

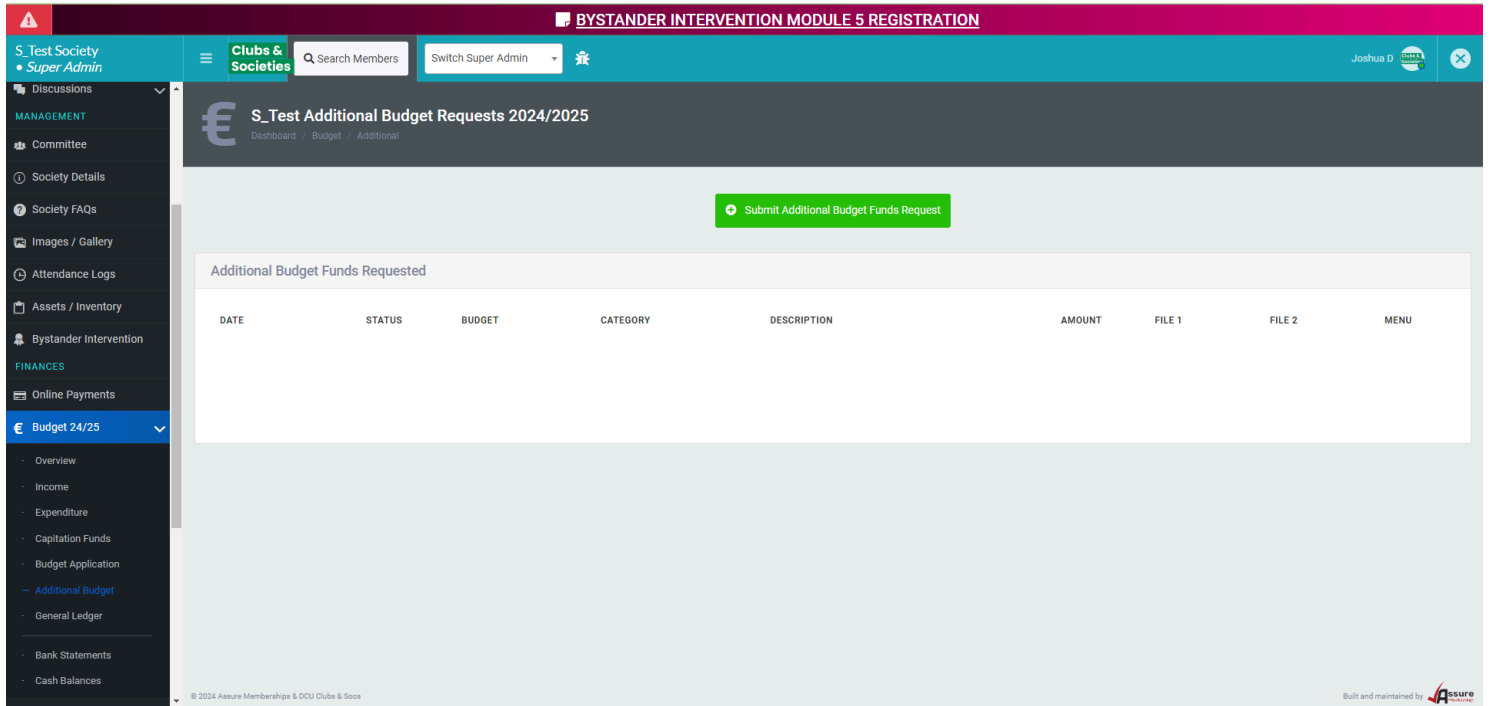
Application for Additional Funding: A Step by Step Guide

The screenshot shows the OMS interface for 'S_Test Society Super Admin'. The left-hand navigation menu is expanded to the 'FINANCES' section, where the 'Budget 24/25' tab is highlighted with a green circle. The main content area displays a dashboard with various metrics: '0 Members', '0 Pending', '0 Active Members (below minimum)', '0 Total Requests (0 pending)', and '0% Conversion Rate'. A green banner at the top of the main content area reads 'See your 2024 Budget Application »'. Below this, there are sections for 'COMMITTEE WHO AREN'T A MEMBER' (3), 'REQUESTS', and 'MEMBERS'. The bottom of the dashboard includes 'ACTIVATIONS' and 'REQUESTS' tables, and a list of categories like 'DCU Undergrads', 'Internationals', 'DCU Postgrads', and 'DCU Alumni'.

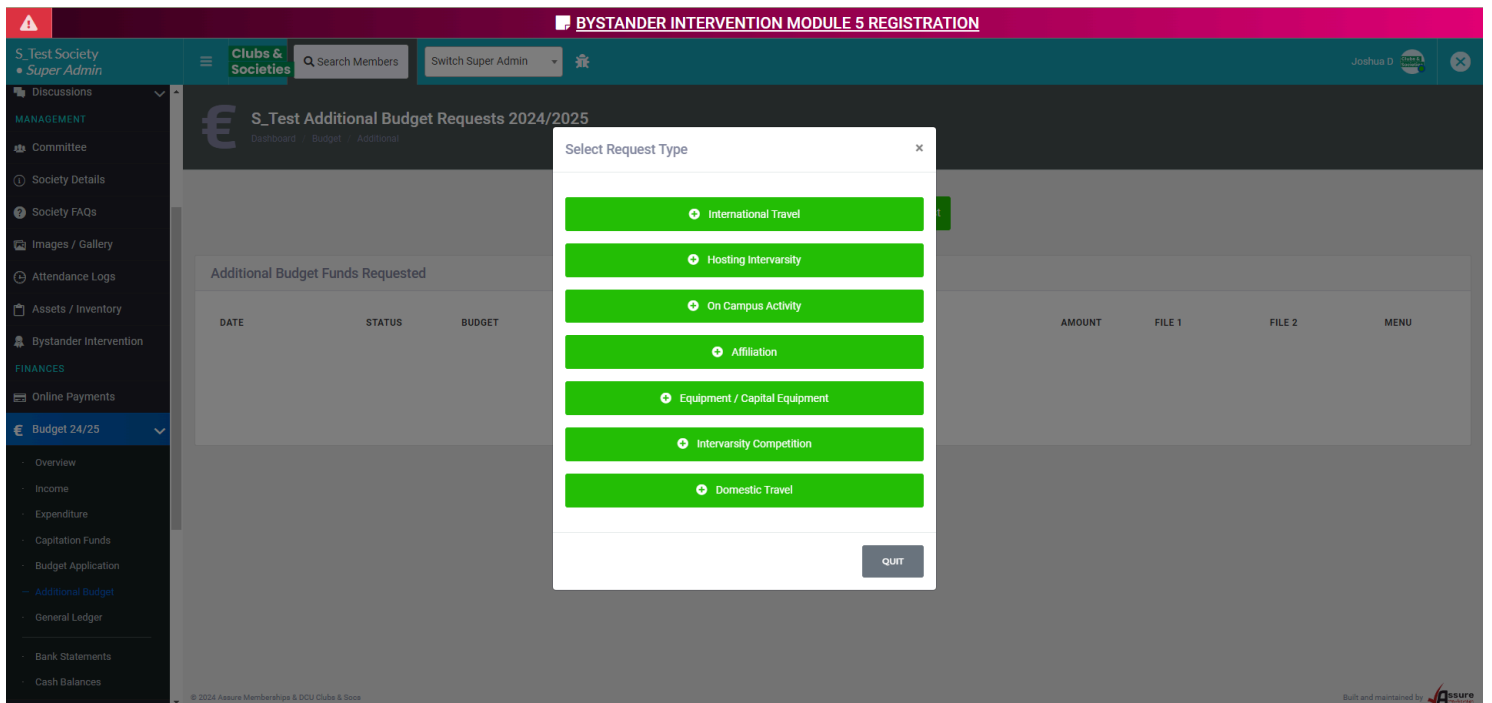
Step 1: On the OMS, click the 'Budget 24/25' tab under Finance. (see circled above). This tab should then expand.

The screenshot shows the OMS interface with the 'Budget 24/25' tab expanded in the left-hand navigation menu. The 'Additional Budget Funds' sub-tab is highlighted with a green circle. The main content area remains the same as in the previous screenshot, displaying the dashboard with various metrics and sections.

Step 2: Once the tab expands click on 'Additional Budget Funds.' (see circled above).



Step 3: Your screen should now look like this. Click the green tab in the middle labelled 'Submit Additional Budget Funds Request'



Step 4: Select your Request Type that applies and fill as required.