

EBS Access Procedure – Powell Bill

- If you are an employee of a municipality, complete **Section 1: Local Government Employee Registration**.
- If you submit Powell Bill information *on behalf* of a Local Government (as a consultant, accountant, engineer, etc.), complete **Section 2: Individual Registration**.

Section 1: Local Government Employee Registration

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

1. Register for an NCID: <https://ncid.nc.gov>.
 - a. Click **Register!**
 - b. Select Category **Local Government Employee**.



Do not select:

1. Individual
2. Business
3. State Employee

- c. Determine NCID Delegated Administrator.

Local Government Employee NCIDs are established by a Delegated Administrator.

To determine your Administrator:

- Select **North Carolina County DA List**.
- Select your County.
- Locate your municipality

If you cannot find your municipality or do not have an Administrator:

- Click the **Send Email to NCID**.
- Submit the Request new local government agency form.
- Once your NCID Administrator is established, continue to Step d.



Questions about NCID?
Call NCDIT: 919-754-6000

- d. Contact your Administrator to request an NCID.
- e. Follow any instructions received by your NCID Administrator, then complete Step 2.

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2. 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, c](#).
 - 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.

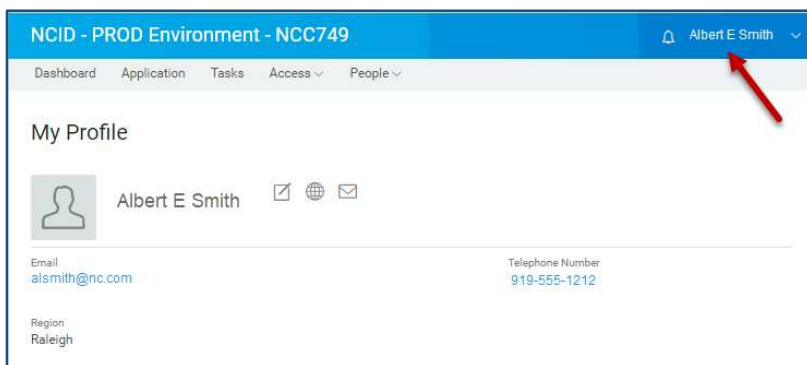
Unable to log onto NCID?

Call NCDIT: 919-754-6000



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. Write down:
 - Your Full Name exactly as it appears on screen, Example: *Albert E Smith*
 - Your Email address exactly as it appears on screen, Example: *alsmith@nc.com*



3. Complete the Powell Bill Access Authorization Form

- Go to the PB Access Authorization Form.
 - Fill in all blanks.
 - Obtain the authorizing signature
 - Email completed form to NCDOT_PowellBill@ncdot.gov.

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Section 2: Individual Registration

If you have an existing NCID, skip to [Step 2](#).

1. Register for an NCID: <https://ncid.nc.gov>.

- a. Click **Register!**
- b. Select Category **Individual**

Do not select:

- Business
- State Employee
- Local Govt Employee

c. Complete the **New User Registration**.

NCIDs 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 NCID Account.
- ✓ NCIDs can be linked to multiple municipalities/businesses/organizations in EBS.
- ✓ If an NCID is shared NCIDs by multiple users, the associated EBS account will be deactivated.

• Follow NCID Rules for Desired Username

- Only contain these characters:
 - Letters A-Z and
 - Letters a-z
 - Numbers 0-9
 - Special Characters: Hyphen (-), Underscore (_), or period (.)
 - **Must start** with a letter
 - **Cannot end** with a special character

• New Password must contain

- A lower-case letter
- A number
- A special character

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- d. Take a screen shot or write down:
 - Your Desired Username
 - Your Full Name as it appears on the NCID
 - Email address used
- e. Click Continue, and email verification will be sent.
- f. Follow instructions on the verification email and complete the **Security Questions**.

2. Complete the Powell Bill Access Authorization Form

- Go to the PB Access Authorization Form.
 - Fill in all blanks.
 - Obtain the authorizing signature
 - Email completed form to NCDOT_PowellBill@ncdot.gov.

Powell Bill Reporting System Access Authorization

The Powell Bill reporting system (PBRS) is used to complete a variety of work such as submitting the Certified Statement, Street Listing, digital map, the Expenditure Report, and Fiscal Data Report.

To be granted access to the system, you must first have an active NCID log in or account. A separate NCID is required for each individual user and sharing an account is prohibited.

Once the NCID is obtained, this completed form should be emailed to the Powell Bill 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 (as it appears on NCID)

NCID: _____
First Name: _____ MI (optional): _____ Last Name: _____
Telephone: _____ Ext. _____ Email: _____

Job Title: _____

Are you a primary Powell Bill contact person for the municipality? Yes No

Your request will be rejected if:
✓ Your NCID does not exist or is mistyped.
✓ Your First Name, Middle Initial, and/or Last Name do not match the information on your NCID exactly.

Do not create a new NCID, for an additional business or organization.
✓ Enter your existing NCID.

Section 2 – Job Function Permissions (select one)

- 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)

Section 3 – Municipality Information

Municipality: _____
Municipality Mailing Address: _____
Municipality Telephone: _____ Municipality Email: _____
Mayor’s Name: _____ Clerk/Administrator’s Name: _____

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): _____