# Instructions on how to obtain access to the
# Powell Bill Reporting System (PBRS)
## Enterprise Business Services (EBS)

- If you are an employee of a municipality, see *Section 1: Local Government Employee Registration*.

- If you submit Powell Bill information *on behalf* of a Local Government (as a consultant, accountant, engineer, etc.), see *Section 2: Individual Registration for Non-Government Employees.*

## Section 1: Local Government Employee Registration

*If you have an existing NCID, skip to Step 3.*

1. **Determine NCID Delegated Administrator for your municipality.**

   *Local Government Employee NCIDs are established by NCID Delegated Administrators.*

   a. Open the *NCID Local Government Employee* webpage.

   b. Select **North Carolina County DA List**.

   c. Select your **County**.

   d. Locate your **Municipality**.

   e. Determine your Delegated Administrator.

   *If you need to update or add a Delegated Administrator, refer to:  NCID Updating the Delegated Administrators Web Directory*.

   **If you do not have access to NCID and need to update the Delegated Administrator for your municipality, please call the NCDIT Help desk at 919-754-6000 and ask them to submit a <u>priority</u> ticket to have your Delegated Administrator information updated.**

> **Questions about NCID?**
> **https://it.nc.gov/support/ncid**
> **or call NCDIT: 919-754-6000**

2. **Contact your Delegated Administrator to request an NCID.**

   - Follow any instructions received by your NCID Administrator.

   - Continue with Step 3 when your account is established.

3. **Log onto NCID: https://ncid.nc.gov.**

   - If prompted, follow the steps to change your password.

   - If your **Account is disabled**, contact you NCID Delegated Administrator to have it reactivated.

     - To determine your Administrator, refer to Step 1.

     - When your NCID is reactivated, reattempt logon.

   - If your account is **Locked** or you **cannot remember your password**, click on the appropriate self-service links.
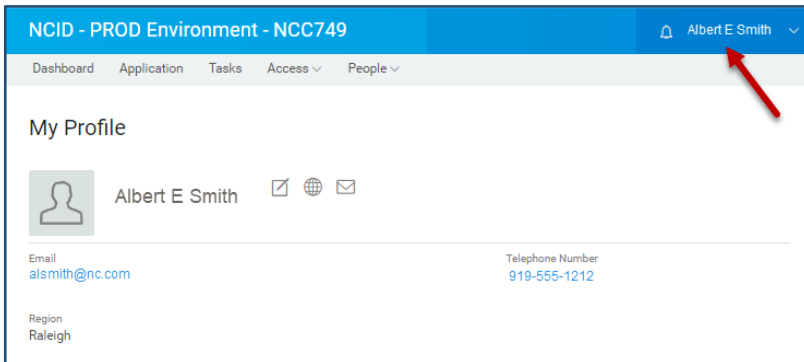
> **Unable to log onto NCID?**
> **https://ncid.nc.gov/ncidhelp**
>  **of call NCDIT: 919-754-6000**

# *Instructions on how to obtain access to the*
# *Powell Bill Reporting System (PBRS)*
### *Enterprise Business Services (EBS)*

Collect information from within NCID:

a.  Click your name at the top right corner of the screen.

b.  From the drop down, select **My Profile**.

c.  Please make note your account information:

- Full Name <u>exactly</u> as it appears on screen, *Example: Albert E Smith*

- Email address <u>exactly</u> as it appears on screen, *Example: alsmith@nc.com*



**4. Complete the Powell Bill Access Authorization Form**

Please see page 5 of this document for the PB Access Authorization Form.

- Fill in all the blanks.

- Enter NCID username, Name and Email address <u>exactly</u> as it appears on NCID.

  - *Failure to do so will result in the inability to process your EBS/PBRS Access Request.*

- Enter Name and Email address <u>exactly</u> as it appears on the NCID.

- Obtain authorizing signatures.

- Email completed form to *NCDOT_PowellBill@ncdot.gov*.

## Section 2: Individual Registration for Non-Government Employees

*If you have an existing myNCID, skip to* Step 2*.*

1.  **Register for an myNCID:** *https://myncid.nc.gov*.

    - Select ***Register Now***.



**Questions about myNCID?**

**Click *Need Help*?**

**or call NCDIT: 919-754-6000**



    - Select ***Individual***

        -   Business accounts <u>cannot be used by EBS</u>.

    - Complete ***Register User*** form.

    - Write down your:

        -   myNCID <u>exactly</u> as it appears on screen.

        -   Full Name <u>exactly</u> as it appears on screen.

        -   Your Email address <u>exactly</u> as it appears on screen.

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**MYNCIDs *must* be user specific**

✓ Do not create an account on behalf of your organization or someone else.

✓ Enter *your* First, Middle and Last Name.

✓ Create *only one* myNCID Account.

✓ myNCIDs can be linked to multiple municipalities/businesses/organizations in EBS.

✓ myNCIDs should not be shared. If a myNCID is shared by multiple users, the associated EBS account will be *deactivated*.

2. **Complete the Powell Bill Access Authorization Form**

   Please see page 5 of this document for the Powell Bill Access Authorization form.

   - Fill in all the blanks.

   - Enter myNCID, Name and Email address **<u>exactly</u>** as it appears on myNCID.

     - *Failure to do so will result in the inability to process your EBS/PBRS Access Request.*

   - Obtain authorizing signatures.

   - Email completed form to *NCDOT_PowellBill@ncdot.gov*.

# Powell Bill Reporting System (PBRS) Access Authorization

The Powell Bill reporting system (PBRS) is used to complete a variety of work such as submitting the Certified Statement (CS), Street Listing , digital map, the Expenditure Report (ER) and Fiscal Data Report (FDR). Access is set up on an individual basis.

**To be granted access to the PBRS, you must first have an active NCID account. A separate NCID is required for each individual user and sharing an account is prohibited. The information entered below must match the information from your NCID account exactly.**

If you already have a current NCID account or once your NCID account has been set up, your completed access form should be emailed to the Powell Bill (PB) Unit at NCDOT_PowellBill@ncdot.gov for processing. ***Please ensure that you fill in all of the blanks below, if field is not applicable, please enter N/A.***

## Section 1 – User Information (exactly as it appears on your NCID account)

NCID username: _____

First name: _____   Middle initial: _____   Last name: _____

Telephone: _____   Ext. _____   Email: _____

Job title: _____

Should your email address be added to the PB vendor account to receive the ACH notifications?   ☐ Yes ☐ No

## Section 2 – Job Function Permissions

☐ **Display ONLY** – (Z:GM_PB_SR_DISPLAY_ALL_COMP)

☐ Display/Create/Submit/Change – Certified Statement (Agreement) –(Z:GM_PB_SR_AGREEMENT_COMP)

☐ Display/Create/Submit/Change – Powell Bill Expenditure or Fiscal Data Report (Change Request) – (Z:GM_PB_SR_MUN_FISCAL_RPT_COMP)

☐ Display/Create/Submit/Change – **ALL** – (Z:GM_PB_SR_AGREE_MUN_FI_COMP) & (CRM Business Role for all= ZPOWAP) This permission will allow the user to complete all the required PB information

## Section 3 – Municipality Information

Municipality: _____

Municipality mailing address: _____

Municipality telephone: _____   Municipality email: _____

Mayor's name: _____   Clerk/Administrator's name: _____

Mayor's email: _____

☐ I certify the information above is accurate and I am the authorized person to perform the duties listed.

Applicant's name (Please print): _____

Applicant's signature*: _____   Date: _____

Authorized official signature* (Usually the Mayor): _____

*Electronic signatures, such as DocuSign, are acceptable