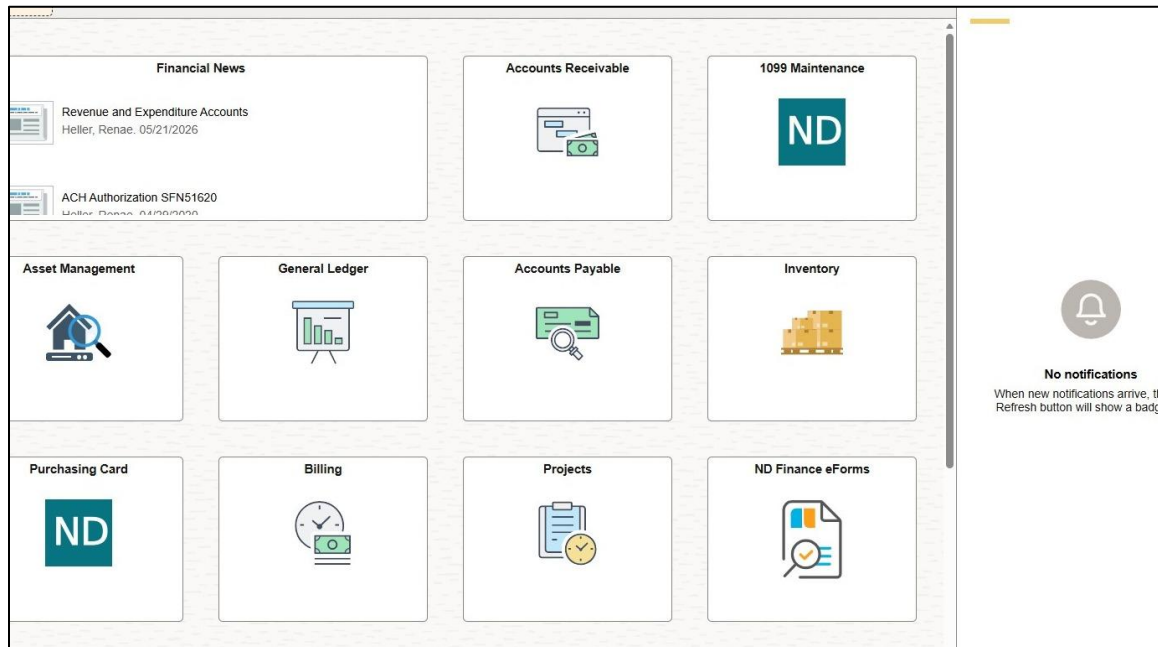


Submitting a PeopleSoft Emergency Commission Request Form

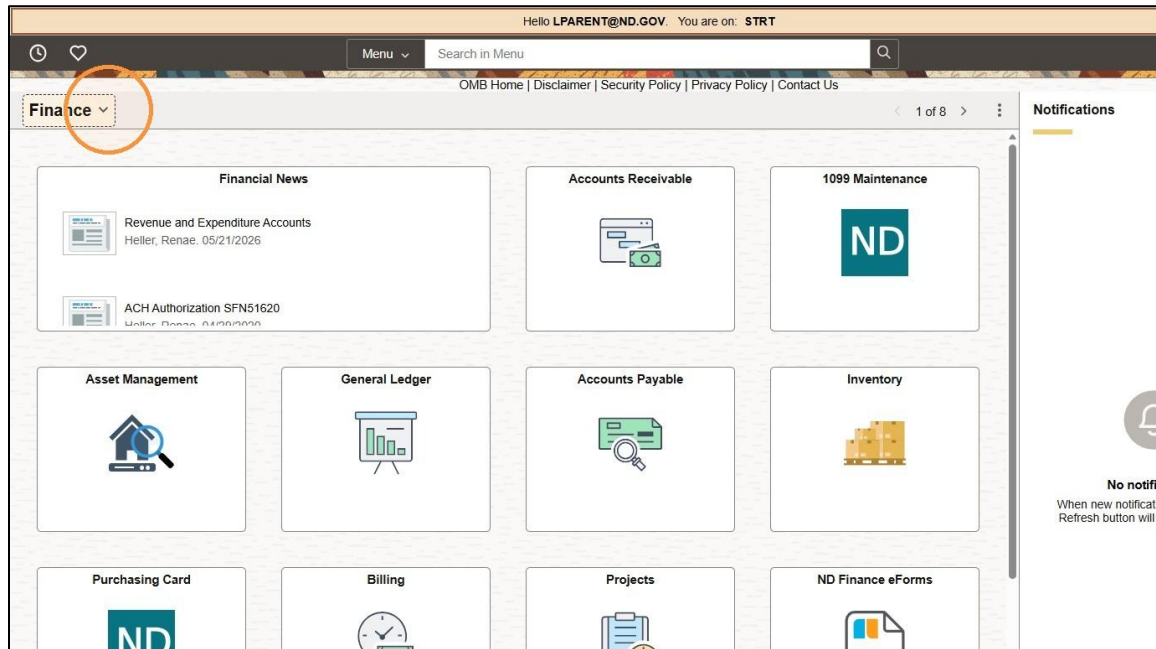
This guide provides step-by-step instructions for submitting an Emergency Commission Request via the Finance eForms portal. It covers the process of entering required funding details, specifying budget line items, and finalizing your request submission.

Portal Navigation

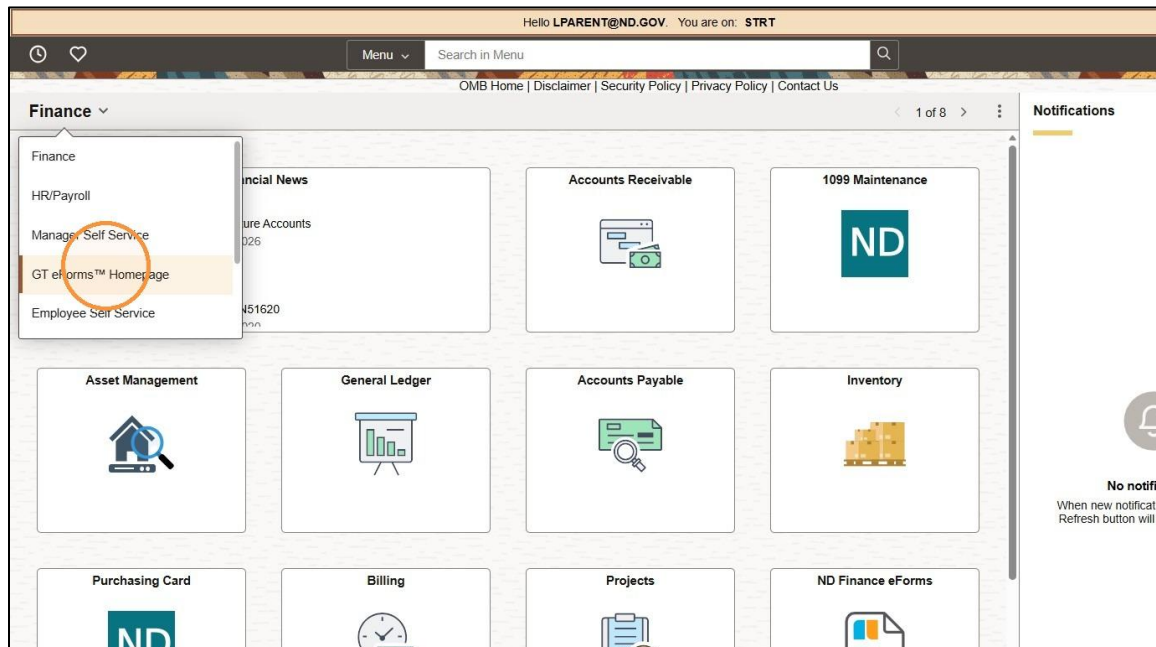
1. Navigate to PeopleSoft



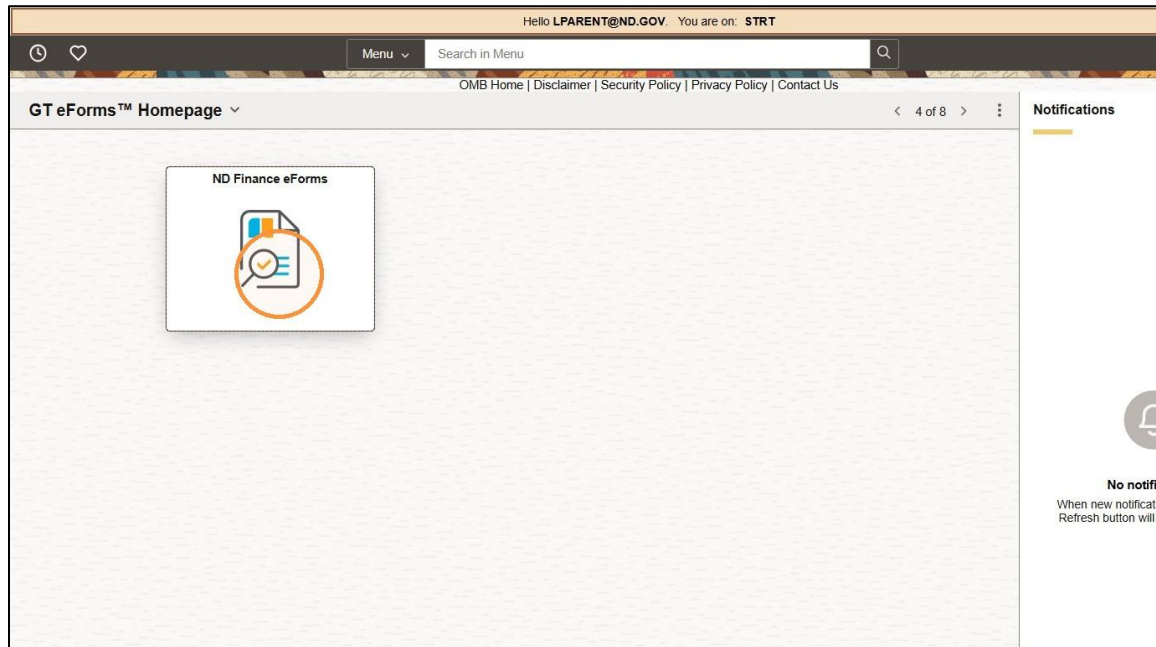
2. Click the Finance menu



3. Click "GT eForms™ Homepage"

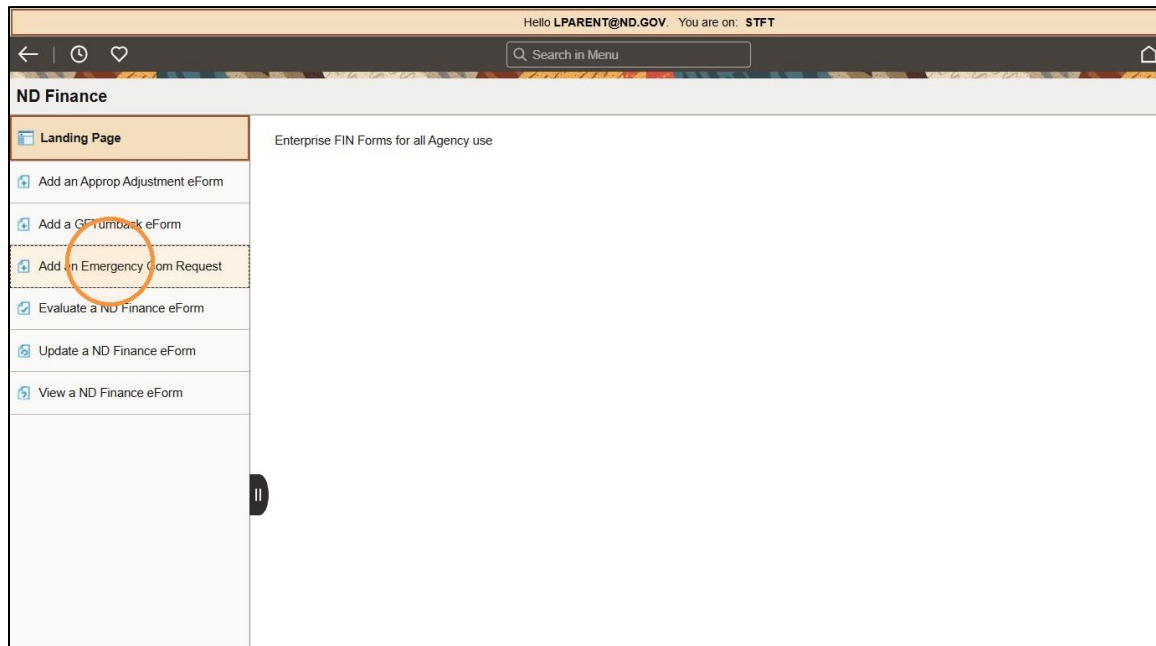


4. Click the ND Finance eForms tile



Request Information

5. Click "Add an Emergency Com Request" to submit a new request
 - a) Select "Update a ND Finance eForm" – to make changes and/or resubmit
 - b) Select "View a ND Finance eForm" – to check the status of a request



6. Enter a different contact name if applicable and the telephone number of the primary contact.

*Business Unit 10800
Business Description Secretary of State
Originator Evaliz Parent
Originator email LPARENT@ND.GOV
Name of Contact (If Different)...
Telephone number...
Purpose of Request North Dakota Century Code 54-16 governs the Emergency Commission requests. Please provide a two to three sentence explanation of your request. A more detailed explanation will be required later on in the form. Example 1: The Office of the Sectary of State (NDSOS) is seeking an increase in spending authority of \$500,000 in the Operating Expenses line from the Special Fund. This request would allow NDSOS to do XYZ. Example 2: The Office of the Sectary of State (NDSOS) is seeking a line-item transfer of \$250,000 from Operating Expenses to Election Reform. This request would allow NDSOS to do XYZ.

7. Enter a brief summary of the request

- a) Examples have been provided for you within the form
- b) This summary will be presented to the Emergency Commission and Budget Section

Purpose of Request North Dakota Century Code 54-16 governs the Emergency Commission requests. Please provide a two to three sentence explanation of your request. A more detailed explanation will be required later on in the form. Example 1: The Office of the Sectary of State (NDSOS) is seeking an increase in spending authority of \$500,000 in the Operating Expenses line from the Special Fund. This request would allow NDSOS to do XYZ. Example 2: The Office of the Sectary of State (NDSOS) is seeking a line-item transfer of \$250,000 from Operating Expenses to Election Reform. This request would allow NDSOS to do XYZ.
*Summary of Request...
A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16- *Is this request related to a state emergency?...
*Purpose of Request...
Background *Was any portion of the request presented during the previous legislative session?

Purpose and Background

8. Select "Yes" or "No" if a state emergency applies to the request

- a) Selecting "Yes" means your request complies with NDCC 54-16-09(3) which states "... necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state."

required later on in the form.

Example 1:
The Office of the Secretary of State (NDSOS) is seeking an increase in spending authority of \$500,000 in the Operating Expenses line from the Special Fund. This request would allow NDSOS to do XYZ.

Example 2:
The Office of the Secretary of State (NDSOS) is seeking a line-item transfer of \$250,000 from Operating Expenses to Election Reform. This request would allow NDSOS to do XYZ.

*Summary of Request
The Office of Secretary of State (NDSOS) is seeking an increase in federal spending authority of \$1,200,000 in the Election Reform Line. This will allow the NDSOS to accept and expend 2026 Help America Vote Act (HAVA) grant award.

A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16-09(3)

*Is this request related to a state emergency?
No

*Purpose of Request...

Background

*Was any portion of the request presented during the previous legislative session?

*Is the request for a new program?...

*Will funding be required in future bienniums?

9. Select type of request from the "Purpose of Request" dropdown
- a) Intra-Agency Transfer is transferring appropriation authority between lines
 - i) For example: Moving appropriation from the Salaries and Wages line to Operating Expenses line
 - ii) Intra-Agency Transfer can skip to the Funding Request Section
 - b) Increase in Spending Authority is a request for an increase in appropriation at the line, fund or both
 - i) For Example: An Agency is awarded a Federal grant part way through the biennium so an increase in appropriation is needed for both the Grants line and Federal fund.

Finance	
The Office of the Secretary of State (NDSOS) is seeking a line-item transfer of \$250,000 from Operating Expenses to Election Reform. This request would allow NDSOS to do XYZ.	
*Summary of Request The Office of Secretary of State (NDSOS) is seeking an increase in federal spending authority of \$1,200,000 in the Election Reform Line. This will allow the NDSOS to accept and expend 2026 Help America Vote Act (HAVA) grant award.	
A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16-09.3	
*Is this request related to a state emergency? No	
*Purpose of Request...	
Background	
*Was any portion of the request presented during the previous legislative session?	
*Is the request for a new program?...	
*Will funding be required in future bienniums?...	
*Does the request require an FTE increase?	

10. Select the source of funds from the drop-down menu – Federal, Special, or General

The Office of the Secretary of State (NDSOS) is seeking a time-term grant of \$1,200,000 from Operating Expenses to Election Reform. This request would allow NDSOS to do XYZ.

***Summary of Request**
The Office of Secretary of State (NDSOS) is seeking an increase in federal spending authority of \$1,200,000 in the Election Reform Line. This will allow the NDSC accept and expend 2026 Help America Vote Act (HAVA) grant award.

A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16-09.

***Is this request related to a state emergency?**
No

***Purpose of Request**
Increase in Spending Authority

***What is the source of funds for the requested increase?**
Federal

***Is the funding source a pass-through from another agency?...**

***Does the request require a general fund match in this bienium?...**

***Will the request require general fund support in the next biennium?...**

Funding Request

11. Select "Yes" or "No" for pass-through agency question

a) If Yes, Select which Agency

***Summary of Request**
The Office of Secretary of State (NDSOS) is seeking an increase in federal spending authority of \$1,200,000 in the Election Reform Line. This will allow the NDSC accept and expend 2026 Help America Vote Act (HAVA) grant award.

A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16-09.

***Is this request related to a state emergency?**
No

***Purpose of Request**
Increase in Spending Authority

***What is the source of funds for the requested increase?**
Federal

***Is the funding source a pass-through from another agency?**
No

***Will continued funding be required if Federal funds are no longer available?...**

***Does the request require a general fund match in this bienium?...**

***Will the request require general fund support in the next biennium?...**

Funding Request

12. Select "Yes" or "No" for continued funding requirement

a) If Yes, Specify the estimated amount needed

accept and expend 2026 Help America Vote Act (HAVA) grant award.

A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16-09.3

*Is this request related to a state emergency?
No

*Purpose of Request
Increase in Spending Authority

*What is the source of funds for the requested increase?
Federal

*Is the funding source a pass-through from another agency?
No

*Will continued funding be required if Federal funds are no longer available?
Yes

*Does the request require a general fund match in this bienium?...

*Will the request require general fund support in the next biennium?...

Funding Request

1

13. Select "Yes" or "No" if there is a General Fund match requirement

a) If Yes, specify the amount needed for the current biennium

accept and expend 2026 Help America Vote Act (HAVA) grant award.

A State Emergency are expenditures necessary to avoid an imminent threat to the safety of people or property due to a natural disaster or war crisis or an imminent financial loss to the state. NDCC 54-16-

*Is this request related to a state emergency?
No

*Purpose of Request
Increase in Spending Authority

*What is the source of funds for the requested increase?
Federal

*Is the funding source a pass-through from another agency?
No

*Will continued funding be required if Federal funds are no longer available?
No

*Does the request require a general fund match in this bienium?
Yes

*Will the request require general fund support in the next biennium?...

Funding Request

1

14. Select "Yes" or "No" for future general fund support
a) If Yes, specify the amount needed for next biennium

*What is the source of funds for the requested increase? Federal			
*Is the funding source a pass-through from another agency? No			
*Will continued funding be required if Federal funds are no longer available? No			
*Does the request require a general fund match in this biennium? Yes			
*Estimate of general fund funding required: \$200,000			
*Will the request require general fund support in the next biennium? No			

Funding Request

1			
*Fund or Line Fund	*Submitted Amount \$0.00	To Operating Unit 10	*To Fund...

Funding Request

15. Select "Fund" or Line from the dropdown

*Estimate of general fund funding required: \$200,000.00			
*Will the request require general fund support in the next biennium? No			

Funding Request

1			
*Fund or Line Fund	*Submitted Amount \$0.00	To Operating Unit 10	*To Fund...

Background

*Was any portion of the request presented during the previous legislative session?			
*Is the request for a new program?...			
*Will funding be required in future biennium?			

16. Enter dollar amount in the Submitted Amount field and for 18000 only, set the related Operating Unit (181, 182 or 183)

a) The operating unit defaults for other units

*Estimate of general fund funding required:
\$200,000.00

*Will the request require general fund support in the next biennium?
No

Funding Request

1			
*Fund or Line Fund	*Submitted Amount \$0.00	To Operating Unit 10	*To Fund...

Background

*Was any portion of the request presented during the previous legislative session?

*Is the request for a new program?...

*Will funding be required in future bienniums?

17. If you selected Fund, select from the following options – Federal, Special or General

a) For Intra-Agency Transfers Only - fill out the “Move from Class” as well

general fund funding required:
0

est require general fund support in the next biennium?

est

1 row			
	*Submitted Amount \$1,000,000.00	To Operating Unit 10800	*To Fund Federal

ion of the request presented during the previous legislative session?

est for a new program?...

g be required in future bienniums?...

18. If you selected Class, select the appropriate class for your request

a) For Intra-Agency Transfers Only - fill out the "Move from Class" as well

Request by Transfer							
Test							
1 row							
	*Submitted Amount \$500,000.00	*Move From Operating Unit 108	*Move From Class 10830				
Class Description	*To Operating Unit 10	*To Class...					
			<table border="1"><thead><tr><th>Class Field</th><th>Description</th></tr></thead><tbody><tr><td>10830</td><td>Operating Expenses</td></tr></tbody></table>	Class Field	Description	10830	Operating Expenses
Class Field	Description						
10830	Operating Expenses						
Portion of the request presented during the previous legislative session...							
Test for a new program?...							
May be required in future bienniums?...							

19. Click the Plus symbol to create another Fund or Class request row

Test require general fund support in the next biennium?			
Test			
1 row			
	*Submitted Amount \$1,000,000.00	To Operating Unit 10800	*To Fund
Portion of the request presented during the previous legislative session?			
Test for a new program?...			
May be required in future bienniums?...			

Background Information

20. Was any portion of this request was presented during the previous legislative session?

a) Select "Yes" or "No"

b) If Yes, explain

3			
*Fund or Line Line	*Submitted Amount \$1,200,000.00	To Operating Unit 10800	*To Class 10873
To Class Description			

Background

*Was any portion of the request presented during the previous legislative session?
No

*Is the request for a new program?...

*Will funding be required in future bienniums?...

*Does the request require an FTE increase?...

Other Information

21. Is the request for a new Program?

- Select "Yes" or "No"
- If Yes, explain

*Fund or Line Line	*Submitted Amount \$1,200,000.00	To Operating Unit 108	*To Class 10873
To Class Description			
Background			
*Was any portion of the request presented during the previous legislative session?			
No			
*Is the request for a new program?...			
*Will funding be required in future bienniums?...			
*Does the request require an FTE increase?...			
Other Information			
*Provide an explanation as to how the request supports state priorities, improves state efficiencies, and promotes effective state government:...			
Provide any other relevant information:...			

22. Will funding be required in future bienniums?

- Select "Yes" or "No"
- If Yes, explain

Hello LPARENT@ND.GOV. You are on: STFT

ND Finance

No

*Is the request for a new program?

No

*Will funding be required in future bienniums?...

*Does the request require an FTE increase?...

Other Information

*Provide an explanation as to how the request supports state priorities, improves state efficiencies, and promotes effective state government:...

Provide any other relevant information:...

Statutory provisions that relate to this request:

23. Does the request require an FTE increase?

- Select "Yes" or "No"
- If Yes, enter how many FTE will be needed

Hello LPARENT@ND.GOV. You are on: STFT

Search in Menu

ND Finance

No

*Is the request for a new program?
No

*Will funding be required in future bienniums?
No

*Does the request require an FTE increase?
No

Other Information

*Provide an explanation as to how the request supports state priorities, improves state efficiencies, and promotes effective state government:...

Provide any other relevant information:...

Statutory provisions that relate to this request:

Supporting Details

24. *Provide an explanation as to how the request supports state priorities, improves state efficiencies, and promotes effective state government:

*Was any portion of the request presented during the previous legislative session?
No

*Is the request for a new program?
No

*Will funding be required in future bienniums?
No

*Does the request require an FTE increase?
No

Other Information

*Provide an explanation as to how the request supports state priorities, improves state efficiencies, and promotes effective state government:...

Provide any other relevant information:...

Statutory provisions that relate to this request:

1

Legislation or NDCC

25. If applicable - Select “Legislation” or “NDCC” from the dropdown

Provide any other relevant information:...	
Statutory provisions that relate to this request:	
1	Legislation or NDCC...
Total Request	
General Fund Total \$200,000.00	
Federal Fund Total \$0.00	
Special Fund Total \$0.00	

Legislation will require:

- Bill number
- Bill section
- Bill subsection (if there is one)
- Bill Year

Statutory provisions that relate to this request:				1 row
				11
1	Legislation or NDCC Legislation	*House or Senate Bill...	*Bill Number 0	*Bill Section...
	Bill Sub Section...	*Bill Year 0		
				+ -

NDCC will require:

- Chapter
- Section

Statutory provisions that relate to this request:			
1	Legislation or NDCC NDCC	*NDCC Chapter...	*NDCC Section...

Acknowledgement, Save and Submit

26. Click the "Acknowledgement" field.

Total Request

General Fund Total
\$200,000.00

Federal Fund Total
\$0.00

Special Fund Total
\$0.00

Line Total
\$1,200,000.00

Acknowledgement

By selecting this button, you acknowledge that you, the submitter, have read this request, know the contents, and believe the statements contained within to be true.

☐ Acknowledgement

Attachment Instructions

Most file types can be adding as attachments. Each attachment will need a description. This can be a short description, like "Support Documentation" or similar.

.MSG files, email file type, cannot be directly uploaded. Please convert it to a pdf so it can be uploaded (Instructions below).

File --> Print --> Printer and from the dropdown, select, Microsoft Print to PDF, Then Print to convert it to a PDF and save the document in an easily accessible place so you can upload the document to the form.

- 27. Upload any attachments you feel will assist the Emergency Commission and Budget Section with making their decision**
- 28. Click "Save" to save your progress and continue working on your request another day.**
- 29. Click "Submit" to submit your request to be reviewed by the Budget Analysts at the Office of Management and Budget.**

☒ Acknowledgement

Attachment Instructions

Most file types can be added as attachments. Each attachment will need a description. This can be a short description, like "Support Documentation" or similar.

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File --> Print --> Printer and from the dropdown, select, Microsoft Print to PDF. Then Print to convert it to a PDF and save the document in an easily accessible place so you can upload the document to the form.

File Attachments

1

Upload

Description...

File Name

Add

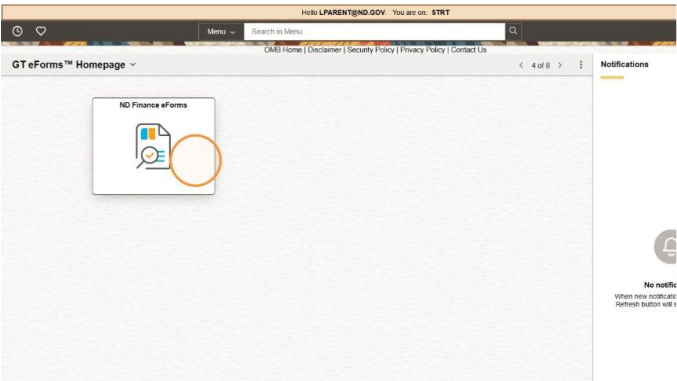
> Comments

Save

Submit

To Withdraw a Request

1. Navigate to ND Finance eForms tile



2. Click "Update a ND Finance eForm"

ND Finance

[Landing Page](#)

[Add an Approp Adjustment eForm](#)

[Add a GFTurnback eForm](#)

[Add an Emergency Com Request](#)

[Evaluate a ND Finance eForm](#)

[Update a ND Finance eForm](#)

[View a ND Finance eForm](#)

Search By

Form ID

Form Type

Business Unit

Form Status

Search **Clear** **Save Search**

3. Fill in any search criteria you may have and click "Search". A list of forms that meet the search criteria will be listed

Search By

Form ID

Form Type

Business Unit

Form Status

Search **Clear** **Save Search**

	Form ID ¹	Business Unit ¹	Form Type ¹	Form Status ¹	Original Operator ¹	Original Date ¹
1	101135	11000	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-05-15
2	101139	11000	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-05-15
3	101140	11000	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-05-15
4	101141	11000	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-05-15
5	101160	11000	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-07-07
6	101166	10800	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-08-13
7	101167	10800	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-08-13
8	101168	10800	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-08-18

4. Click the Form ID of the request you want to withdraw

- Scroll to the bottom of the page and select the withdraw button
- You will be prompted to enter Comments (expand comments section to view text field)

> Comments

Return to Search

Approval Log

Withdraw Request

Resubmit

▼ Comments

Return to Search

Approval Log

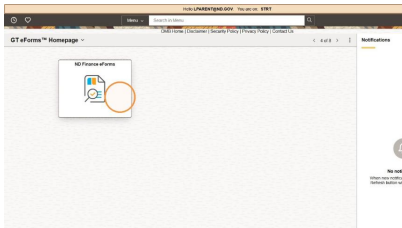
Withdraw Request

Resubmit

How to View North Dakota Finance eForms

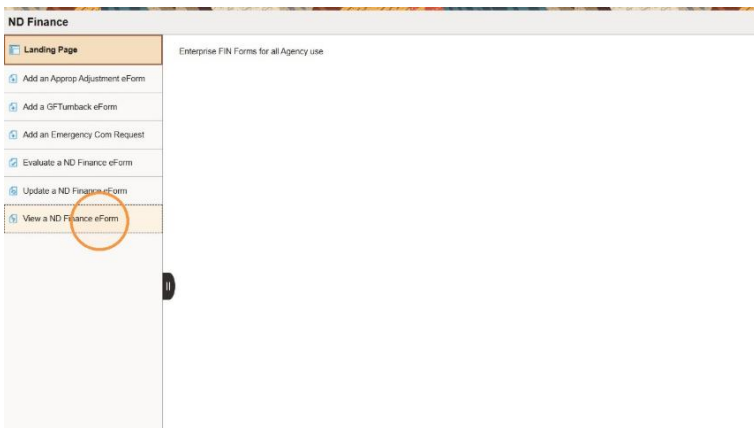
Learn how to access and review your pending finance eForms through the state portal. This guide provides a quick walkthrough to help you locate and view the details of your emergency commission requests.

1. Navigate to ND Finance eForms tile



Form Search

2. Click "View a ND Finance eForm"



3. Fill in any search criteria you may have and click "Search". A list of forms that meet the search criteria will be listed

[Landing Page](#)
[Add an Appropriation eForm](#)
[Add a G/Turnback eForm](#)
[Add an Emergency Com Request](#)
[Evaluate a ND Finance eForm](#)
[Update a ND Finance eForm](#)
[View a ND Finance eForm](#)

Search By
 Form ID: Begins With
 Form Type: Begins With
 Business Unit: Begins With
 Form Status: is Equal To

Search Clear Save Search

	Form ID %1	Business Unit %1	Form Type %1	Form Status %1	Original Operator %1	Original Date %1	Last Operator %1
1	101168	10800	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-08-18	JERHOLMAN@ND.G
2	101167	10800	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-08-13	JERHOLMAN@ND.G
3	101166	10800	SOS_EMERCO	Pending	LPARENT@ND.GOV	2026-08-13	JERHOLMAN@ND.G
4	101162	10800	SOS_EMERCO	Pending	JERHOLMAN@ND.GOV	2026-07-23	JERHOLMAN@ND.G
5	101159	10800	SOS_EMERCO	Withdrawn	LPARENT@ND.GOV	2026-07-07	LPARENT@ND.GC
6	100739	10800	GL_APPRADJ	Executed	JERHOLMAN@ND.GOV	2025-08-12	JERHOLMAN@ND.G
7	100581	10800	GL_GFTRNBK	Executed	LPARENT@ND.GOV	2025-08-01	JERHOLMAN@ND.G
8	100216	10800	GL_APPRAUT	Executed	LPARENT@ND.GOV	2025-06-12	JERHOLMAN@ND.G

4. Click the form ID of the request you want to open to view the status

- **Pending Budget Analyst Review** – Request is waiting for Budget Analyst to evaluate if request meets criteria to move forward to EMR Commission
- **Pending Secretary of State Review** – Request is waiting for the NDSOS to route form to EMR Commission Members and place on next agenda
- **Pending EMR Commission Outcome** – Request is pending action of next EMR Commission Meeting
- **Pending Budget Section Outcome** – Request is pending action of next Budget Section Meeting
- **Pending OMB Review** – Request is approved and pending OMB Fiscal team to processes journal entries to increase authority or complete line-item transfers
- **Withdrawn** – Request has been withdrawn by the agency

Hello LPARENT@ND.GOV You are on: STPT
 Search in Menu

ND Finance
 View : Emergency Commission Request Form ID 101168

Status of Request
 Pending Action
 Secretary of State Review

Requester Information
 Current Date
 08/18/2026
 Business Unit
 10800
 Business Description
 Secretary of State
 Originator
 Evaliz Parent
 Originator email
 LPARENT@ND.GOV

ND Finance
 View : Emergency Commission Request Form ID 101159 (Withdrawn)

Status of Request
 Pending Action
 Secretary of State Review