



AGENCY DESCRIPTIVE TEXT

Instructions for updating agency descriptive text

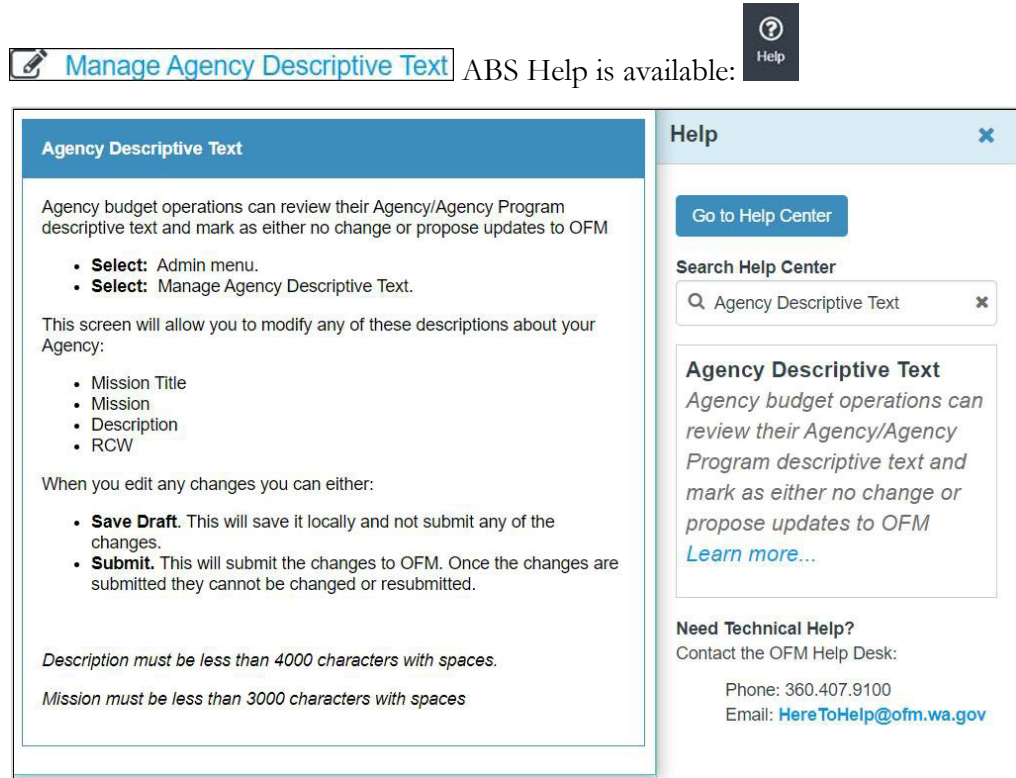
Updates to agency descriptive text are due with your budget submittal no later than **Tuesday, September 10, 2024**.

While not a component of your budget submittal, agency descriptive text is a required element of the Governor’s proposed budget publication. Please review your existing descriptive text (rolled over from the 2023-25 budget) and update in ABS to reflect any changes relevant to the ensuing 2025-27 biennium. If you make no changes, it will appear as is. Most agencies will need little or no change to their descriptive text. Please verify that the RCW citations contained in this information is correct. Additional field capacity was added to accommodate agencies who needed additional room for RCW references. Also add or delete references to reflect law changes since the last biennial budget build.

To view your 2023-25 descriptive text, navigate [here](#), select your agency and .

In ABS, select the Admin icon on the lower left of the Dashboard . This function is limited to ABS Admin Users.

From the Administration screen select



The screenshot shows the ABS interface. On the left, there is a button labeled "Manage Agency Descriptive Text" with a pencil icon. To its right, the text "ABS Help is available:" is followed by a "Help" icon. On the right side of the interface, a "Help" sidebar is open, containing a "Go to Help Center" button, a search bar with "Agency Descriptive Text" entered, and a search result for "Agency Descriptive Text" with a "Learn more..." link. Below the search results, there is a "Need Technical Help?" section with contact information for the OFM Help Desk: Phone: 360.407.9100 and Email: HereToHelp@ofm.wa.gov.