click “Login”
 - Click “Change Application”
 - Under “New Applications”, click the “Add” button adjacent to “ITWeb” (this will automatically request access as a user to ITWeb)
 - If the individual does not have a MAX Homepage account:
 - Visit <https://max.omb.gov/>
 - Click on the link “Register Here”
 - Fill out all required information and, under “Please check the application(s) needed:”, select “ITWeb Application”.
 - Click “Submit” (this will request a MAX homepage account and access as a user to ITWeb)
- Beginning July 1, 2008, Registered and Approved Agency Administrators can begin managing their agency users. For more information about this, please refer to the “ITWeb Agency Administrators Instructions Appendix”. Please note that for all “Submitter/Certifiers”, Agency Administrators will need to grant the necessary individuals this access level using the steps outlined in the “ITWeb Agency Administrators Instructions Appendix”.

Schedule:

- **Wednesday, April 30: Release the “95% Solution” including the Draft Guidance, Draft Schema & Data Dictionary for agency review**
- **Wednesday, May 7: Agency comments due regarding the “95% Solution”**
- **Friday, May 16: Notify OMB of any changes to your agency Administrators and/or Submitters.** * Please note: If you have any changes to your Administrators and/or Submitters please submit them to Exhibit300@omb.eop.gov (We have been notified of only one agency with any changes since last Fall – Please Note: Agency must have valid administrators manage agency users.)
- **Monday, May 19: Release “99% Solution” and Final Schema**
- **Wednesday, June 18: OMB will issue additional information regarding agency draft exhibit 53s.** (Agencies should plan to submit a draft exhibit 53 no later than the middle of July through ITWeb.)
- **June 26, 2008: PDF version of A-11 available on the internet**
- **July 11, 2008: Department of Education will host the A-11 Section 300 and 53 training sessions.**
- Mid July: OMB will issue additional guidance regarding segment architectures and the FEA reference models.
- **August 15, 2008: ITWeb FY2010 available to all users.**
- Agencies should submit their Exhibit 53 and 300s through ITWeb no later than Monday, September 8

For questions, please send them to exhibit300@omb.eop.gov

26 – ITWeb Agency Administrators Instructions Appendix: (For Managing their Users)

-- From Internet Explorer, enter
<https://max.omb.gov>

-- Click-on “Login” option



-- Enter UserID and Password

-- Click-on “Log-in” button



-- Click-on “Manage Agency Users” button

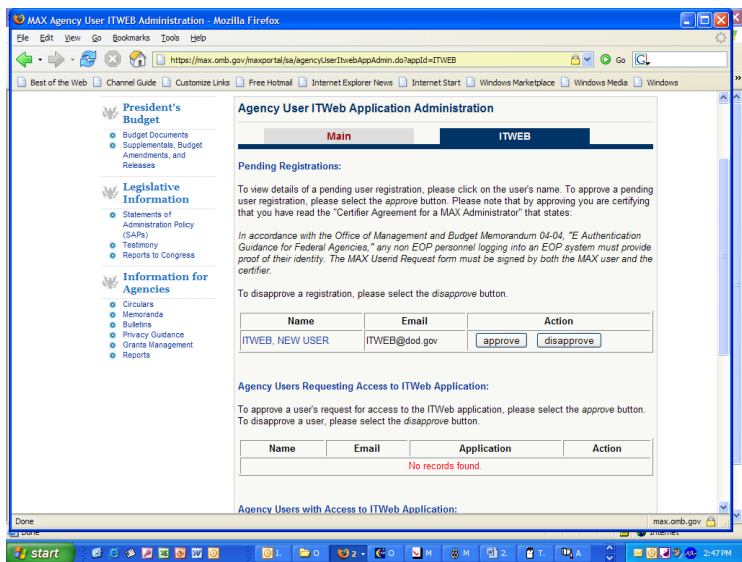


-- Click-on "ITWeb" tab



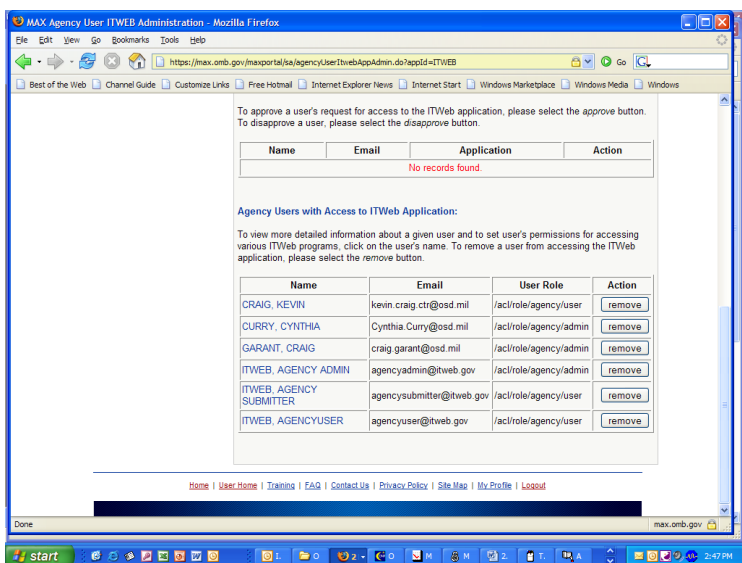
On this page, you can approve users (not administrators) for MAX id and access to the ITWeb application.

The user will be automatically assigned the role – “user.”



Also on this page, you can view your agency users and their roles.

-- To view detailed user information or change user role, click-on the name of the user.

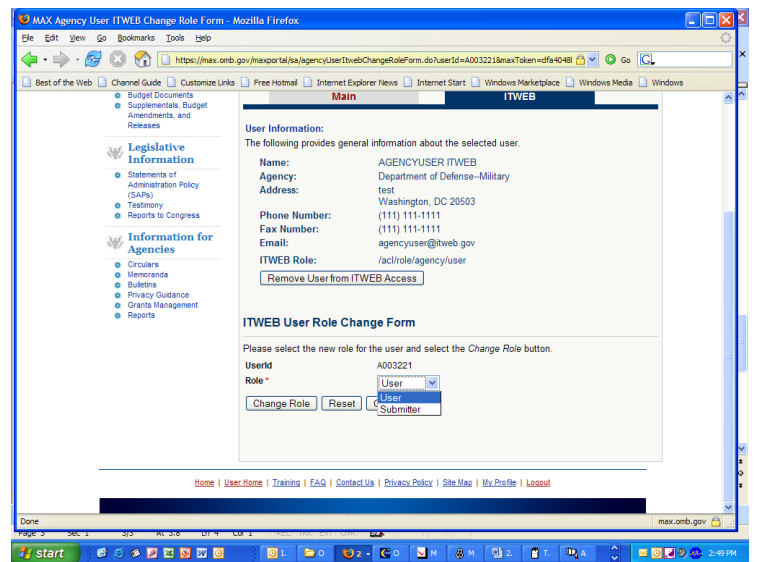


-- To change a user role, click-on "Change ITWeb User Role" button.



-- Select "User" or "Submitter" role and click-on "Change Role" button.

*You will not be able to make a user an administrator. Please contact your OMB representative if you need this change.



To go back to your page, select "User Home" menu option.

