

# 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:**

- Call NCDIT Service Desk at 919-754-6000 or 800-722-3946.
- 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.

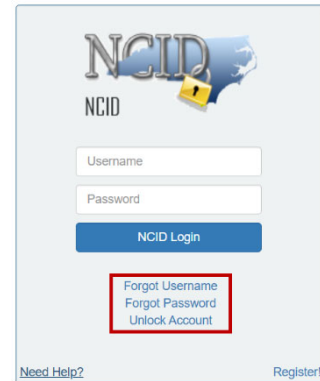
### e. Follow any instructions received by your NCID Administrator, then complete Step 2.

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## 2. Log onto NCID: <https://ncid.nc.gov>.

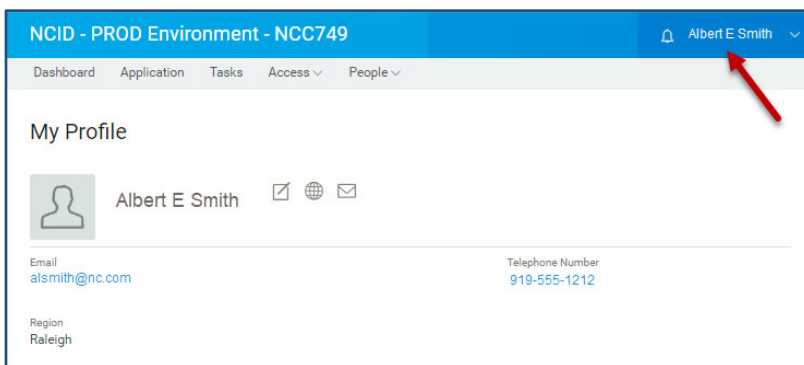
- If prompted, follow the steps to change your password.
- If your **Account is disabled**, contact you NCID Delegated Administrator to have it reactivated.
  - To determine your Administrator, refer to [Step 1, c](#).
  - When your NCID is reactivated, reattempt logon.
- If your account is **Locked** 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 [NC DOT\\_PowellBill@ncdot.gov](mailto:NC DOT_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](mailto: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](mailto: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): \_\_\_\_\_