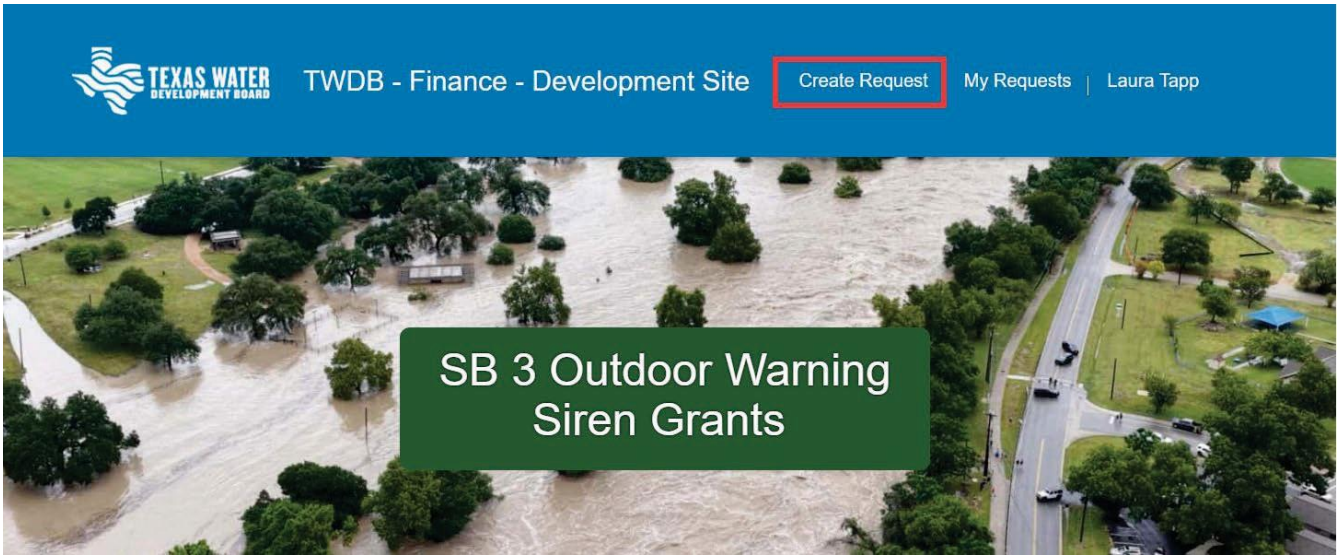
SB 3 Flood Sirens Grants
Invoice Portal User Guide

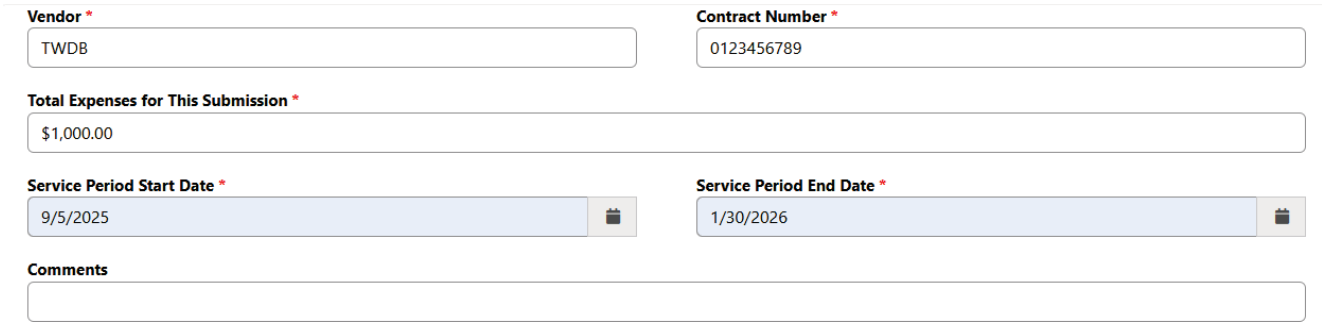
Welcome to the SB3 Flood Siren Request application! This guide will be your reference point for basic functionality in the application. If you have any further questions, please email Flood_sirens_program@twdb.texas.gov.

Create a Request and Create a PDF File

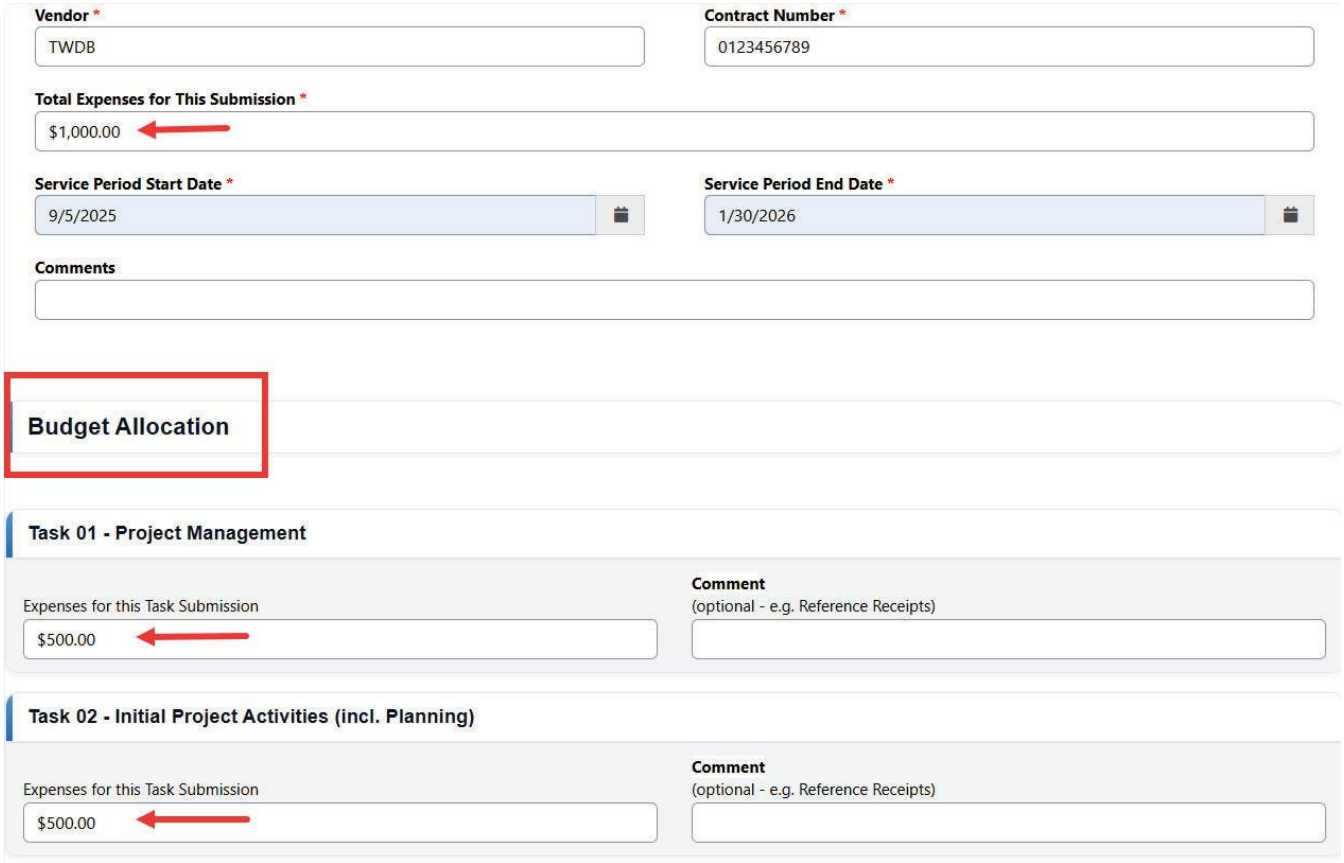
1. Select Create Request at the top of the page.



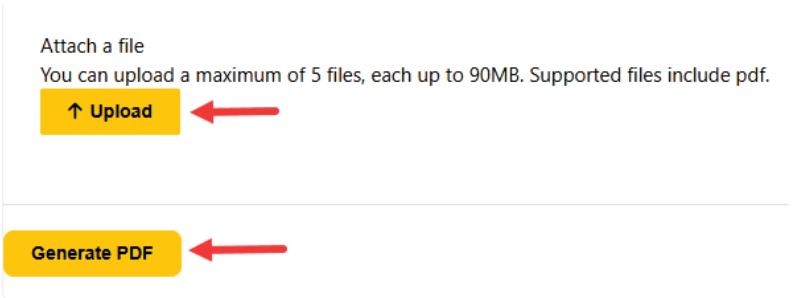
2. Enter information in all the required fields at the top of the form. NOTE: Contract # must be 10 digits only, and Service Period Start Date must be on or after 9/5/2025



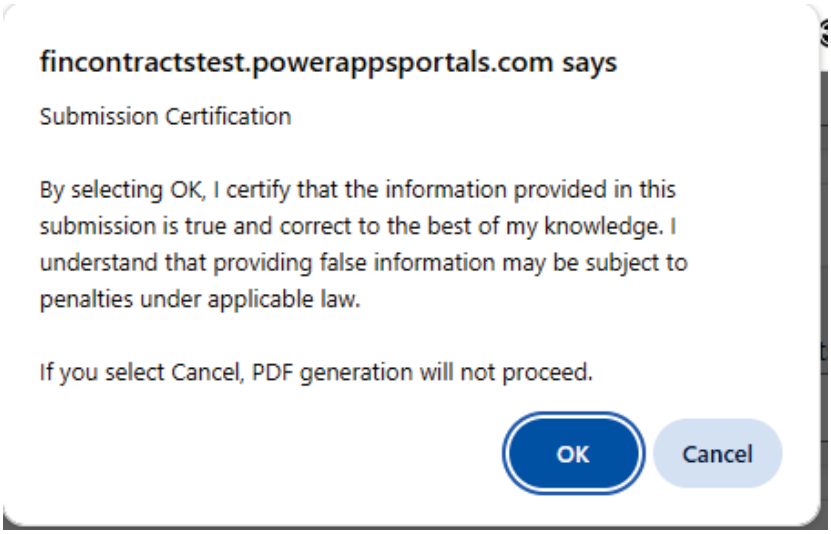
3. Enter amounts in one or more of the budget allocation fields. NOTE: these amounts must add up to the amount you entered in the Total Expenses for the Submission at the top of the form.



4. Upload up to 5 PDF files at the bottom of the form. You can upload a maximum of 5 files, each up to 90MB.
5. Select the Generate PDF button at the bottom of the form.



6. A pop-up message appears for you to certify the information is true and accurate.



7. A PDF file is created. Email this file to invoice@twdb.texas.gov

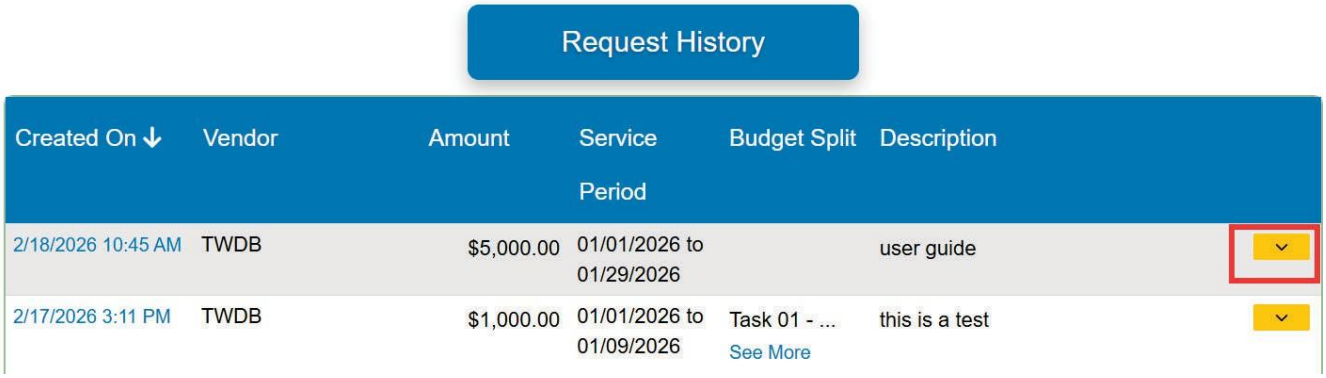
Create a Draft Request to Complete Later

1. Select Create Request at the top of the form.
2. Enter required information at the top of the form.
3. Select the Save button at the bottom of the page. NOTE: the Generate PDF button is not available until the amounts entered in the Budget Allocation section add up to the amount you entered in the Total Expenses for the Submission field at the top of the form.

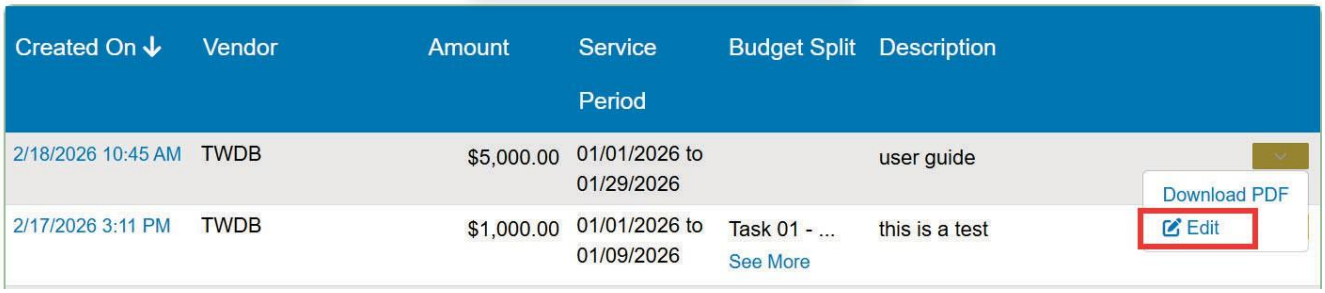
View and Edit a Draft Request

1. Select My Requests at the top of the page.

2. Select the yellow box at the end of the request and Download PDF or Edit options are available.



3. Select to edit the form



4. A new page is shown where you can edit any information on the saved form.
5. Once you have entered amounts in the Budget Allocation section that add up to the Total Expenses for this Submission, a Generate PDF option is available. If the amounts do not match the Total Expenses, then only a Save button is available.

Edit Your Profile Information

1. Select your name at the top of the form.

2. Edit any of your profile information.
3. Select Update at the bottom of the form.