



# POWELL BILL REPORTING SYSTEM (PBRs)

## Helpful Tips

- It is the responsibility of the municipality to access **Enterprise Business Services (EBS)**, acquire and enter the data on the required documentation, print and obtain necessary signatures and seals, scan signed documentation, and attach all documents in **EBS**. **Only municipality personnel should gain access to EBS.** (Engineering firms do **not** have access to generate the certified statement; therefore, the certified statements they produce are not acceptable.)
- **Internet Explorer 8, 9, 10, or 11 is the browser that supports the EBS Powell Bill Reporting System.** Other browsers such as Firefox, Safari, Chrome, and etc. **are not** supported and you will experience issues using these browsers.
- **Turn pop-up blockers off and “always allow this site”** so your forms will display properly.
- In order to view forms in the Powell Bill Reporting System, **you must have Adobe 9 or higher.**
- **A Quick Reference Guide is available on EBS under the “HELP” option and also on the Powell Bill website at:** <https://connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx>.

The quick reference guide has step-by-step instructions to help you navigate through the system to complete the required information.

- **Embossed or raised seals** must be **shaded** over with a pencil before scanning document to be legible on the scan.
- Your municipality will be **disqualified** from the Powell Bill Program if all required documentation is **not received prior to the disbursement** of the allocation.
- **Only** contact DOT-IT SAP (EBS) Support Services if you are having trouble logging in. (Authentication failed means your password is locked.) **You must have your 8-digit security code from your Access Authorization form.** Support Services can be reached at [DOTITSAPSupportServices@ncdot.gov](mailto:DOTITSAPSupportServices@ncdot.gov) or call 1-800-368-2778 or (919) 707-2208.

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.

- Notify the Powell Bill Unit of any municipality personnel changes that have access to the online system via email: [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov).

**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.**