ENTERPRISE BUSINESS SERVICES (EBS)

Instructions on How to Obtain Access to the Powell Bill Reporting System (PBRS)

Which section to use:

- 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.
- Everyone then completes Section 3: Submit EBS/PBRS Access Request and Municipal Authorization.

Section 1: Local Government Employee Registration

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

Step 1: Determine the NCID Delegated Administrator for your municipality

Local government employee NCIDs are established by NCID Delegated Administrators.

1. Open the NCID Local Government Employee webpage.
2. Select **North Carolina County DA List**.
3. Select your **County**.
4. Locate your **Municipality**.
5. Determine your Delegated Administrator.

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

No NCID access? If you need to update the Delegated Administrator for your municipality, call the NCDIT Help Desk at 919-754-6000 and ask them to submit a **priority** ticket to have your Delegated Administrator information updated.

Questions about NCID? Visit it.nc.gov/support/ncid or call NCDIT at 919-754-6000.

Step 2: Contact your Delegated Administrator to request an NCID

- Follow any instructions you receive from your NCID administrator.
- Continue with Step 3 when your account is established.

Step 3: Log on to NCID

Go to ncid.nc.gov.

- If prompted, follow the steps to change your password.
- **If your account is disabled,** contact your NCID Delegated Administrator to have it reactivated.
  - To determine your administrator, refer to Step 1.
  - When your NCID is reactivated, try logging on again.
- **If your account is locked** or you cannot remember your password, select the appropriate self-service links.

Unable to log on to NCID? Visit ncid.nc.gov/ncidhelp or call NCDIT at 919-754-6000.

Step 4: Collect your information from NCID

1. Select your name in the top right corner of the screen.
2. From the drop-down, select **My Profile**.
3. Note your account information:
   - Full name exactly as it appears on screen (example: Albert E Smith)
   - Email address exactly as it appears on screen (example: alsmith@nc.com)

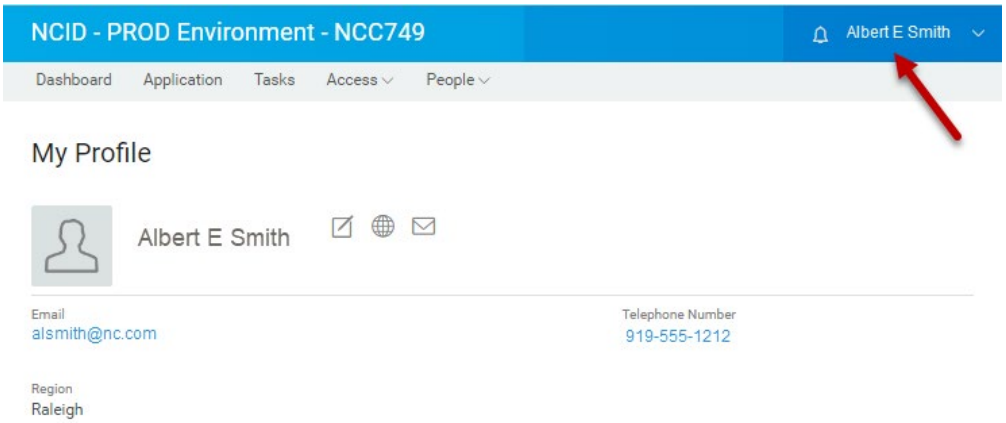


Figure 1. NCID My Profile page showing the name and email to record.

Section 2: Individual Registration for Non-Government Employees

If you already have a myNCID, skip to Section 3.

Step 1: Register for a myNCID

Go to myncid.nc.gov and select **Register Now**.

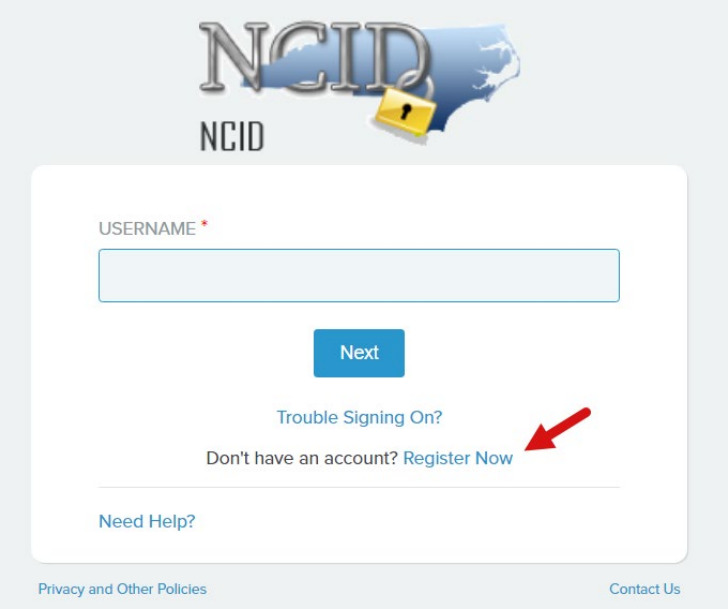


Figure 2. Select Register Now on the NCID sign-in page.

- **Select Individual.** Business accounts cannot be used by EBS.



Figure 3. Choose Individual on the New User Registration page.

- **Complete the Register User form.**
- Write down your:
  - myNCID username exactly as it appears on screen

- Full name exactly as it appears on screen
- Email address exactly as it appears on screen

Questions about myNCID? Select Need Help? on the myNCID site or call NCDIT at 919-754-6000.

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.
- A myNCID can be linked to multiple municipalities, businesses or organizations in EBS.
- Do not share your myNCID. If a myNCID is shared by multiple users, the associated EBS account will be deactivated.

Section 3: Submit EBS/PBRS Access Request and Municipal Authorization Form

Complete this section after your NCID (Section 1) or myNCID (Section 2) account is established.

Section 3 overview

1. **Submit the online EBS access request:** your identity, organization, and role (Step 1).
2. **Complete the Municipal Authorization Form:** get it signed by an authorized official (Step 2).
3. **Upload the form and submit:** keep your confirmation number (Step 3).
4. **Follow up:** PB Unit review and the EBS Welcome email (Step 4).

Step 1: Submit the online EBS access request

The online request uses your NCID/myNCID identity and your organization details. The name and email you enter must match your NCID/myNCID account exactly.

Information to gather before you start

- NCID/myNCID username, exact name and account email (see Section 1, Step 4 or Section 2, Step 1)
- Job title and legal organization name
- Physical street address, phone and ZIP code
- Requested PB role (see the permissions table in Step 2)

1a. Open the application

1. **Open the online request.** Use the EBS External Access Request Application at ebs.nc.gov/sap/crmaccess/index.html.
2. **Select Agency.** Choose NCDOT - POWELL BILL (PB).
3. **Enter your NCID username.** Use your existing individual NCID/myNCID User ID.

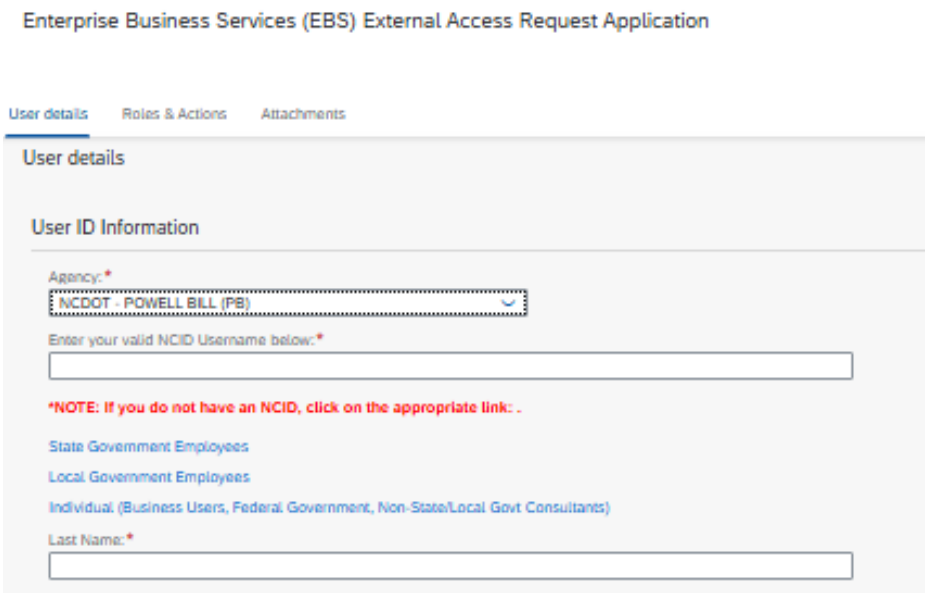


Figure 4. The EBS access request form, showing the Agency selection and NCID username fields.

1b. Complete your identity details

The name and email on the request must match your NCID/myNCID account.

Required field	What to enter
Last Name	As shown in NCID/myNCID
First Name	As shown in NCID/myNCID
Middle Name	Enter N/A if it does not apply
Job Title	Your current position
Email	Use the email in NCID/myNCID

Important: Even a small name or email mismatch will prevent your EBS/PBRS access request from being processed.



Figure 5. Identity fields on the EBS form.

1c. Enter organization and contact information

Use the legal organization name and a physical address.

- **Legal Organization Name:** use the name registered with the NC Secretary of State.
- **DBA (if applicable):** add the consulting firm or airport code if relevant.
- **Address and direct contact:** street address (no P.O. Box), city, state, ZIP and phone.

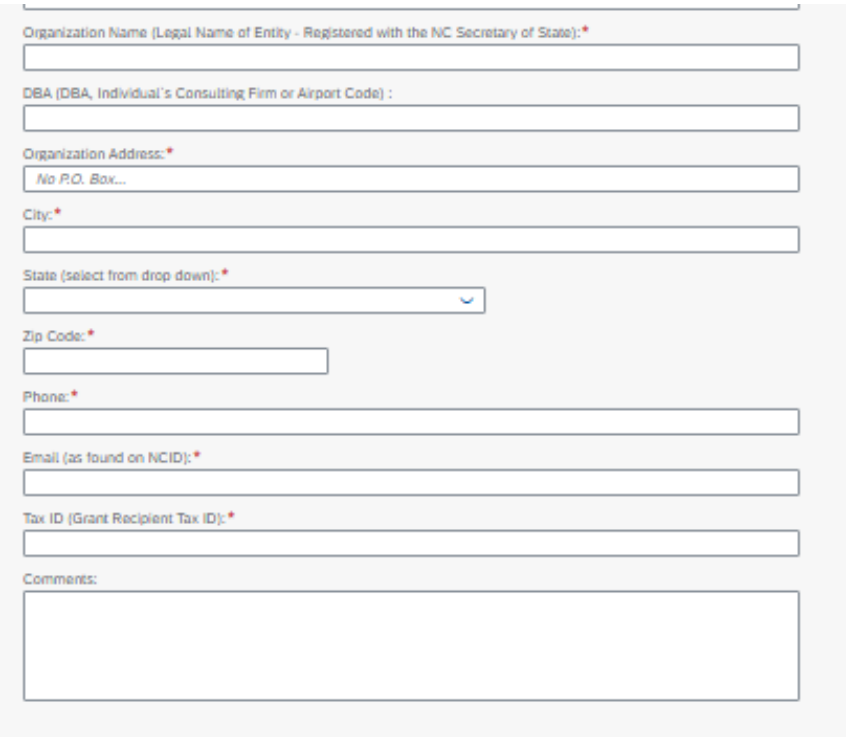


Figure 6. Organization and contact fields on the EBS form.

1d. Choose roles and complete verification

1. **Select role(s).** Choose the role that matches the access you need. It must match the permission you check on the Municipal Authorization Form (Step 2).
2. **Generate code.** Select Generate (Refresh) to create the displayed code.
3. **Enter code.** Copy or type that code into the required verification box.

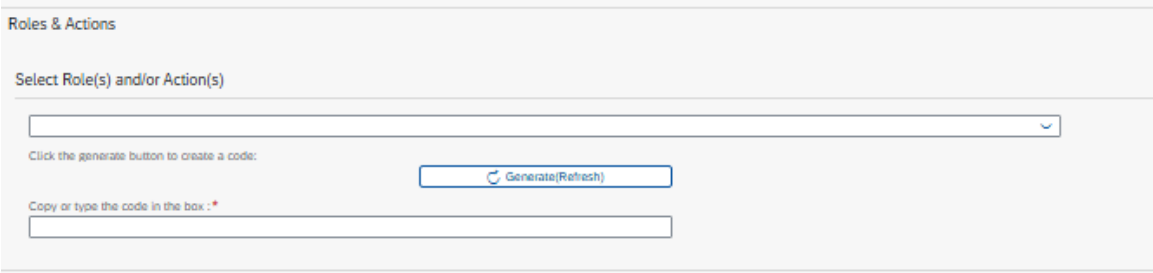


Figure 7. Roles & Actions section with the verification code.

Before submitting, complete the Municipal Authorization Form (Step 2) so you can attach it in Step 3.

Step 2: Complete the Municipal Authorization Form for PBRS Access

This form provides your municipality's authorization for your PBRS access. Complete it and upload it with your online request. The form is on the last page of this document.

1. **Section 1, Job Function Permissions:** check the permission that matches the role you selected in the online request (see the table below).
2. **Section 2, Municipal Authorization:** enter the municipality name, the Mayor's name, the Clerk/Administrator's name and the Mayor's email.
3. **Certify and sign:** check the certification box, print your name, then sign and date the form.
4. **Official signature:** obtain the authorized official's signature (usually the Mayor). Electronic signatures, such as DocuSign, are acceptable.

> **Important:** Fill in every blank on the form. The permission you check must match the role you selected in Step 1d.

Step 3: Upload the form and submit your request

- In the **Attachments** section, select Add or drag and drop the signed Municipal Authorization Form.

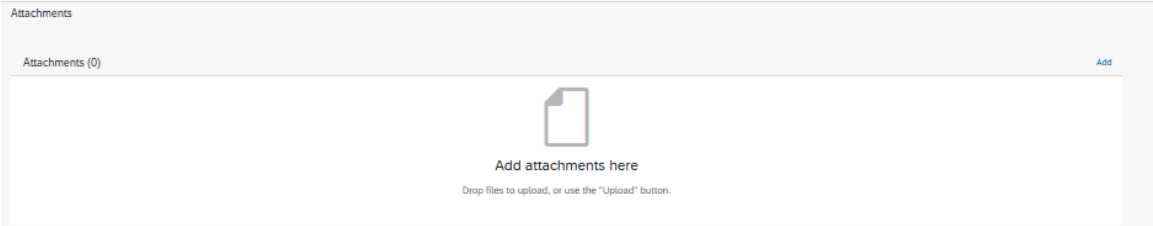


Figure 8. Attachments upload area.

Review the request carefully, then select **Submit** at the bottom of the page.

Final submission checklist

- Correct PB agency and existing NCID/myNCID username
- Name and email match your NCID/myNCID profile
- Organization fields are complete
- Role selected and verification code entered
- Signed Municipal Authorization Form attached

Common rejection reasons

- NCID/myNCID username does not exist.
- First, middle or last name, or email does not match NCID/myNCID exactly.
- An active EBS account already exists under a different NCID.

After selecting Submit, record the confirmation number for all status inquiries.

Step 4: After you submit

1. **Request submitted:** save the confirmation number.
2. **PB Unit review:** the Powell Bill (PB) Unit reviews your request and the Municipal Authorization Form, then forwards it to SAP Security to link your account.
3. **Welcome email:** you will receive an EBS Welcome email with first-time login instructions. Follow it first.

Status questions

Contact the Powell Bill Unit at NCDOT_PowellBill@ncdot.gov. Include your name, phone and request confirmation number.

Login assistance

Follow the EBS Welcome letter first. If you cannot log in, contact EBSSupport@ncdot.gov.

Passwords

- **Government NCID:** passwords expire every 90 days.
- **Resident/business myNCID:** passwords do not expire.
- Password help: it.nc.gov/support/accounts

Municipal Authorization Form for PBRS Access

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 the 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 in the online request must match the information from your NCID account exactly.

Submit your access request online through the EBS External Access Request application (ebs.nc.gov/sap/crmaccess/index.html), then upload this completed and signed form in the Attachments section of that request. **Please fill in all of the blanks below.** Questions may be sent to the Powell Bill (PB) Unit at NCDOT_PowellBill@ncdot.gov. This form can be filled in on screen.

Section 1: Job Function Permissions

Select the access requested. It must match the role selected in the online request.

☐ **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) and CRM business role for all (ZPOWAP). This permission allows the user to complete all the required PB information.

Section 2: Municipal Authorization

Municipality name: _____

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

Mayor's email: _____

☐ I certify that the information in this form and in my online access request is accurate, and that I am the authorized person to perform the duties listed.

Applicant's name (please print): _____

Applicant's signature*: _____ Date: _____

Authorized official's signature* (usually the Mayor): _____ Date: _____

*Electronic signatures, such as DocuSign, are acceptable.