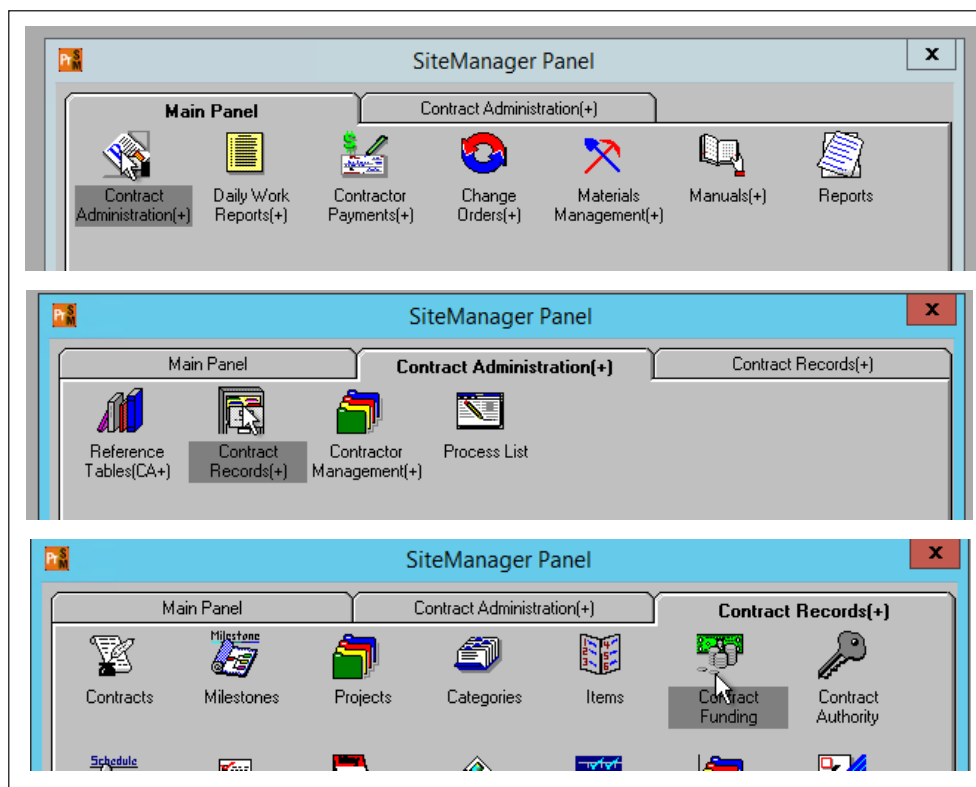# Adding new funding to a Project in SiteManager

1. After successfully logging into SiteManager with a role (ex. Project Manager) providing access to add new funding. Navigate to the Contract Funding window.
   a. Contract Administration → Contract Records → Contract Funding
   b. Please note that if the new funding is being added as a result of new work being added via Change Order please see the instructions on creating a new category prior to proceeding with these instructions.

2. Once the Contract and Project have been selected, the list of Funding will be shown with their extended details. Details can be seen on this screen.
3. To add a new Funding, select the "New" button or "New" selection from the File menu.
4. The new row will be displayed. Populate the details of the new Funding to align with what is being created. Be sure to pay special attention to the values that are commonly populated.
   a. Fed/state Project Nbr – this value should contain your federal project number unless directed otherwise by Controller. In some cases they may ask for an AFE number to be added to this field.
   b. Category Number – this value should align to the likely new category being created for work being added via Change Order.