
Accessing the Capital Budget System

Instructions for How Local Governments Access CBS

May 2025

Contents

- Accessing the Capital Budget System1
- Capital Budget System Access Overview.....1
- How to Request Access to CBS1
- Logging in to the Capital Budget System (CBS) 10
- Managing Password and Security Settings..... 13
 - Resetting Your Password 13
 - Account settings 14
- LoginMN Authentication Methods..... 16
 - Phone (SMS or Call) 16
 - Authenticator Application 16
 - Passkey 17
- Common Questions and Troubleshooting 18

Capital Budget System Access Overview

The Capital Budget System (CBS) uses LoginMN for account management and security. To request access to CBS, government staff must create a LoginMN account, using a work email address, and set up security requirements prior to submitting the online CBS local user authorization request.



All CBS users must be authorized. This requires users to submit an online local user authorization request. Each submission is reviewed by Minnesota Management and Budget (MMB) prior to approval.

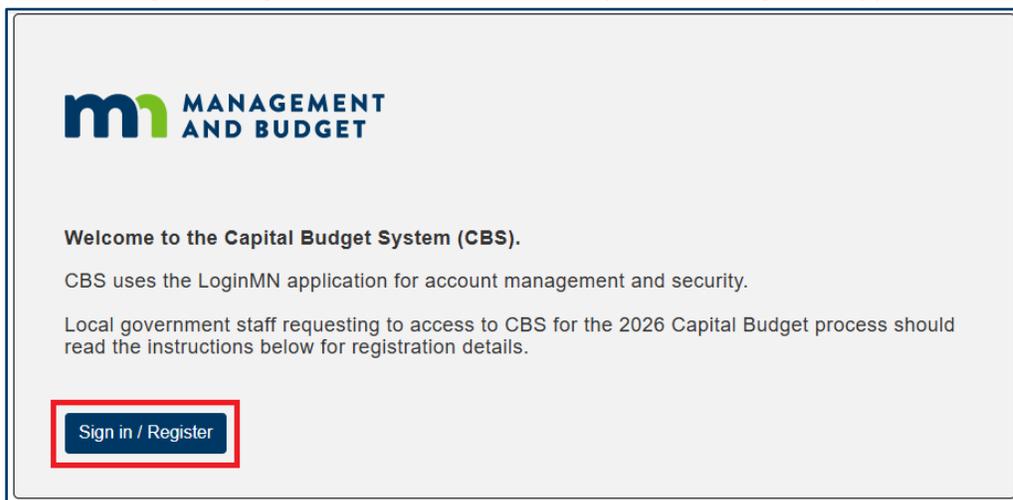
After authorized, staff log in to CBS using their email address and are required to verify their identity with a multi-factor authentication method such as a text message, phone call, or an authenticator application.

All system support questions for the Capital Budget System should be emailed to Minnesota Management and Budget (MMB) Budget Operations at budget.finance.mmb@state.mn.us.

How to Request Access to CBS

To request access to CBS, government staff must create an account in LoginMN and then submit the online CBS authorization request. Registration is a one-time process that takes about 10 minutes. However, MMB manually reviews all authorization requests. MMB aims to authorize users quickly and users can expect authorization follow-up within three business days. After registration is approved, users will simply log in to access CBS.

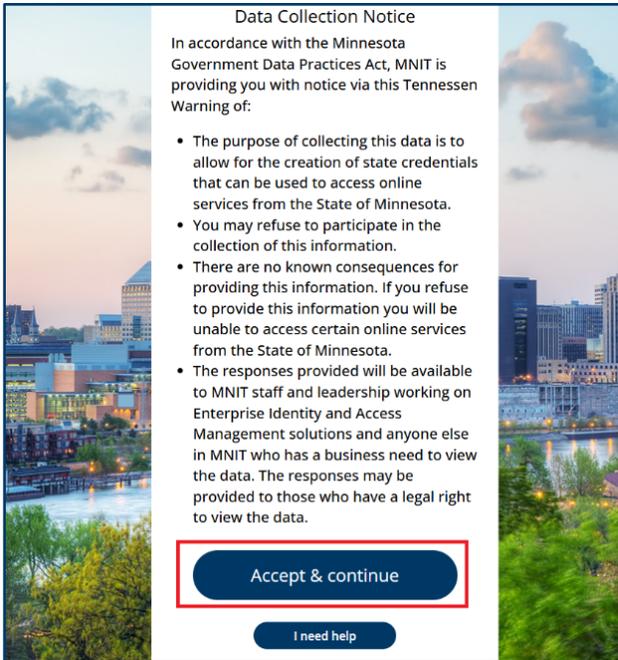
1. Navigate to the Capital Budget System Log in screen: <https://cbs.systems.state.mn.us/cbs-login>
2. Select the Sign in / Register button. This will route you to the LoginMN application.



3. On the LoginMN log in screen, select Create Account.

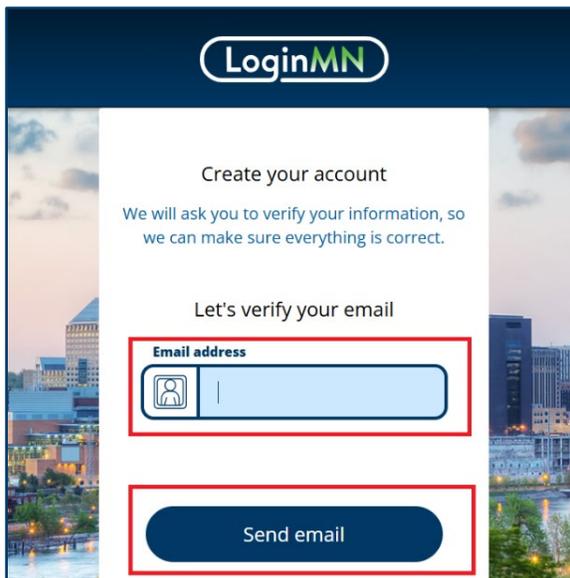


4. The Data Collection Notice loads. Read the notice and select Accept & Continue to proceed in the process. Please reach out with questions regarding the data collection notice, budget.finance.mmb@state.mn.us.

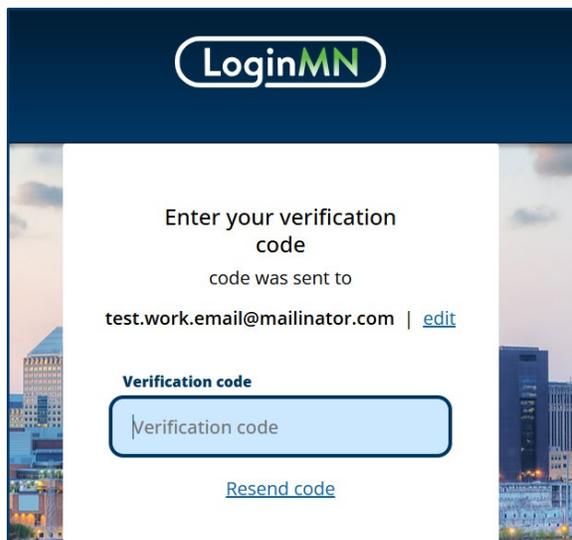


5. The Create your account screen loads. To set up a new account and get authorized for the Capital Budget System, users must enter and verify their work email address. Enter your work email address in the field and select Send email.

Important Note: Your work (government-issued) email address is required so MMB can identify you as a government official. MMB will only authorize users who are officials and/or staff of political subdivisions.



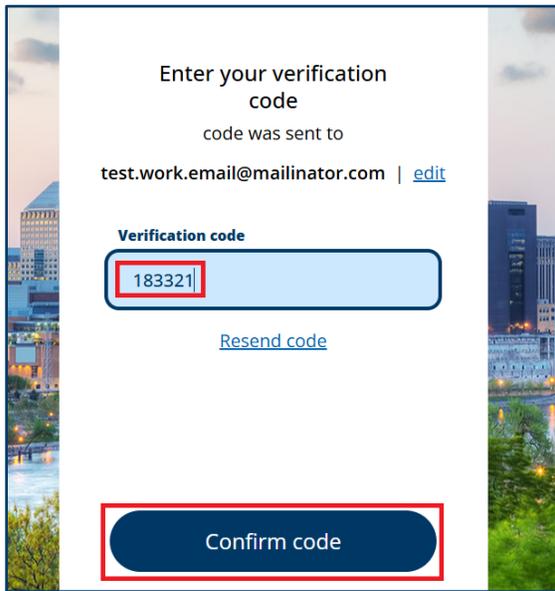
6. The verify email screen loads.



7. To find your verification code, navigate to the inbox of the email submitted and locate the newly received email. The email sender is LoginMN, and the subject line is Email Verification. ****If you are unable to find the email in your inbox, please check your Spam/Junk folder.***

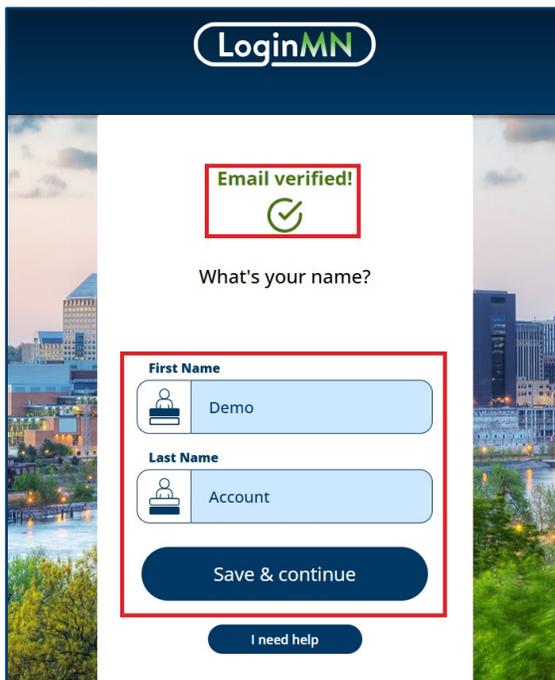


8. Enter the six-digit code into the verification code field on the screen and select confirm code.

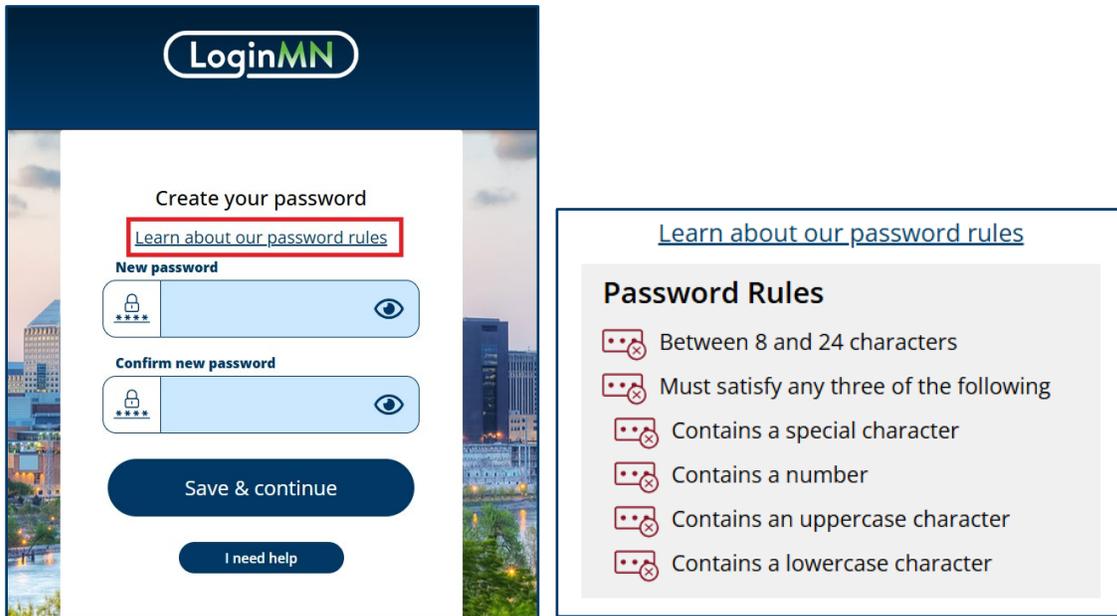


Note: If you are unable to validate your email or do not receive the code, please use the options to edit the email address and/or resend code. Issues verifying email can be sent to budget.finance.mmb@state.mn.us.

9. A successful email verification will display an email verified message, and you will be prompted to finish creating your account. Enter your first and last name in the fields and select Save & continue.

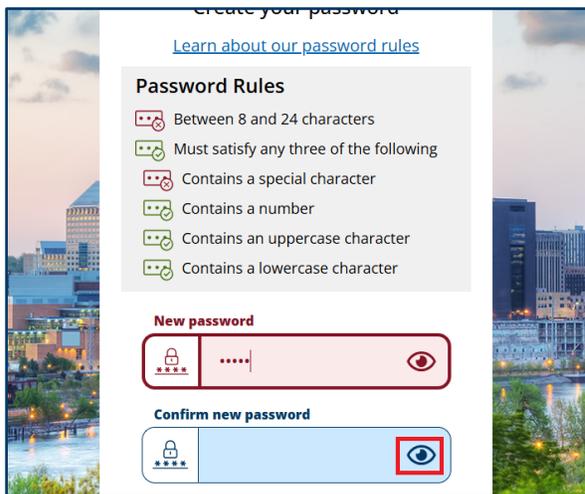


10. Next, you will be prompted to create a password. Passwords must meet minimum criteria before it can be created. Click the Learn about our password rules button for the list of password requirements.

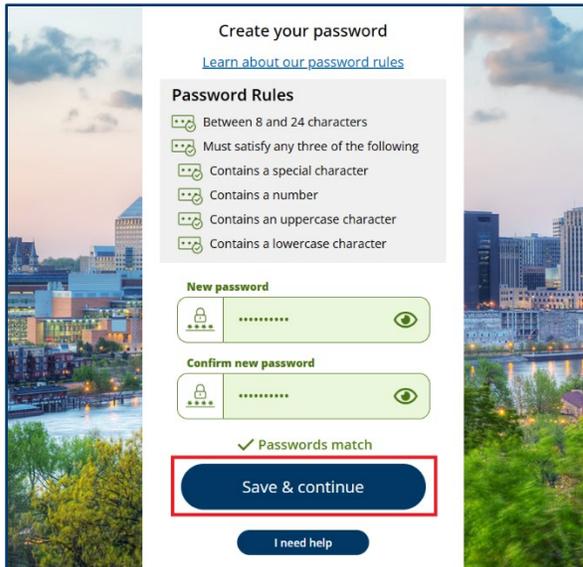


11. Enter your password. Notice that as you begin typing in a password, the password rules will mark as fulfilled. Once minimum requirements are fulfilled, the New Password field turns from red to green.

By default, passwords are encrypted in the field. Click the Eye Icon to display the text.



12. Enter the password again in the confirm new password field and select Save & Continue.



13. The multi-factor authentication screen loads.

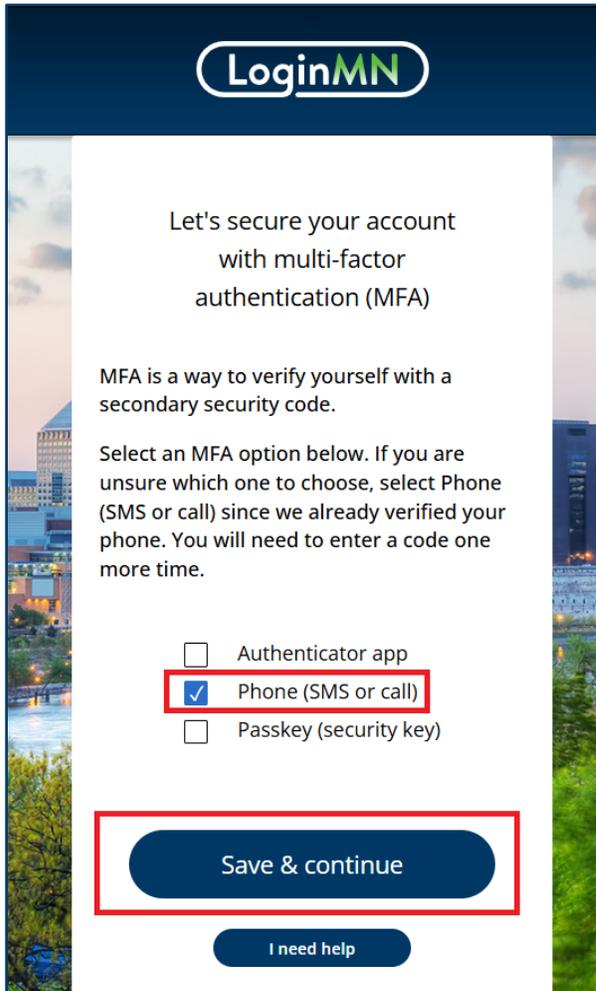
The next set of screens secure your account with multi-factor authentication (MFA). You will be prompted with this verification method each time you log into CBS so choose the method that works best for you.

Important Notes about MFA:

- You only need to set up one MFA option. However, if you are looking for extra security on your account, feel free to set up multiple.
- Phone (SMS or call) is the recommended MFA method for the Capital Budget System.
- Do not select the Passkey (security key) option if you are not familiar with using security keys.

14. Select the checkbox next to which MFA method you would like to set up and select Save and continue.

In this example we will set up phone verification. Learn more about Authenticator app and Passkey in the [LoginMN Authentication Options](#) section of this document.



15. The MFA Phone screen loads.



16. Enter a phone number you can use to verify your identity. **This does not have to be the same phone number MMB has on file for your entity. It can be a personal phone number and will only be used for MFA.**

17. Select the Text me or Call me radio button and select the Send verification code button.

Set up **MFA Phone**

Country
United States(+1)

Phone Number
555-555-5555

LoginMN will call you on your phone,
or text you with a verification code.

Message and data rates may apply

Text Me Call Me

[What if my number changes?](#)

Send verification code

18. If verification is successful, you will see a success screen. Click continue to move to the Local Government CBS Authorization screen.

MFA verified!

✓

All done!

Your LoginMN account
is ready for you to use

Continue

I need help

If the verification is unsuccessful, follow the prompts to resend the code or change which verification method you need to use. MFA issues can be sent to budget.finance.mmb@state.mn.us.

You will also notice a Welcome email in your inbox, confirming you successfully set up a LoginMN account.

19. The CBS Authorization screen loads. Now that you have set up a LoginMN account, you must submit a CBS Authorization request to MMB.

CBS is a closed system and MMB manually reviews all authorization requests to ensure the individual has the authority to submit a request on behalf of their political subdivision. Users may be contacted if MMB is unsure of this authority.

mm MANAGEMENT AND BUDGET

Local Government CBS User Authorization
For Local Governments and Other Political Subdivisions

Personnel who will be entering capital budget requests into the State of Minnesota Capital Budget System (CBS) must submit the authorization information below to request system access. Both new and existing system users must submit this information for the 2026 Capital Budget process.

By submitting this information to Minnesota Management and Budget (MMB), a user is attesting that they have authority to submit the request as an official and/or staff of the political subdivision (defined as a county, home rule charter or statutory city, town, school district, watershed or sanitary sewer district, or other political subdivision permitted in state statute).

First Name *

Last Name *

Work Email Address *

Work Phone Number *

Requesting Entity *

New Requesting Entity (if applicable*)

[Exit User Authorization](#)

Need help?
[How Local Government Users Access CBS](#)
[Capital Budget Instructions](#)

20. Enter your work phone number.

Work Email Address *

Work Phone Number *

Requesting Entity *

Note: This might be different from the phone number set up for multi-factor authentication. MMB uses this number to contact entities with questions regarding capital budget requests.

21. Select the entity you work for from Requesting Entity the dropdown.

Work Phone Number *

Requesting Entity *

New Requesting Entity (if applicable*)

a. If you do not see your entity in the dropdown, select "Other" and use the New Requesting Entity field to enter the name of your entity in the text field. (less common)

Work Phone Number *

Requesting Entity *

New Requesting Entity (if applicable*)

22. Select Submit

| | |
|--|---|
| Work Email Address * | <input type="text" value="test.work.email@mailinator.com"/> |
| Work Phone Number * | <input type="text" value="123-456-7890"/> |
| Requesting Entity * | <input type="text" value="St. Paul, City of"/> |
| New Requesting Entity (if applicable*) | <input type="text"/> |
| <input type="button" value="Submit"/> | |

[Exit User Authorization](#)

23. A success message will appear confirming the authorization request has been submitted to MMB.

Record Saved
Thank you for submitting your access request. We are processing your information and you can expect a follow up email within 3 business days. Please monitor your inbox for an approval email from MMB.

MMB is notified for all authorization requests and will review the request details. You can close your browser.

24. Users who are approved for CBS access will receive a confirmation email: the sender is MMB, and the Subject line is State of Minnesota Capital Budget System Access Approved. The confirmation email includes approval status and account details. Click the link provided in the email to log in and follow [Logging into CBS](#) instructions to access CBS.

cbs_ap.mmb@state.mn.us State of Minnesota Capital Budget System Access Approved


State of Minnesota Capital Budget System Authorization Request

You have been approved to use the Capital Budget System.

To log in, click the link provided: <https://cbs.systems.state.mn.us/cbs-login>

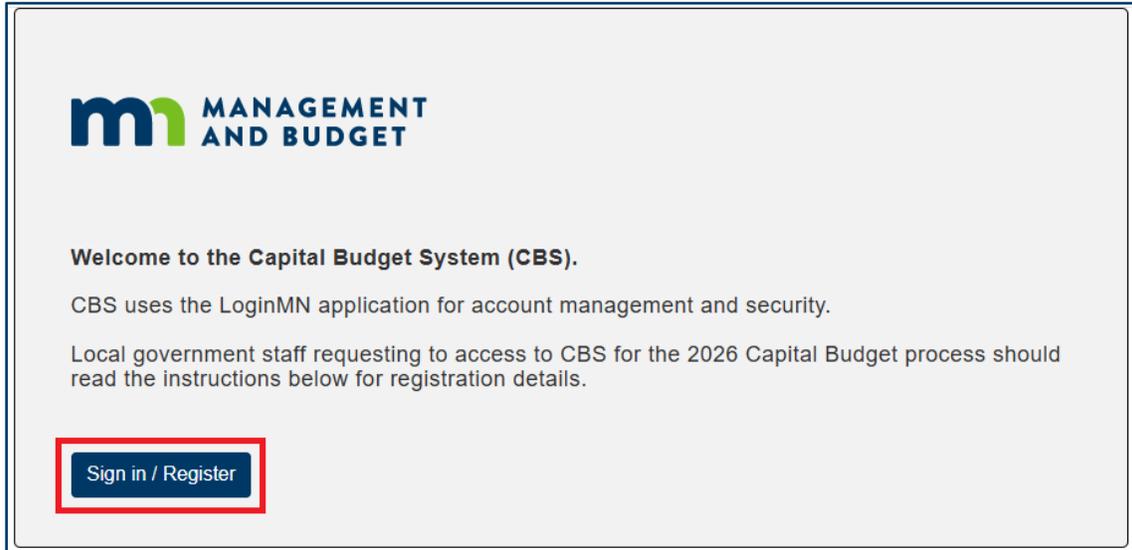
User Information:
First Name: **Demo**
Last Name: **Account**
Email: test.work.email@mailinator.com
Phone: **123-456-7890**
Entity: **St. Paul, City of**
Other:

Need Help?
[How Local Government Users Access CBS Capital Budget Instructions](#)

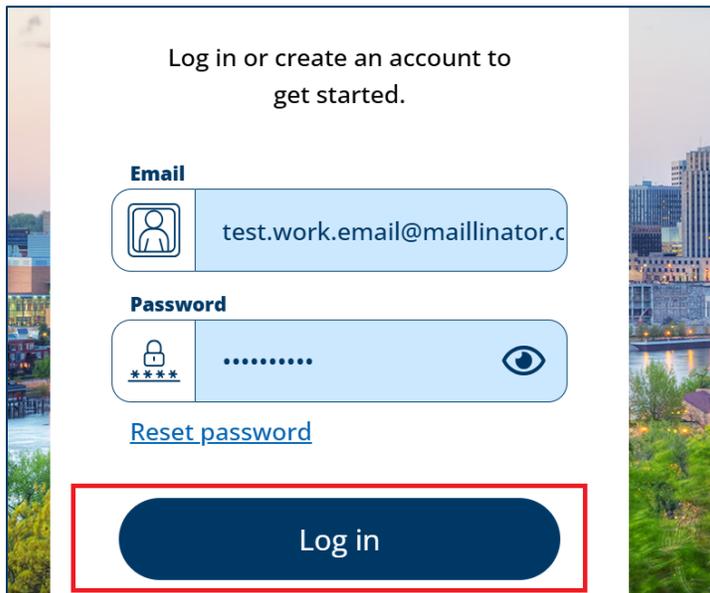
Logging in to the Capital Budget System (CBS)

1. Navigate to the Capital Budget System Log in screen: <https://cbs.systems.state.mn.us/cbs-login>.

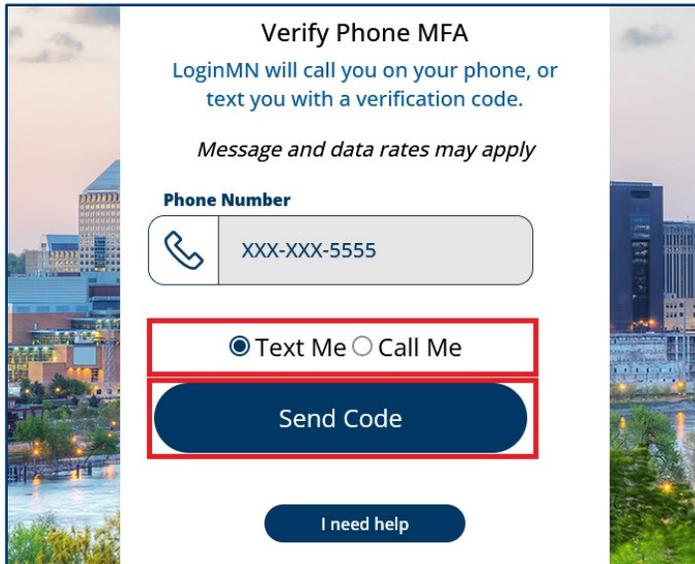
2. Select the Sign in / Register button. This will route you to the LoginMN application.



3. Enter the email address and password for your LoginMN account and select the Log in button.



4. Complete verification with your selected verification method(s). The screenprints below follow the Phone verification method. Learn more about Authenticator app and Passkey in the [LoginMN Authentication Options](#) section of this document.
5. The phone number associated with your MFA account is pre-populated and encrypted; verify this number is correct. Select Text me or Call me and select Send Code.



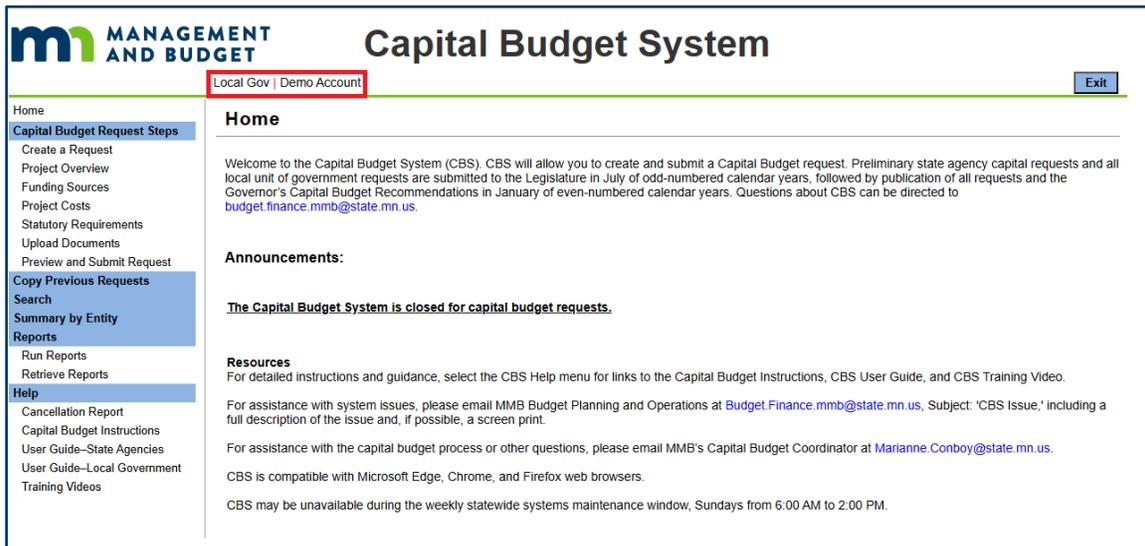
- The Enter verification code screen loads. After you receive your verification code via text or phone call, enter it into the Verification code box. If you do not receive a code, follow the prompts to resend the code.



- Click Confirm Code.



- The capital budget homepage loads. User role information can be seen at the top of the page.



For questions logging into CBS email budget.finance.mmb@state.mn.us.

Managing Password and Security Settings

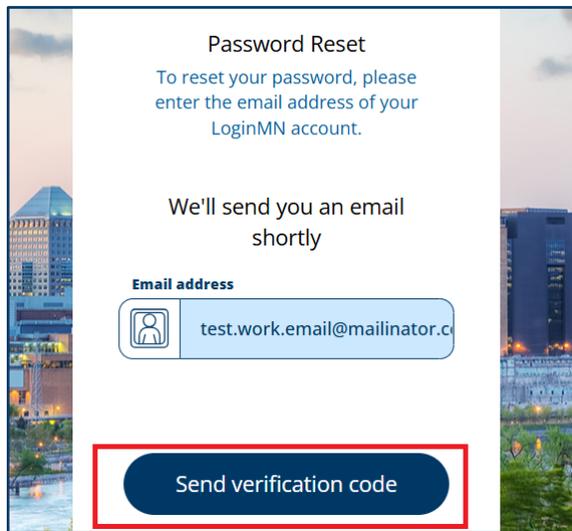
Accounts are managed by the LoginMN application. You can update your email address, password, and MFA options by clicking the prompts on the screens or by logging into your LoginMN account directly.

Resetting Your Password

1. Users can update a password directly on the login page by clicking the reset password button on the [LoginMN login page](#).



2. The Password Reset screen loads. Enter the email address that needs a password reset and click Send verification code.



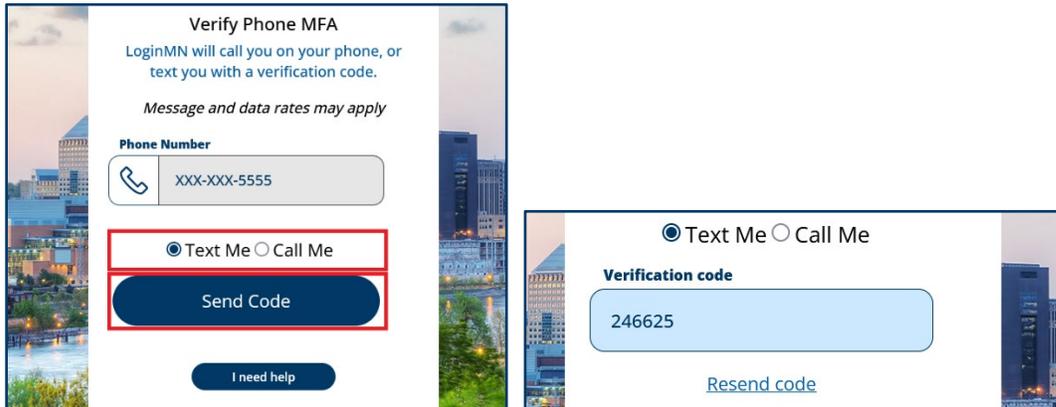
3. To find your verification code, navigate to your inbox to your inbox open the email with the subject line Email Verification.



4. Enter or copy the six-digit code into the verification code box and click verify code.



5. Password changes require multi-factor authentication. After verifying your email, you will be prompted to with the MFA method associated with your account, Phone, Authenticator application, or passkey. Use the prompts to verify your account.



6. The Password reset screen loads, and you can create a new password. Visit page 5 for details about creating a password. Users will see a success screen if the reset is successful.

Account settings

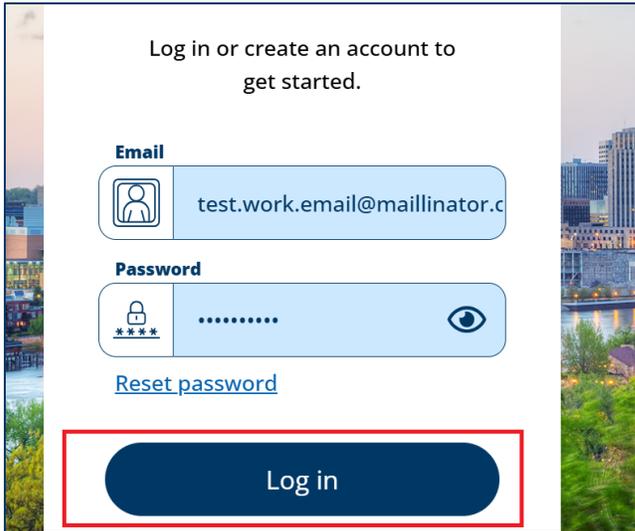
LoginMN users can see details associated their account by logging into the LoginMN account directly. There are multiple applications integrated with the LoginMN app, if you get disconnected from the CBS application, use the [CBS URL](#) for direct access.

To view your LoginMN account settings:

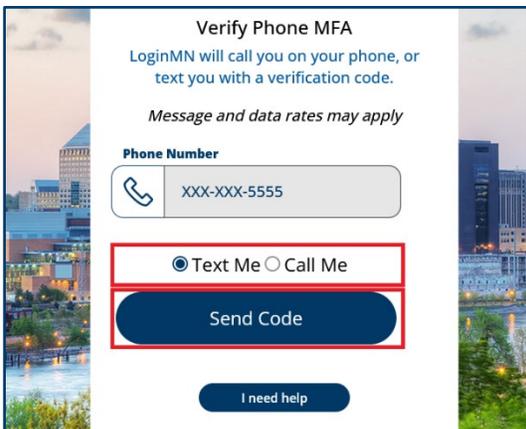
1. Go to the LoginMN webpage: secure-login.mn.gov.
2. Click Log In in the upper right corner.



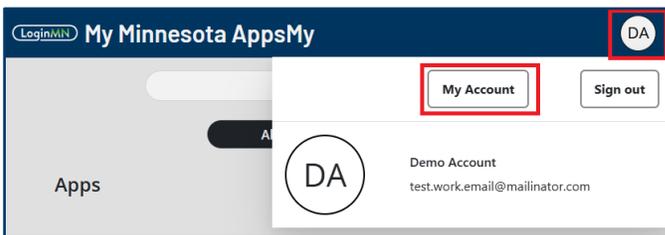
3. Enter your Email and Password and select Log in.



- 4. Complete verification, similar to the CBS login process.



- 5. The My Minnesota Apps home screen loads; you may not have any applications listed on the page.
- 6. Select the circular account button in the upper right corner to open the account options. Then, select My Account.



7. The Personal Info tab loads. To edit personal details, click the “Edit” button. To update your password, email, or MFA options select the Authentication Factors tab.

Demo Account

Personal Info Authentication Factors

Edit

Display Name
Demo Account

First Name
Demo

Last Name
Account

Street Address

City

State

8. Selecting any of the buttons will direct you to the appropriate screen to make the chosen update.

Demo Account

Personal Info Authentication Factors

Registered MFA Options : TOTP

Change Email Change Password Change MFA Change Security Settings

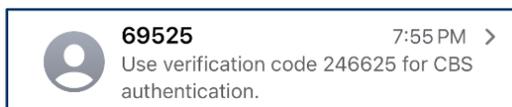
LoginMN Authentication Methods

The LoginMN application offers three multi-factor authentication methods, phone, authenticator application, or passkey. It is recommended to use Phone (SMS or call) if you do not currently have an authenticator application on your cell phone or a passkey.

Phone (SMS or Call)

The phone authenticator method verifies your identity to by sending either a text message to your cell phone or calling the phone number. Both options communicate a six-digit verification code to the user. See screenprints on page 7 and page 10 for phone verification examples.

- SMS verification codes ping a user’s cell phone immediately and will look similar to the message below:



- Call verifications will ring the phone line immediately and users can expect to hear a robotic voice with the six-digit code. The verification code will repeat multiple times to give users a chance to enter the code on their screen.

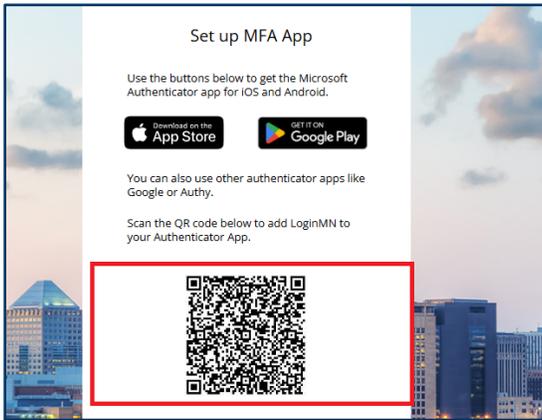
Authenticator Application

An authenticator application is mobile application that generates a one-time password code for secure entry. Codes expire quickly and new codes are generated often. If you currently use an authenticator application on your phone

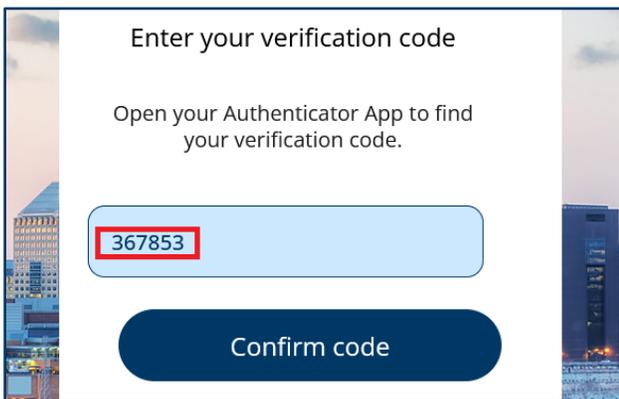
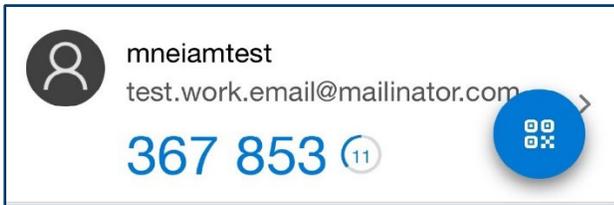
such as Microsoft Authenticator, Google Authenticator, or Authy, you can add your LoginMN account to your currently application. To do this, when you are prompted to set up the authenticator app during the registration process, open your authenticator app on your phone and select the QR code (camera) button. Below is a screenprint of the QR code button on the Microsoft Authenticator app:



When the camera function on your phone opens, use it to scan the QR code on the screen.



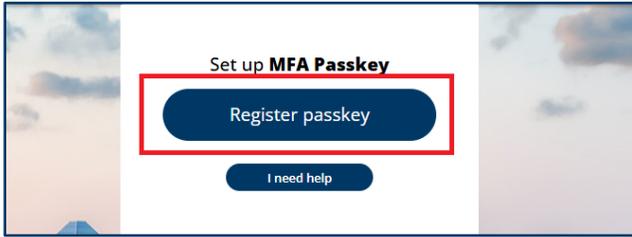
This will add the LoginMN account to the authenticator app and provide you with the six-digit code to use for verification.



Passkey

If you currently have a passkey set up, you can use it to authenticate your LoginMN account. Use the prompts on the screen to register your passkey.

If you do **not** have a passkey already, **please do not attempt to set one up**. Instead, choose a different authentication method.



Common Questions and Troubleshooting

What is LoginMN?

LoginMN is the State of Minnesota’s secure and centralized sign-on service that individuals and businesses (including local entities) use to access State of Minnesota services, programs, and applications. The LoginMN sign-on service connects with the Capital Budget System application and provides secure login and security for local governments requiring access to CBS.

I have a LoginMN account. How do I get access to the Capital Budget System?

Those who already have a LoginMN account can follow the instructions [Logging in to the Capital Budget System](#). If you are not authorized for CBS you will be routed to the authorization screen (see page 8).

I already have a Capital Budget System account from previous years. Do I still need to register?

Yes. This is a new login process and security requirement for 2026 capital budget requests. All staff requesting to submit a project for the 2026 capital budget need to use this process for accessing CBS. All legacy accounts have been discontinued and local government users are not able to access CBS via the administrative portal.