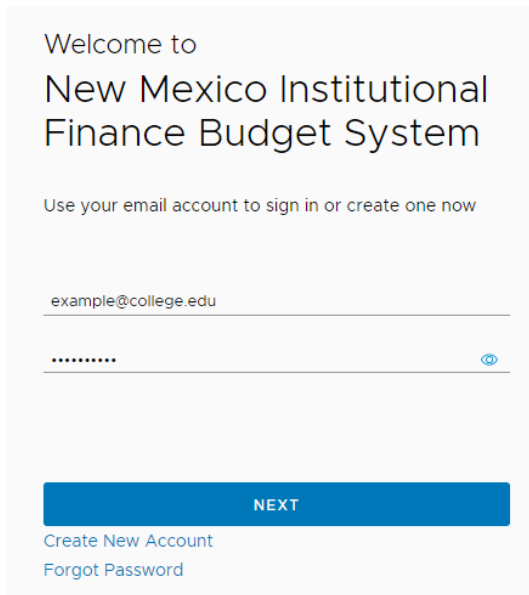


# How to Electronically Submit Report of Actuals via the Higher Education Department Institutional Budget Application

- 1.) Open the HED Institutional Budget Application via the following link: <https://budget.hed.state.nm.us/login>. You can also find this link along with user instructions and the required templates at the HED website.
- 2.) Log into your account using your email and password. Click Next.



Welcome to  
New Mexico Institutional  
Finance Budget System

Use your email account to sign in or create one now

example@college.edu

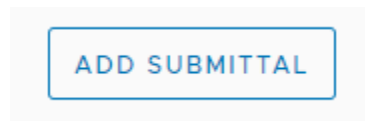
.....

**NEXT**

[Create New Account](#)  
[Forgot Password](#)

- 3.) To begin the submittal process, click ADD Submittal and then click VIEW to upload files.

**Note:** The submittal will not be visible until all files are added.



- 4.) Select the institution, budget type and fiscal year of the submittal. When finished, click ADD.

**Note:** If it is a resubmittal, please state that in the comments section and provide a reason as to why the institution is resubmitting. Otherwise, simply enter "Initial Submittal." The comments section cannot be left blank.

## New Submittal

Institution

Budget type?  
 Opbud  
 Actuals


Fiscal Year


Comments

if this is a resubmittal please enter the reason, otherwise simply enter "initial submittal"

- 5.) Click Upload to select your file. Please make sure and use the appropriate Report of Actuals Excel template located on the HED website. Click [here](#) to visit webpage.

Please upload file and then click submit. Contact [NMHED support](#) if you need assistance or have questions.

Type	Description	Uploaded?	File Name
XLSX	BUDGET DATA FILE 	No	<input type="button" value="UPLOAD"/>



Institution Name	████████████████████
Fiscal Year	██████
Type	Actuals
Comments	Initial Submittal
Uploader	████████████████████
Submitted	No
Submitted Timestamp	Not Submitted

6.) Choose Excel file and click Upload.

Notice: Only XLSX files accepted

Attach file:

No file chosen

7.) Once the file upload is complete, click Submit.

Please upload file and then click submit. Contact [NMHED support](#) if you need assistance or have questions.

Type	Description	Uploaded?	File Name	
XLSX	<a href="#">BUDGET DATA FILE</a>	Yes	IF App Template - Report of Actuals Exh 1-9.xlsx	<input type="button" value="REPLACE"/>

8.) Enter your first name, last name and date of submission. Click Submit and Finish.

**Note:** You will be sent an email confirming that HED has successfully received your submittal.

By signing this transmittal electronically, you agree your electronic signature is the legal equivalent of your manual/handwritten signature on this transmittal. By using any device, means or action, you consent to the legally binding terms and conditions of this transmittal. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing.

You will receive an email confirmation of your submittal.

First Name

Last Name

Date

- 9.) Clicking Submit and Finish is the last step of the online submission, then the pop up below will appear.

Thank you, your documents have been successfully submitted.



**The Institutional Finance Division at HED greatly appreciates your cooperation in taking this big step toward modernizing New Mexico's higher education budgeting system.**

Contact [NMHED support](#) if you need any technical assistance.