

## Enter PPR and BFR Contacts Details

### Step-by-Step Instructions

**Notes:** These training videos were created the fall of 2015. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

The Contacts section is where you will enter and edit the contact information for the Budget Forecast Report (BFR), Periodic Progress Report (PPR) and Claims.

If you attempt to create a new BFR, PPR or Claim without the mandatory contact information you will receive an error message with instructions to complete contact information details.

1. **Click** on the Contacts header bar to expand the section
2. **Click** on Edit
3. Complete the BFR, PPR and/or Claim contact information then **click Save**.

Once contact details are completed and saved, users will be able to create new BFRs, PPRs or Claims.