

E-Mail Memorandum

To: Clerks of the Circuit Court  
From: Lisa Carson, Senior Policy Analyst  
Re: FY06 TTF Budget Request

Circuit Court Clerks,

Please **ensure** that when logging into the COIN Screen entitled "Virginia Information Technologies Agency Commonwealth Network" for submission of **TTF Budget Requests**, that you sign on using "**cipb**" to access the Compensation Board's **PRODUCTION** Region.

It has been brought to our attention that a few of the Clerks' offices have entered their TTF Budget Requests into the Compensation Board's **USER TESTING** Region using "**cide**." While the **USER TESTING** Region is available for Clerks who wish to **test or sample** the new TTF Budget Request Sub-System, actual **TTF Budget Requests must be entered into our PRODUCTION Region using "cipb."** Instructions for accessing the COIN **PRODUCTION** Region are located on the Compensation Board website at: [http://www.scb.virginia.gov/coininformation/coin\\_production\\_instructions.pdf](http://www.scb.virginia.gov/coininformation/coin_production_instructions.pdf).

If you are unsure whether your data has been entered into the **PRODUCTION** or **USER TESTING** Region, please contact Lisa Carson, Senior Policy Analyst, at (804) 786-0786, ext. 202, or via e-mail at: [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).

For questions regarding the FY06 TTF Budget Request Process, consult the FY06 TTF Budget Request Manual found at: <http://www.scb.virginia.gov/docs/fy06ttfbr.pdf>. Should you need further assistance, please contact Lisa Carson as referenced above.