

# POWELL BILL REPORTING SYSTEM (PBRs)



## Access Information

The Powell Bill Program processes electronic submissions through the on-line system, **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:

- 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).***
- The required documents can **only** be accessed through the online system on **July 1<sup>st</sup> of each year**. All instructions will be located in **EBS** at: <https://www.ebs.nc.gov/irj/portal>
- **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 [PowellBillHelp@ncdot.gov](mailto:PowellBillHelp@ncdot.gov). The municipality should have at least one user with access to the certified statement and expenditures report/fiscal data report.
- **New “authorized” users** (users that have completed and submitted an access form), will receive an USER ID and temporary password from [dotitsapsupportservices@ncdot.gov](mailto:dotitsapsupportservices@ncdot.gov)

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

- **Existing “authorized” 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 secure code when calling the DOT Help Desk. Your 8-digit secure code is located on the Access Authorization form you filled out. If you do not have the 8-digit secure code, contact the Powell Bill Manager at (919)707-4586 or [PowellBillHelp@ncdot.gov](mailto:PowellBillHelp@ncdot.gov)
- **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** either through a link on the Powell Bill Program website <https://connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx> or through the following link <https://www.ebs.nc.gov/irj/portal>