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1. Click **Logon to PBRS** from Powell Bill Home Page at www.ncdot.gov/ncpowellbill or enter <https://partner.ncdot.gov>. The **NCDOT Partner Connect** site displays (Figure 1).
2. Enter your *User ID* in the **User ID** field.
3. Enter your *Password* in the **Password** field.
4. The Welcome to the NCDOT Grant Administration Web Portal message displays. Select the **Grants Launch Application** button.

Figure 1—<https://partner.ncdot.gov>

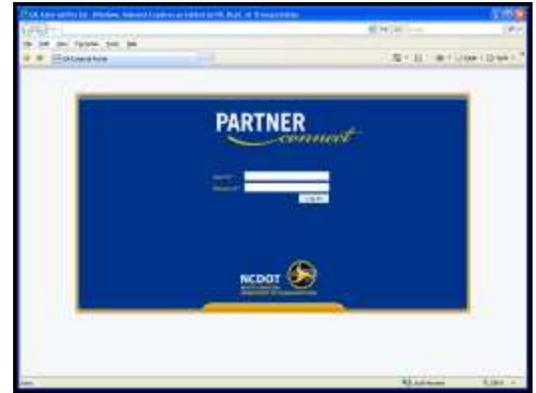


Figure 2—Partner Connect Grants Launch Application



If you forget your User ID or Password, call the NCDOT Help Desk at (919)707-7000 or 1-800-368-2778. Please let the Help Desk technician know that you are an external user for the Grants System. You will be asked to provide the security code that you entered on the security form .

1. Log on to Grants System. **Note:** Refer to Log On Document.
2. Click **Certified Statement** from the Create box. (Figure 1)
3. Click **Agreement ID** (Number in blue).
4. Click on Edit to enter your mileage details (Figure 3). Your **Agreement Overview** and **Street Length** boxes display (Figure 4).

Enter Street Length (Figure 4)

1. Select County
2. Enter Dirt Surfaced.
3. Enter Soil, Stone or Gravel Type.
4. Enter Hard Surface.
5. Enter Mileage Less Than 16 feet.
6. Click Save.

Figure 1 - Powell Bill Home



Figure 2 - Click Agreement ID

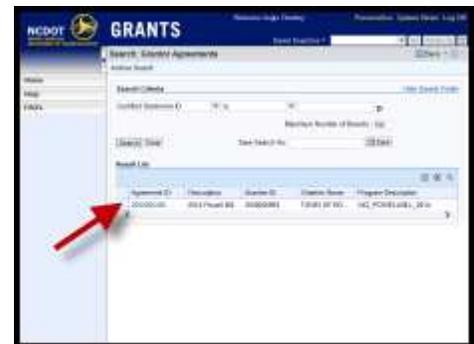


Figure 4—Enter Street Length

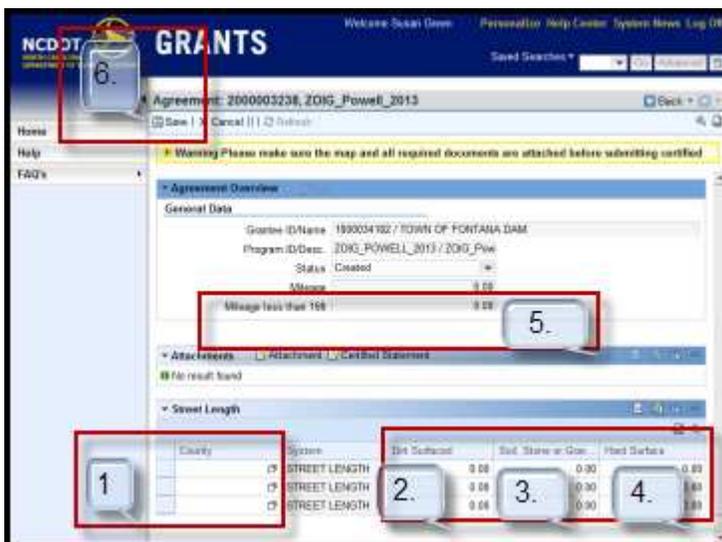


Figure 3—Select Edit



Generate Certified Statement

1. Click on Certified Statement in the middle of the screen (Figure 5). A template form box displays with the appropriate colored template based upon your town's incorporation date.

NOTE : You do not need to print the Certified Statement on colored paper.

2. Click on the template to launch the certified statement (Figure 6). A Certified Statement will be generated and filled in with the mileage that you entered previously.
3. Enter information in all shaded fields on Certified Statement.
4. Print, Sign, Seal, Scan, Attach and Submit Certified Statement.

Attach Signed and Sealed Certified Statement

1. Click on Certified Statement from Create box on home screen.
2. Click on **Agreement ID** (Number in blue) to get the Certified Statement.
3. Click on **Attachment** link to the left of Certified Statement (Figure 7).
4. An attachment dialogue box displays. Click **Browse** (Figure 8). Navigate to where you have saved signed and sealed Certified Statement on your local pc .

5. Enter Signed Certified Statement in the **Name** box (Figure 8).
6. Enter Signed Certified Statement in the **Description** box (Figure 8).
7. Click Attach (Figure 8).

Attach Map and Add/Delete Sheet

1. Complete Steps 1-7 to attach map, street listing and add/delete sheet. **Figure 9—Submit Certified Statement**

Submit Certified Statement to NCDOT Powell Bill Manager

1. Click On Certified Statement from Create box on home screen.
2. Click **Agreement ID** (Number in blue) to get the Certified Statement.
3. Click on **Edit** in the Agreement Overview section.
4. Click the small arrow in the Status text box and select **Submitted**.
5. Click **Save**.

Figure 5—Generate Certified Statement



Figure 6—Template—Appropriate Color

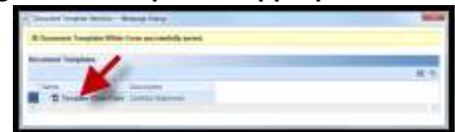


Figure 7—Attachment

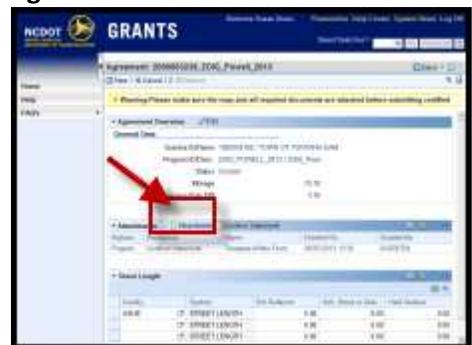


Figure 8—Attachment Browse

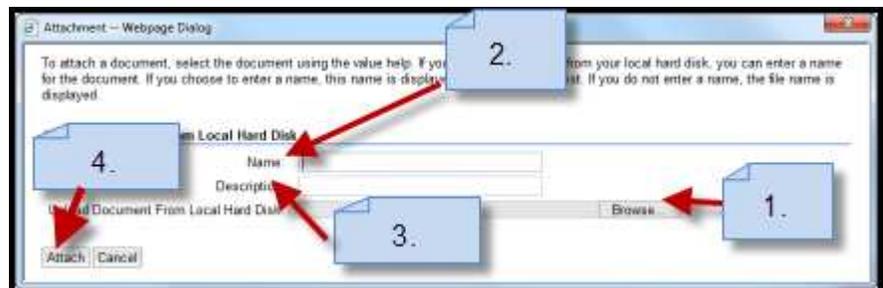


Figure 9—Submit Certified Statement





1. Log on to Grants System. **Note:** Refer to Log On Document.
2. Click **Expenditure Report** from the Create box (Figure 1) . Your Agreement ID displays (Figure 2).
3. Click **Powell Bill Expenditure Report**. Your Expenditure Report displays (Figure 3) .

Complete Expenditure Report

NOTE: Your Expenditure Report will be pre-populated with opening balance, total allocation and penalty amounts. Totals automatically calculate as information is entered.

4. Click either Cash or Accrual Basis.
5. Enter Revenue and Expenditure amounts in blue boxes against appropriate line items.

NOTE: The codes that appear beside each line item will assist in reporting.

NOTE: Bookkeeping Correction and Paving and Resurfacing line items require an explanation if information is entered into the field.

NOTE: Expenditure Report attachments are added by selecting Expenditure Report Attachments from the home screen.

6. Print expenditure report by selecting print icon at top of form.
7. Save the form by selecting red Save at the bottom.

NOTE:

- Print the Expenditure Report
- Save
- Sign (appropriate person)
- Apply your town seal (shade prior to scanning if raised seal)
- Notarize
- Scan
- Select Expenditure Report Attachments from Home screen (Refer to Expenditure Report Attachments Document).

Figure 1 - Powell Bill Home Create



Figure 2—Click Powell Bill Expenditure Report



Figure 3—Powell Bill Expenditure Report





1. Log on to Grants System. **Note:** Refer to Log On Document.
2. Click **Expense Report Attachments** from the Create box. (Figure 1) The **Search Application** window displays.
3. Click **Expenditure Report ID** (Number in blue) (Figure 2).
4. The Attachment screen displays. Click **Attachment** in the middle of the screen (Figure 3).
5. The Attachment dialogue box displays.
 1. Click **Browse** and navigate to where you have saved the signed, sealed and scanned version of the Certified Statement (Figure 4).
 2. Enter Signed and Sealed Expenditure Report in the Name field.
 3. Enter Signed and Sealed Expenditure Report in the Description field.
 4. Click **Attach** (Figure 4).

Figure 1 - Powell Bill Home



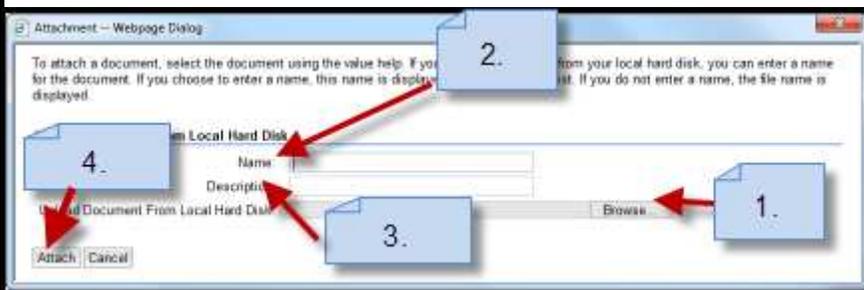
Figure 2—Click Expenditure Report ID



Figure 3—Click Attachment



Figure 4— Attachment Dialogue Box





1. Log on to Grants System. **Note:** Refer to Log On Document.
2. Click **Expenditure Report Submit** from the Create box (Figure 1) . Your Agreement ID displays (Figure 2).
3. Click the blue number in the column labeled Expenditure/Fiscal Report. Your Expenditure Report displays (Figure 3) .

Figure 1 - Powell Bill Submit Expense Report



Submit Expenditure Report

NOTE: Your Expenditure Report will be pre-populated with opening balance, total allocation and penalty amounts. Totals automatically calculate as information is entered.

4. Scroll to the bottom of the form and select Submit.

Figure 2—Click Powell Bill Expenditure Report



Figure 3—Powell Bill Expenditure Report



1. Log on to Grants System. **Note:** Refer to Log On Document.
2. Click **Fiscal Data Report** from the Create box. (Figure 1)
3. Click **Powell Bill Fiscal Report** (Figure 2).
4. Your Powell Bill Fiscal Report form displays (Figure 3).

Complete Fiscal Data Report Form

5. Enter amounts by line item for all funds received and expended for street purposes (NOT just Powell Bill funds).
6. Enter Name.
7. Enter Title
8. Click Submit.

NOTE: You do not have to submit attachments or scan any documents.

NOTE: Line items 8 , 23, 26, 31 and 33 (Other) are now dropdown boxes, select the appropriate category if needed.

NOTE: If you do not complete the Fiscal Data Report in one sitting and elect to SAVE, you may re-open the report by selecting Fiscal Data Reports from the Search menu on the Home screen. Select the Fiscal Data Report with the status In Process by SR.

Figure 3—Fiscal Data Report Form

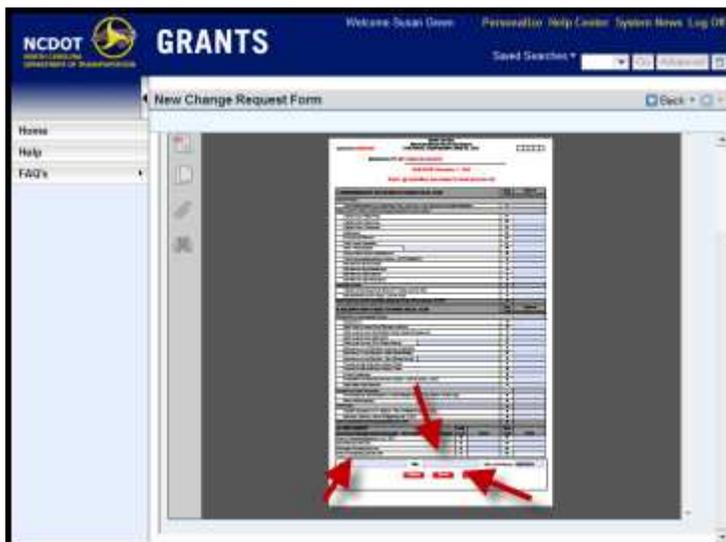


Figure 1 - Powell Bill Home



Figure 2 - Fiscal Data Report



Stephanie Benson
 Powell Bill Manager
 sbenson@ncdot.gov
 919-707-4586 (For Powell Bill Reporting System related help and if you forget your 8-digit number)

NCDOT Help Desk
 919-707-7000 or 800-368-2778
 (For user ID and Password related help only. You must give the help desk your 8-digit number)

Powell Bill website:
www.ncdot.gov/ncpowellbill

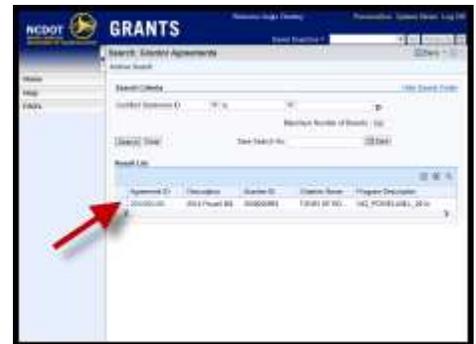
1. Log on to Grants System. **Note:** Refer to Log On Document.
2. Click **Certified Statement** from the Create box. (Figure 1)
3. Click **Agreement ID** (Number in blue) (Figure 2). Your Agreement Overview displays (Figure 3)
4. Click the link beside the Program ID/Desc. (Figure 3).
5. All Powell Bill related documents display as attachments. These documents include :

- Add/Delete Sheet
- Announcement
- Certified Statement & Map Information & Instructions
- Digital Map Information
- Expenditure Guidance
- General Statutes
- Link to the Powell Bill Web Site
- Participation Requirements
- Powell Bill Guidance

Figure 1 - Powell Bill Home



Figure 2 - Click Agreement ID



NOTE: All of these documents are also listed on the Powell Bill web sit

Figure 3— Program ID/Desc.

