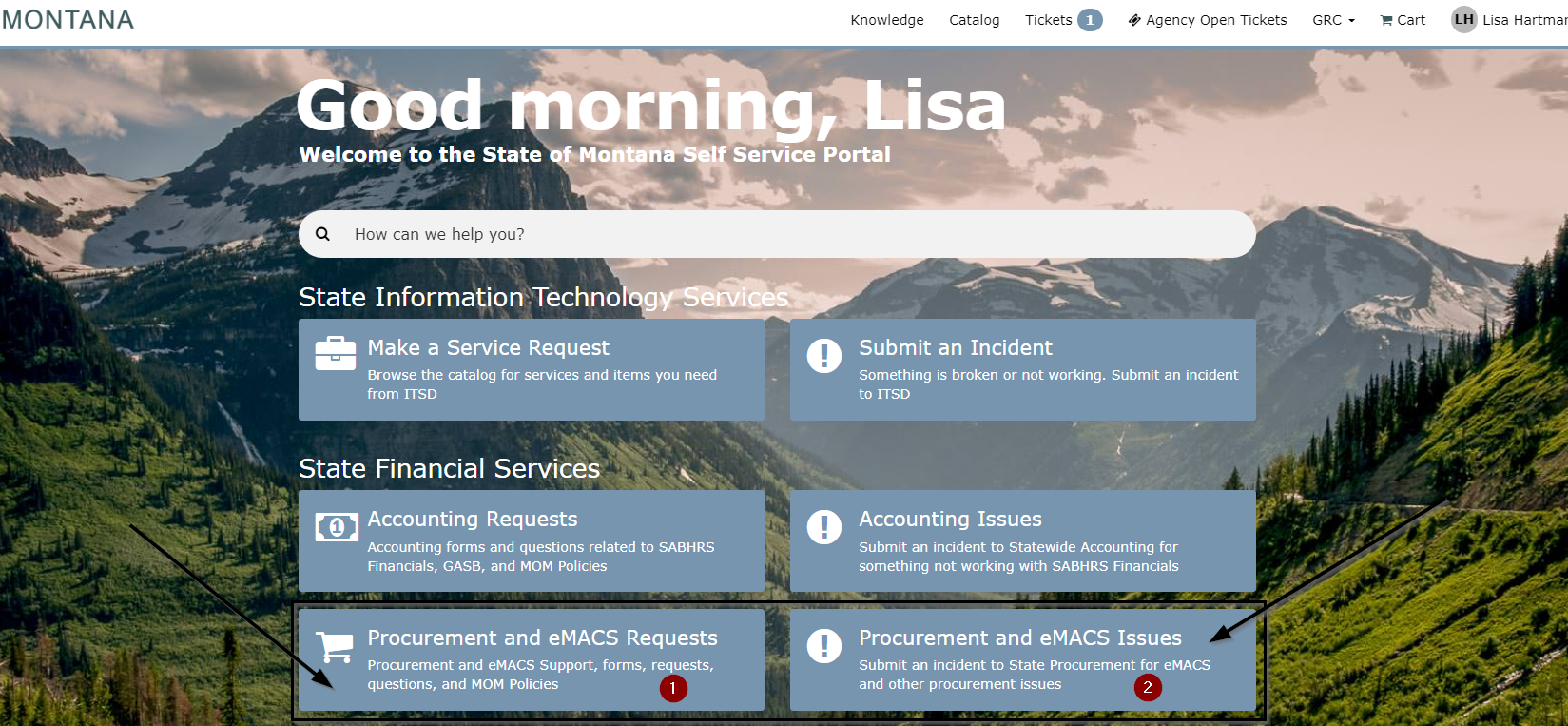
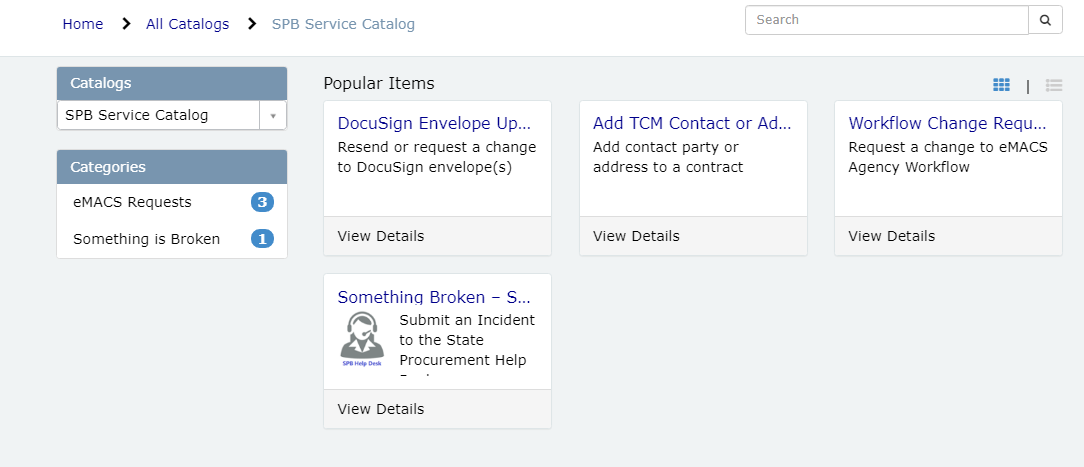
**How to Enter in A Ticket**

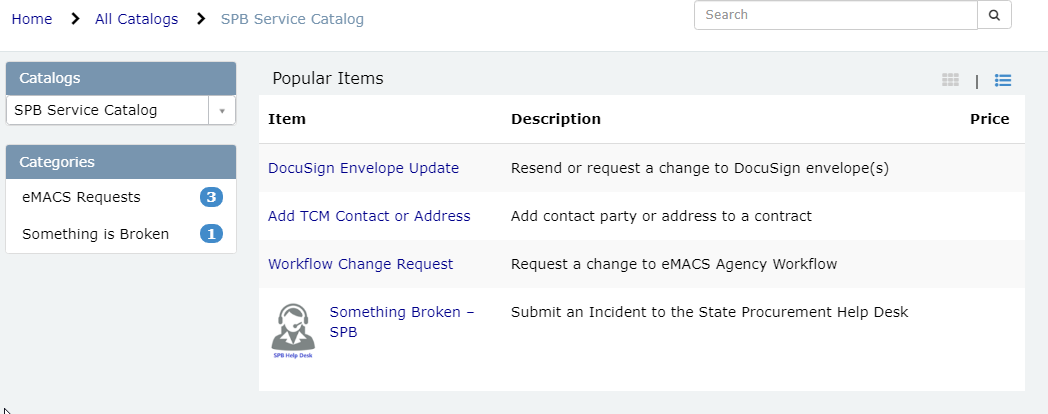
Go to <https://servicedesk.mt.gov>. (production site)

Under the State Financial Services section, there are two boxes Procurement Requests and Procurement Issues that you can select to submit a request/ticket.



Once you select Procurement and eMACS Requests you will be redirected to the SPB Catalog. There are two different views, see images below:





Select the request needed, if it is not showing up, Select Something Broken-SPB.

From there complete the whichever form you have chosen for your request.

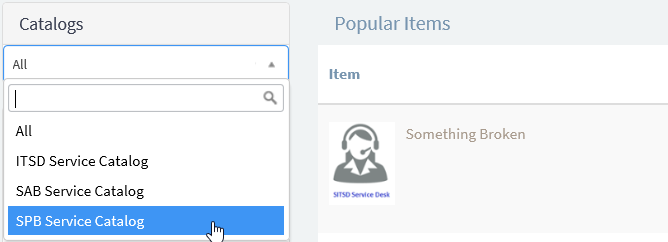
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If the box links are not working here is an alternative way to access the SPB Catalog:

Up on the menu bar, select Catalog



Use the dropdown menu to find SPB Service Catalog.



Select “eMACS Requests” and then select the request type needed.

**Note:** There are two different views when you look at Popular Items.



Fill out the form with the required information.