

# FY 2009 User Guide to Financial Reporting in the MAX Federal Community

CFO Act Agencies Edition

Office of Management and Budget
Office of Federal Financial Management

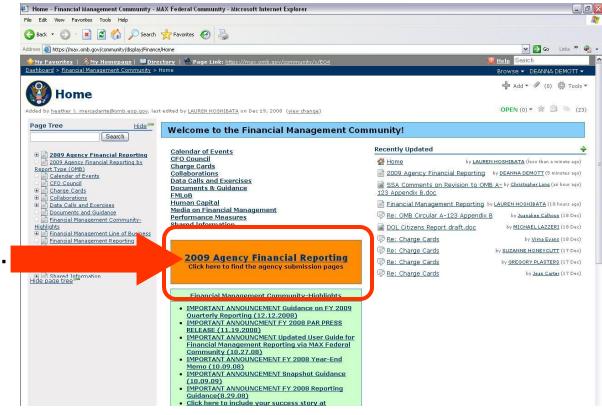
#### Getting Started...

Sign up for access to the MAX Federal Community <a href="https://max.omb.gov/maxportal/registrationForm.do">https://max.omb.gov/maxportal/registrationForm.do</a>

✓ Begin at the Financial Management Homepage <a href="https://max.omb.gov/communit">https://max.omb.gov/communit</a>

✓ Click the link...

"2009 Agency
Financial
Reporting"

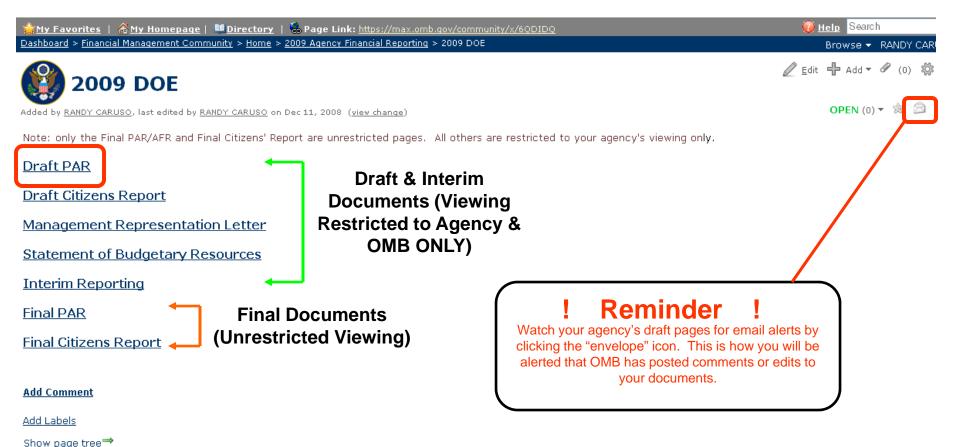


#### Step 1: Click Your Agency's Seal...

This guide uses the Department of Energy as an example



## Step 2: Select the type of document you are ready to upload...



### Step 3: Place cursor over + Add and select Attachment



#### **Add Comment**

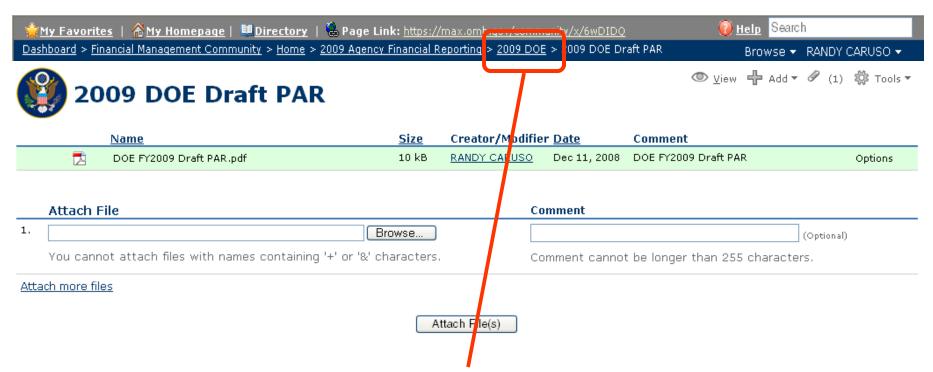
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Show page tree→

# Step 4: "Browse..." for the file on your computer, add optional comment, and select "Attach File"

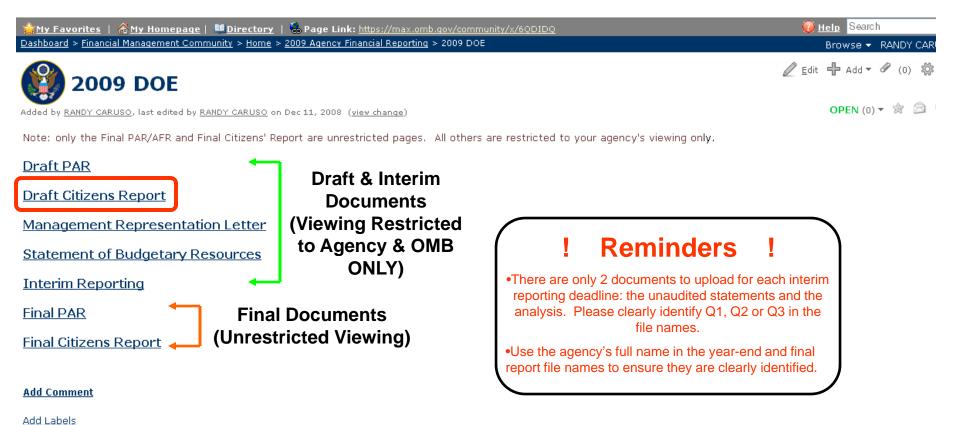


#### You should now see your file attached to the document page...



...Step 5: Using the "breadcrumbs" trail in the toolbar, navigate back to your agency's home page

## Step 6: Select your next document type and repeat steps 3-5...



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