



# POWELL BILL REPORTING SYSTEM (PBRs)

## Access Information

The Powell Bill Program processes electronic submissions on-line through the Powell Bill Reporting System (PBRs), powered by **Enterprise Business Services (EBS)**. Qualifying municipalities submit the Certified Statement, Street Listing, Map, Powell Bill Expenditures Report, and Municipal Street Fiscal Data Report through this system.

The following are some key points you should know:

- The required documents can **only** be accessed through the online system starting on **July 1<sup>st</sup> of each year**. All instructions will be located in **EBS** at: <https://www.ebs.nc.gov/irj/portal>
- Each municipality should identify their “users” that need to access the system. **If you previously filled out an Access Authorization form, you do not need to fill out another one (unless the user works for a different municipality).**

- **New Users** are required to fill out an Access Authorization form to access to system. The Access Authorization form is posted on the Powell Bill website. The completed access forms are to be emailed to: [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov). The municipality should have at least one user with access to the certified statement and expenditures report/fiscal data report.

Once the access form has been completed and submitted, they will receive a USER ID and temporary password from an employee with DOT-IT SAP (EBS) Support Services. Look for the subject “Welcome To Enterprise Business Systems (EBS) Portal Powell Bill Grants Access”.

If an authorized user does not receive an email with their USER ID and password, (do not forget to check your junk mailbox), contact the Powell Bill Unit at: [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov) or call (919) 707-4586.

- **Existing Users** (users that completed and submitted an access form previously), will continue to use the USER ID and password they last used to log into the system.

**If you have problems logging in, call the DOT Help Desk at (919) 707-2208 or 1-800-368-2778 (toll free) for assistance.** (Authentication failed means your password is locked.) You will need your 8-digit security code when calling the DOT Help Desk. Your 8-digit security code is located on the Access Authorization form you filled out. If you do not have the 8-digit security code, contact the Powell Bill Unit at: [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov) or call (919) 707-4586.

- **All authorized users** will receive an email on July 1<sup>st</sup> of each year to prompt them to log on to **EBS** to begin completing the required documents for the Powell Bill Program. Authorized users can logon to EBS through the following link: <https://www.ebs.nc.gov/irj/portal>, or through a link on the Powell Bill Program website: <https://connect.ncdot.gov/municipalities/State-Street-Aid>

**Please feel free to contact the Powell Bill Unit at [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov) or call (919) 707-4586 anytime you have questions.**