

# Powell Bill Access Authorization

The Powell Bill System requires a User ID and Password for access in the system. If you are going to perform work within the System (i.e. submit an Expenditure Report or Municipal Data Report, submit a Certified Statement, or amend an Expenditure Report), you must complete Section 1 and 2. A separate form will be required for each User ID and Password issuance. Scan, attach, and email the form to Powell Bill Manager at **PowellBillHelp@ncdot.gov**.

*Red (\*) = required field.*

## Section 1 - User ID Information

First Name: \* \_\_\_\_\_ Last Name: \* \_\_\_\_\_  
Municipality: \* \_\_\_\_\_  
Municipality Address: \* \_\_\_\_\_  
Title: \* \_\_\_\_\_  
Telephone: \* \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \* \_\_\_\_\_  
Secure 8 digit number: \* \_\_\_\_\_

*If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN & Birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Powell Bill System for the first time.*

## Section 2 - Selection Job Function Permissions

- Display/Create/Submit Certified Statement (Agreement)
- Display/Create/Submit/Change Powell Bill Expenditure Report or Municipal Data Report (Change Request)
- Display Only

I certify information above is accurate and I am the authorized person to perform the duties listed.

Print Name: \* \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Official (Usually the Mayor): \_\_\_\_\_