



## Instructions:

If your organization does not use 8-digit State Employee IDs, please enter "Need" and one will be provided.

## Choose one role for each Fiscal Note Tracking System (FNTS) user:

- **Agency:** Prepares (enters data) fiscal notes assigned to the agency
- **Agency Signoff:** Signs off (approves) fiscal notes assigned to the agency
- **Coordinator:** Primary responsibility for agency fiscal notes, but does not have access to FNTS. (Only 1 coordinator per agency.)
- **Coordinator/Agency Signoff:** Coordinator role with agency signoff access. (Only 1 coordinator per agency.)
- **Legislative User:** Requests fiscal notes.
- **MMB EBO:** Views regular and unofficial preliminary fiscal notes and emails to assigned agencies

## Agency Codes:

B04	Agriculture Dept
B11	Cosmetologist Examiners Board
B13	Commerce Dept
B14	Animal Health Board
B15	Barber Examiners Board
B20	Explore Minnesota Tourism
B22	Employment and Economic Dvlpmt
B24	Public Facilities Authority
B34	Housing Finance Agency
B41	Workers Comp Court of Appeals
B42	Labor and Industry Dept
B43	Iron Range Resources and Rehabilitation
B4C	Companion Animal Board
B7E	Architecture, Engineering Board
B7P	Accountancy Board
B7S	Private Detectives Board
B82	Public Utilities Commission
B9D	Amateur Sports Commission
B9V	Agricultural Utilization Research
E25	Perpich Center for Arts Education
E26	Minnesota State
E37	Education Department
E39	Prof Educator Licensing Std Bd
E40	Historical Society
E44	Minnesota State Academies
E50	Arts Board
E60	Office of Higher Education

E77	Minnesota Zoo
E81	University Of Minnesota
E95	Humanities Center
E9W	Higher Ed Facilities Authority
G02	Administration Dept
G03	Lottery
G05	Racing Commission
G06	Attorney General
G09	Gambling Control Board
G10	Minn Management and Budget
G17	Human Rights Dept
G19	Indian Affairs Council
G38	Investment Board
G39	Governor's Office
G45	Mediation Services Bureau
G46	MNIT Services
G53	Secretary of State
G61	Office of The State Auditor
G62	Minn State Retirement System
G63	Public Employees Retirement Assoc
G67	Revenue Dept
G69	Teachers Retirement Assoc
G92	Ombudsperson for Families
G9J	Campaign Finance Board
G9K	Administrative Hearings
G9L	Minnesotans of African Heritage Council
G9M	Minnesota Council on Latino Affairs

G9N	Asian-Pacific Minnesotans Council
G9V	Rare Disease Advisory Council
G9X	Capitol Area Architect
G9Y	Disability Council
H12	Health Dept
H55	Human Services Dept
H60	MNsure
H75	Veterans Affairs Dept
H7A	Health Licensing Boards
H7B	Medical Practice Board
H7C	Nursing Board
H7D	Pharmacy Board
H7F	Dentistry Board
H7H	Chiropractic Examiners Board
H7J	Optometry Board
H7K	Board of Executives for Long Term Services and Supports
H7L	Social Work Board
H7M	Marriage and Family Therapy Bd
H7Q	Podiatric Medicine
H7R	Veterinary Medicine Board
H7S	Emergency Medical Services Bd
H7U	Dietetics and Nutrition Practice Bd
H7V	Psychology Board
H7W	Physical Therapy Board
H7X	Behavioral Health and Therapy Bd

H7Y	Occupational Therapy Board
H8A	Foster Youth Ombudsperson
H9G	Ombudsman for MH/DD
J33	District Courts
J40	State Competency Restoration Board
J50	Guardian Ad Litem Board
J52	Public Defense Board
J58	Court of Appeals
J65	Supreme Court
J68	Tax Court
J70	Judicial Standards Board
L10	Legislature
L49	Office of the Legislative Auditor
P01	Military Affairs Dept
P07	Public Safety Dept
P78	Corrections Dept
P7T	Peace Officers Board (POST)
P9E	Sentencing Guidelines Comm
R29	Natural Resources Dept
R32	Pollution Control Agency
R9P	Water and Soil Resources Board
T79	Transportation Dept
T9B	Metropolitan Council

**Questions?** Contact Kathryn Ho, LBO Coordinator, [kathryn.ho@lbo.leg.mn](mailto:kathryn.ho@lbo.leg.mn), (651)297-7146.

# FNTS REMOTE ACCESS

To access FNTS from your home office a VPN connection is required.

Some FNTS users operate outside the MN.IT network and need to be granted access through the state's firewall so agency users can log into the Administrative Portal and open FNTS. Use the steps below to find your **public, routable IP** address to request access.

1. Connect to your public network.
  - a. You can access FNTS from your home office and work office.
2. Find your public IP, **IPv4**. IPv4 should look something like this 123.45.678.9
  - a. Option 1 (recommended): Use Google or another browser to find your IP address online. Type *What's My Ip* into the search bar and click on one of the first search results.
    - i. Internet browsers see your public, routable IP address which is what is needed.
    - ii. This is the recommended option as it will capture the correct IP in most cases.
  - b. Option 2: Email your IT department. This is a required step for some office workstations, particularly if your office network uses a range of IP addresses or has additional firewalls set up. Users will need to contact their IT department so their IT department can provide a static and routable IP or a range of IP addresses. Below is an email template you can use when requesting this information.
    - i. *The State of MN Budget Services Division needs my public, routable IPv4 so I can access the Budget Systems while in the office. As a non-state agency, this is required to allow access through the state's firewall and safely perform my job. Please provide the IP address or IP range for the following users:*
      - <List users requiring IP address information for FNTS access>
3. Fill out the table below and return it to **Kathryn Ho**
  - a. Users can submit one IP address from their office network **and/or one** IP address from their remote network. Remote workstations must be connected to a VPN.

Name	FNTS User ID	Office Workstation IPv4	Home Workstation IPv4