

GREAT Program Payment Request Instructions

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Submitting a New Payment Request

The preferred browser is Internet Explorer or Google Chrome. Please allow for pop ups.


Website: <https://ebs.nc.gov>

Please enter the username and password that was used for the Application Portal.

1. Go to website. <https://ebs.nc.gov>
2. Enter username and password and click on Log On

QA Landing Portal x +

← → ↻ qe1.ebs.nc.gov/irj/portal

 **Enterprise
Business
Services**

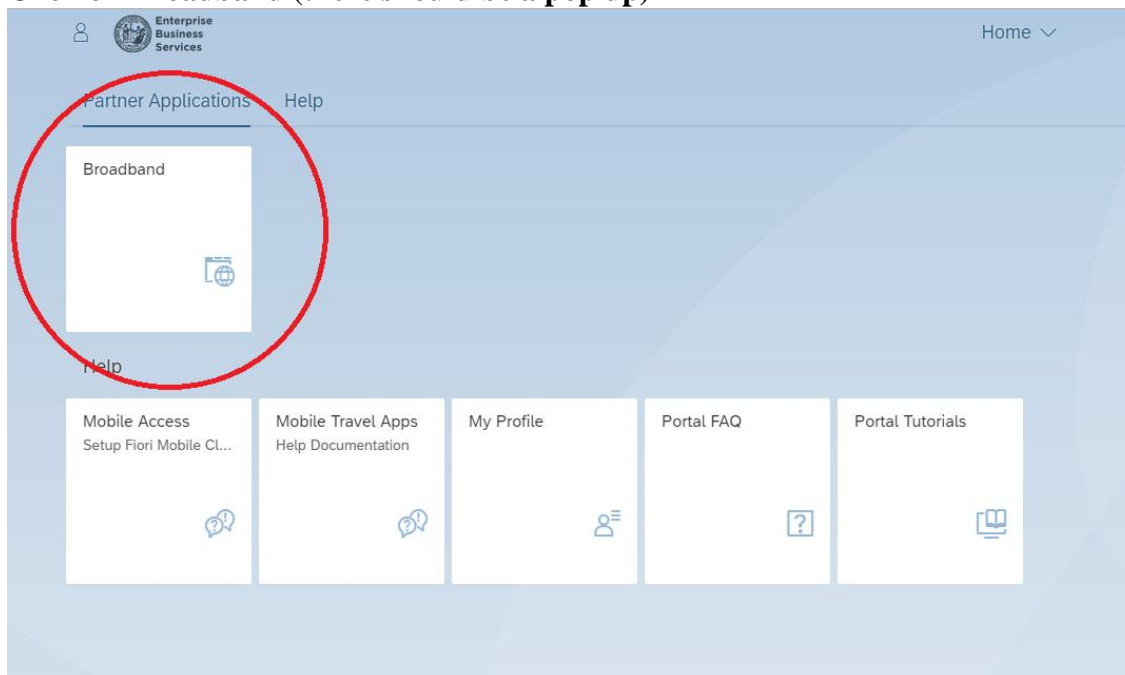
User *

Password *

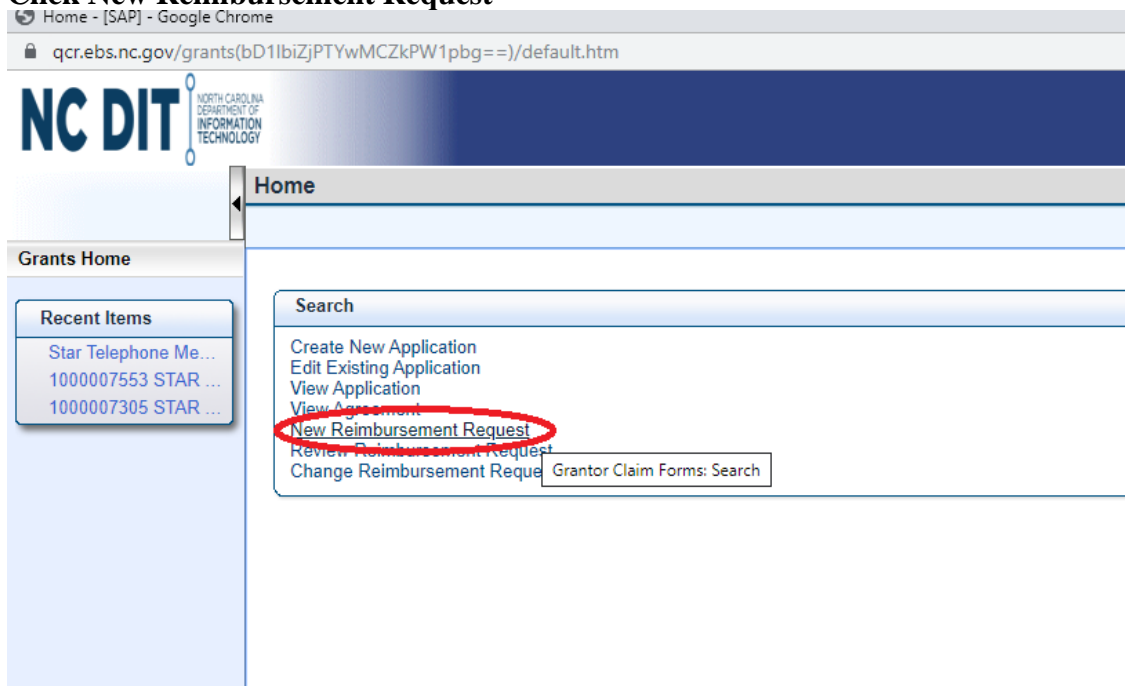
Passwords are case sensitive

[Login Help](#) • [Browser Support](#)

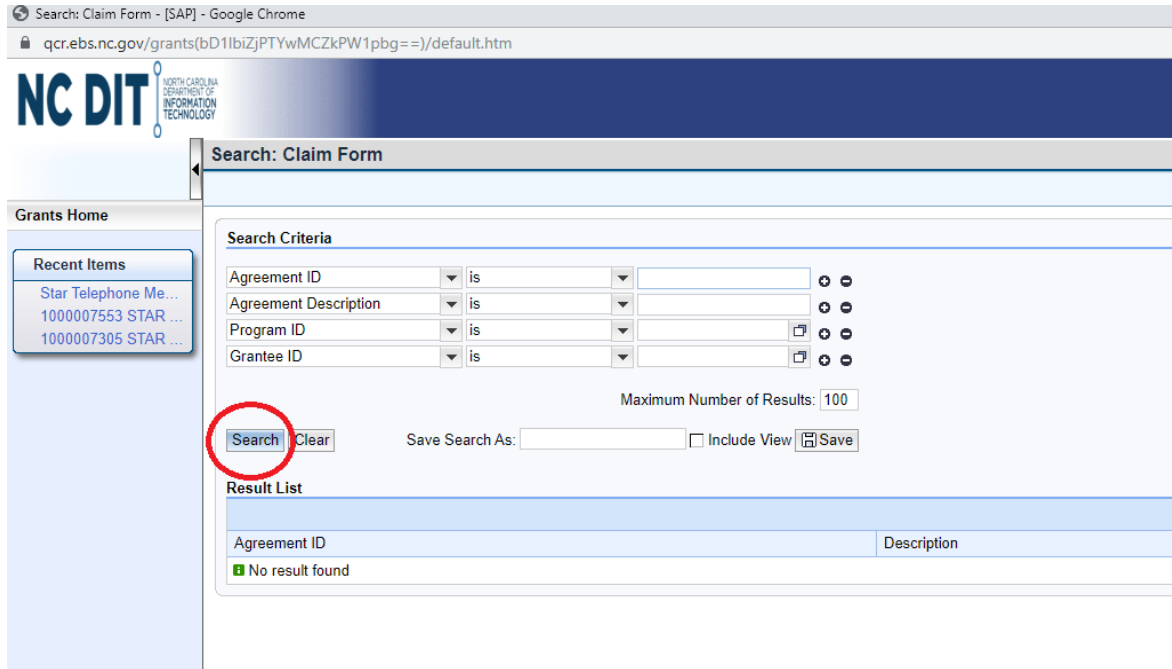
3. Click on Broadband (there should be a pop up)



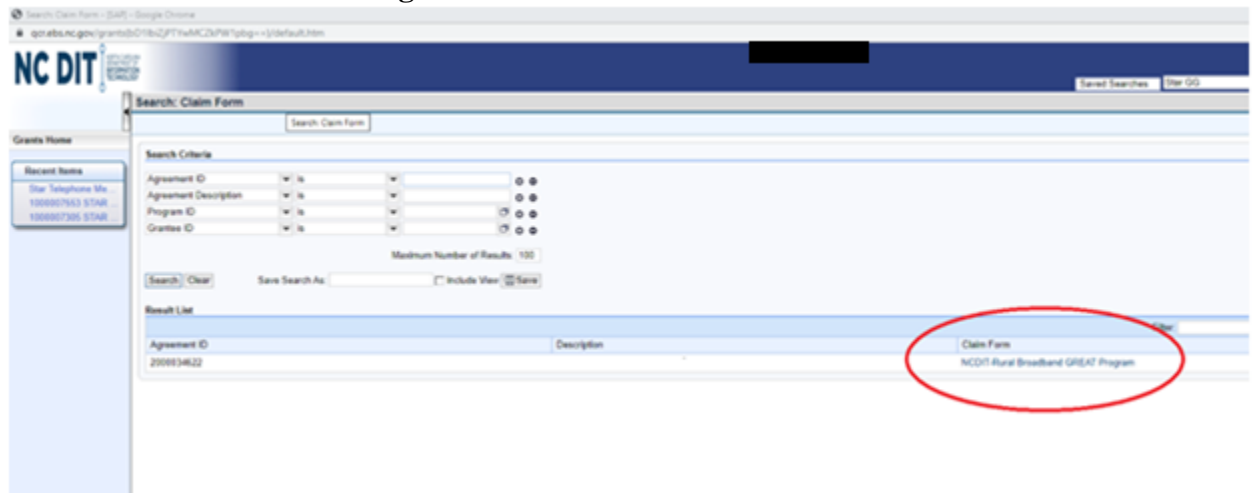
4. Click New Reimbursement Request



5. Press search



6. Your grant should appear. Under the column “Claim Form”, Click on NCDIT-Rural Broadband Grant Program



- The Claim Form Should appear along with your contracted budget. Double check your budget with Exhibit A of the Grant Agreement. Now fill in the highlighted blue boxes. You may need to use the scroll bar on the right side to move the page up and down.

Program ID Description: GREAT_PROGRAM_2018_19

Project Description: [Redacted]

Recipient ID / Description: [Redacted]

Billing Address: [Redacted]

Agreement Number: [Redacted]

Agreement From: 08/01/2018 To: 07/31/2023

Request Number: [Blue box]

Invoice From: [Blue box] To: [Blue box]

Submitted by: [Redacted]

Comments: [Blue box]

Matching Requirement (%): 50%

Final Invoice: Yes No

Expenses	Description	Budget				Local Match					
		Approved Budget	Reimbursement To Date	Requested Payments	Total Payments	Balance	Matching Funds	Approved Spending	Requested Matching Funds	Total Matching Funds	Balance
B001	EASEMENTS (ONE-TIME FEES)	0	0		0	0	0	0		0	0
B002	MATERIALS (FIBER)	301653	0		0	301653	301653	0		0	301653
B003	CONSTRUCTION INSTALLATION	555279	0		0	555279	555279	0		0	555279
B004	TESTING	0	0		0	0	0	0		0	0
B005	OTHER1	0	0		0	0	0	0		0	0
B006	OTHER2	0	0		0	0	0	0		0	0
B007	OTHER3	0	0		0	0	0	0		0	0
Total (\$)		\$856,932	\$0	\$0	\$0	\$856,932	\$856,932	\$0	\$0	\$0	\$856,932

- Once you enter the appropriate figures in the blue boxes, click on Check to verify you have met the required match and are requesting the appropriate grant amount.

Agreement Number: [Redacted]

Agreement From: 08/01/2018 To: 07/31/2023

Request Number: [Blue box]

Invoice From: [Blue box] To: [Blue box]

Submitted by: [Redacted]

Comments: [Blue box]

Matching Requirement (%): 50%

Final Invoice: Yes No

Expenses	Description	Budget				Local Match					
		Approved Budget	Reimbursement To Date	Requested Payments	Total Payments	Balance	Matching Funds	Approved Spending	Requested Matching Funds	Total Matching Funds	Balance
B001	EASEMENTS (ONE-TIME FEES)	0	0		0	0	0	0		0	0
B002	MATERIALS (FIBER)	[Redacted]	0		0	[Redacted]	[Redacted]	0		0	[Redacted]
B003	CONSTRUCTION INSTALLATION	[Redacted]	0		0	[Redacted]	[Redacted]	0		0	[Redacted]
B004	TESTING	0	0		0	0	0	0		0	0
B005	OTHER1	0	0		0	0	0	0		0	0
B006	OTHER2	0	0		0	0	0	0		0	0
B007	OTHER3	0	0		0	0	0	0		0	0
Total (\$)		[Redacted]	\$0	\$0	\$0	[Redacted]	[Redacted]	\$0	\$0	\$0	[Redacted]

Name: [Redacted] Date: (mm-dd-yyyy)* 11/19/2019

Check Save Submit

IMPORTANT: if you would like to Save and come back to it later, press Save. See the Separate Instructions on how to access your payment request after you save it.

Agreement Number [REDACTED] Agreement From: 08/01/2018 To: 07/31/2023

Request Number * [REDACTED] Invoice From * [REDACTED] To * [REDACTED]

Submitted by [REDACTED] Comments [REDACTED]

Matching Requirement (%) 50% Final Invoice * Yes No

Budget						Local Match					
Expenses	Description	Approved Budget	Reimbursement To Date	Requested Payments	Total Payments	Balance	Matching Funds	Approved Spending	Requested Matching Funds	Total Matching Funds	Balance
B001	EASEMENTS (ONE-TIME FEES)	0	0	0	0	0	0	0	0	0	0
B002	MATERIALS (FIBER,	[REDACTED]	0	0	0	[REDACTED]	[REDACTED]	0	0	0	[REDACTED]
B003	CONSTRUCTION/INSTALLATION	[REDACTED]	0	0	0	[REDACTED]	[REDACTED]	0	0	0	[REDACTED]
B004	TESTING	0	0	0	0	0	0	0	0	0	0
B005	OTHER:1	0	0	0	0	0	0	0	0	0	0
B006	OTHER:2	0	0	0	0	0	0	0	0	0	0
B007	OTHER:3	0	0	0	0	0	0	0	0	0	0
Total (\$)		[REDACTED]	50	50	50	[REDACTED]	[REDACTED]	50	50	50	[REDACTED]

Name [REDACTED] Date: (mm/dd/yyyy)* 11/19/2019

9. After Checking, you may now click Submit

Agreement Number [REDACTED] Agreement From: 08/01/2018 To: 07/31/2023

Request Number * [REDACTED] Invoice From * [REDACTED] To * [REDACTED]

Submitted by [REDACTED] Comments [REDACTED]

Matching Requirement (%) 50% Final Invoice * Yes No

Expense	Description	Budget				Local Match					
		Approved Budget	Reimbursement To Date	Requested Payments	Total Payments	Balance	Matching Funds	Approved Spending	Requested Matching Funds	Total Matching Funds	Balance
B001	EASEMENTS (ONE-TIME FEES)	0	0	0	0	0	0	0	0	0	0
B002	MATERIALS (FIBER)	[REDACTED]	0	0	0	[REDACTED]	0	0	0	0	[REDACTED]
B003	CONSTRUCTION INSTALLATION	[REDACTED]	0	0	0	[REDACTED]	0	0	0	0	[REDACTED]
B004	TESTING	0	0	0	0	0	0	0	0	0	0
B005	OTHER1	0	0	0	0	0	0	0	0	0	0
B006	OTHER2	0	0	0	0	0	0	0	0	0	0
B007	OTHER3	0	0	0	0	0	0	0	0	0	0
Total (\$)		[REDACTED]	50	50	50	[REDACTED]	0	50	50	50	[REDACTED]

Name [REDACTED] Date (mm/dd/yyyy)* 11/19/2019

10. If done correctly, the next page will be a confirmation page. At this page you can, click Choose File to upload back up documentation.

New Claim Form

Confirmation

Claim has been Submitted successfully. - Claim ID - 3000118756

Click browse to select file No file chosen

11. Then click on Attach. If done correctly, you will have a confirmation.

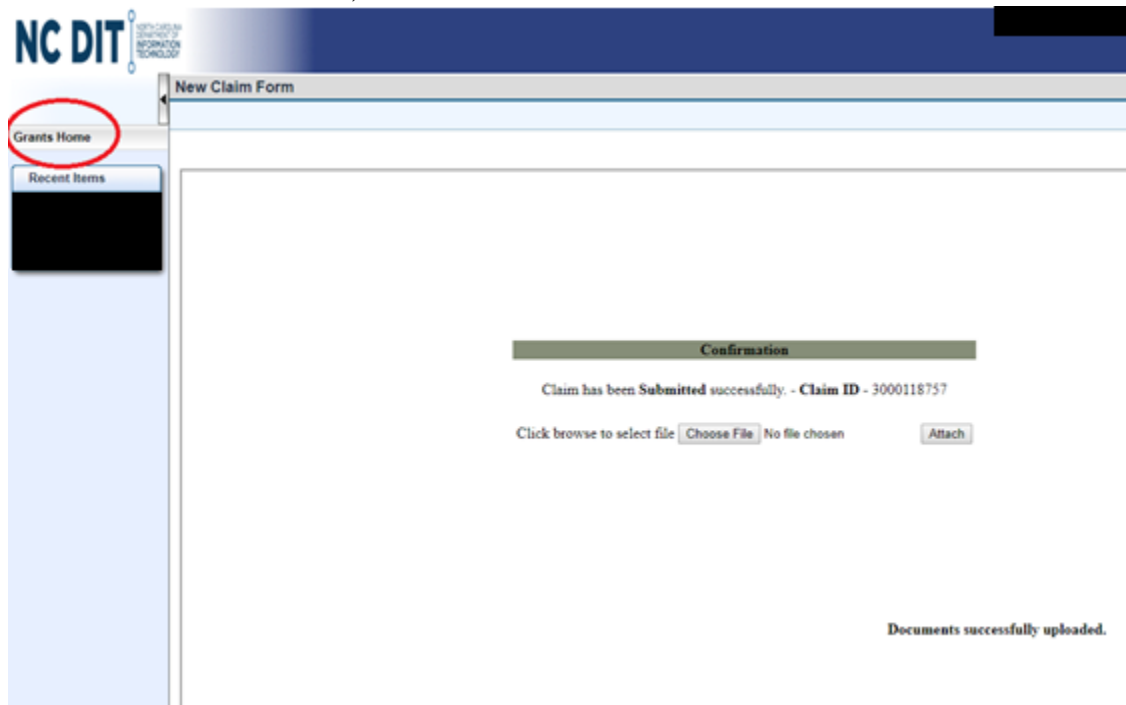
The screenshot shows a web browser window with a title bar that says "New Claim Form". The main content area contains a confirmation message. At the top of the message is a green header with the word "Confirmation". Below this, the text reads "Claim has been Submitted successfully. - Claim ID - 3000118756". Underneath, there is a file selection interface with the text "Click browse to select file" followed by a "Choose File" button and "No file chosen" text. To the right of this is an "Attach" button, which is circled in red. Below the "Attach" button, the text "Documents successfully uploaded." is displayed, also circled in red.

Verifying a Submitted Payment Request

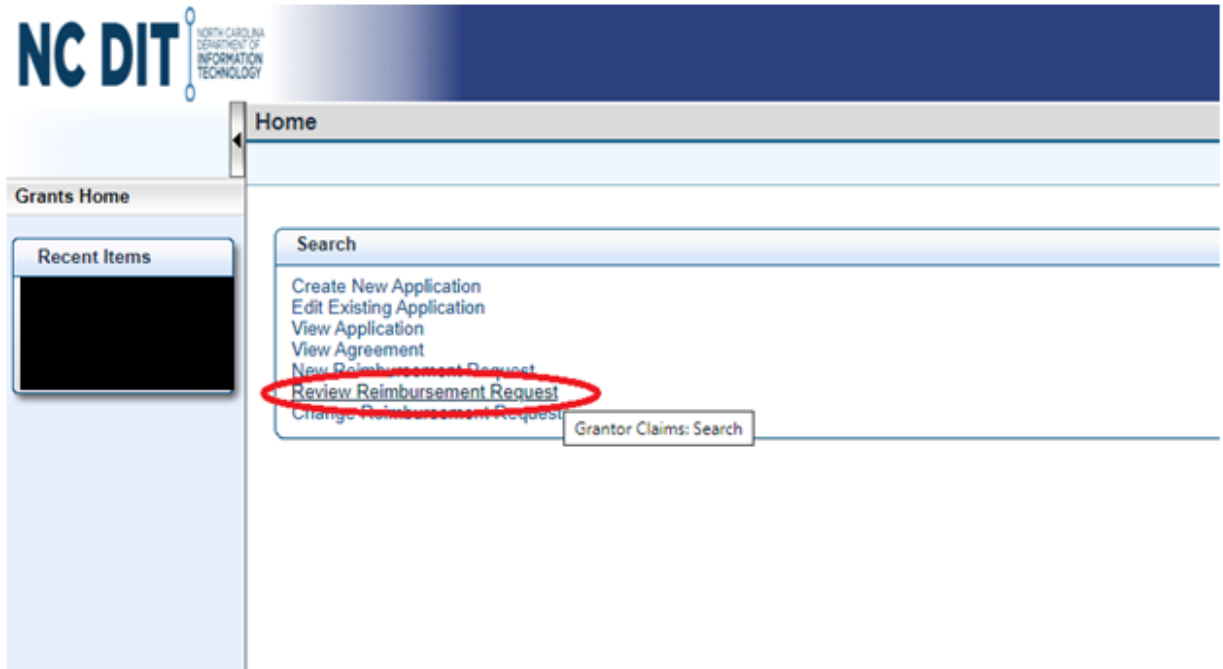
If you want to verify the correct submittal of the requisition and supplemental documents immediately after receiving confirmation, please start at Step 1.

If you want verify the correct submittal of the requisition and supplemental documents after logging on to the system from <https://ebs.nc.gov>, please go to Step 2.

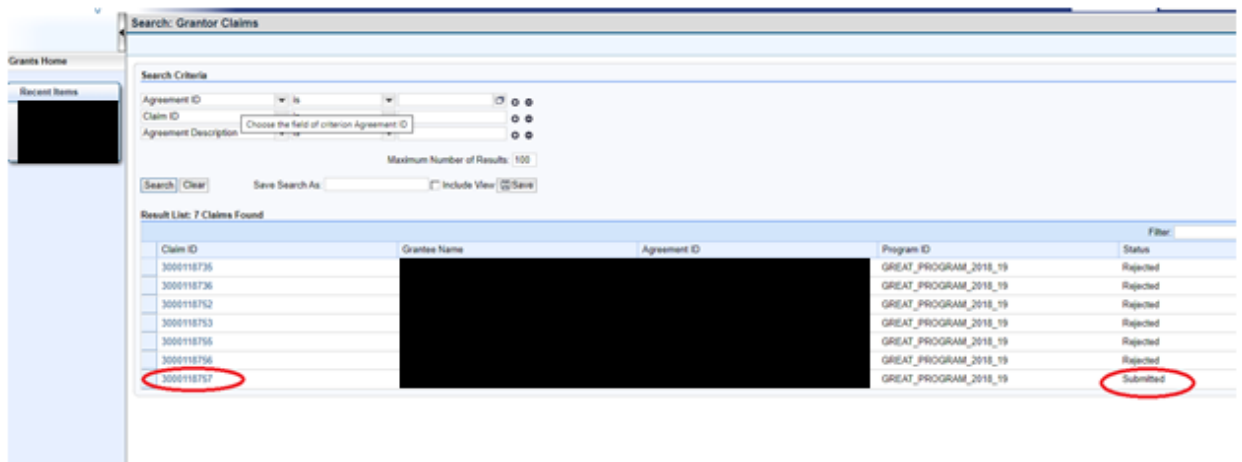
1. At the confirmation screen, click on Grants Home



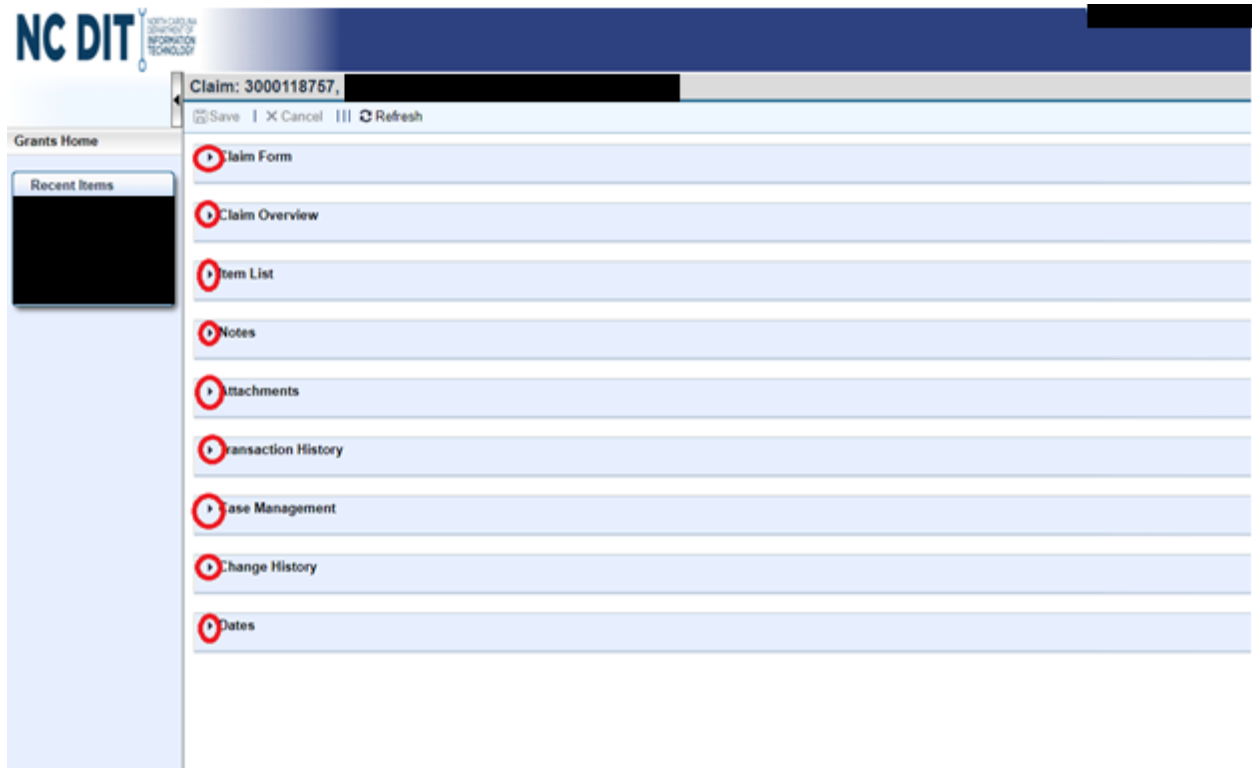
- Then click on Review Reimbursement Request



- Under the Status column, locate the record identified as Submitted, and click on that record under the Claim ID column

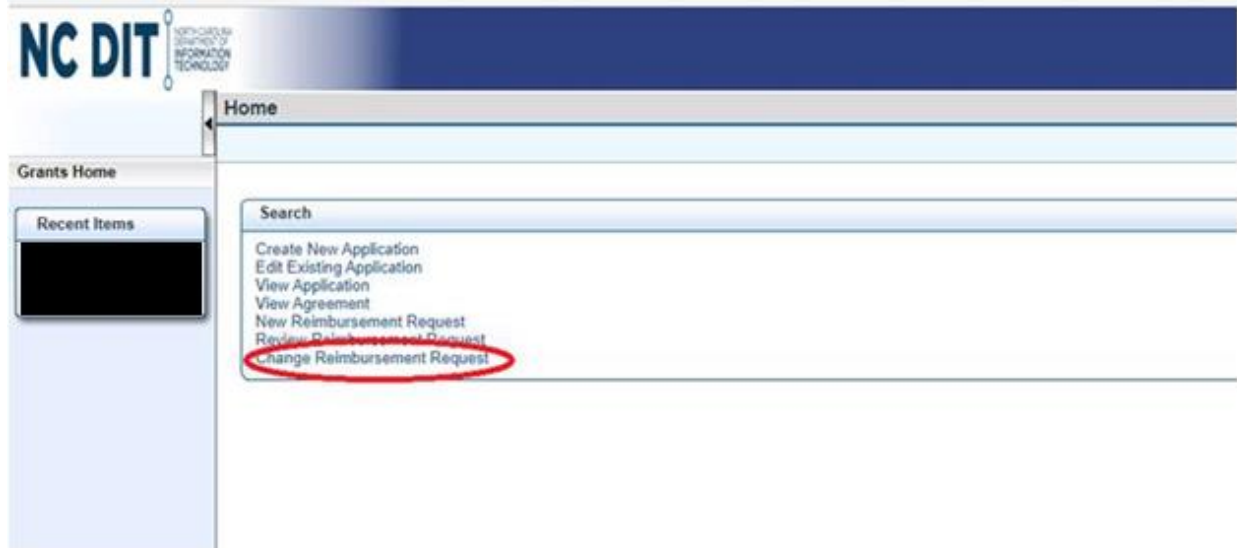


4. On the current page, you can review the reimbursement requests and attachments. Where there is an arrow, you can open that box to review the contents.

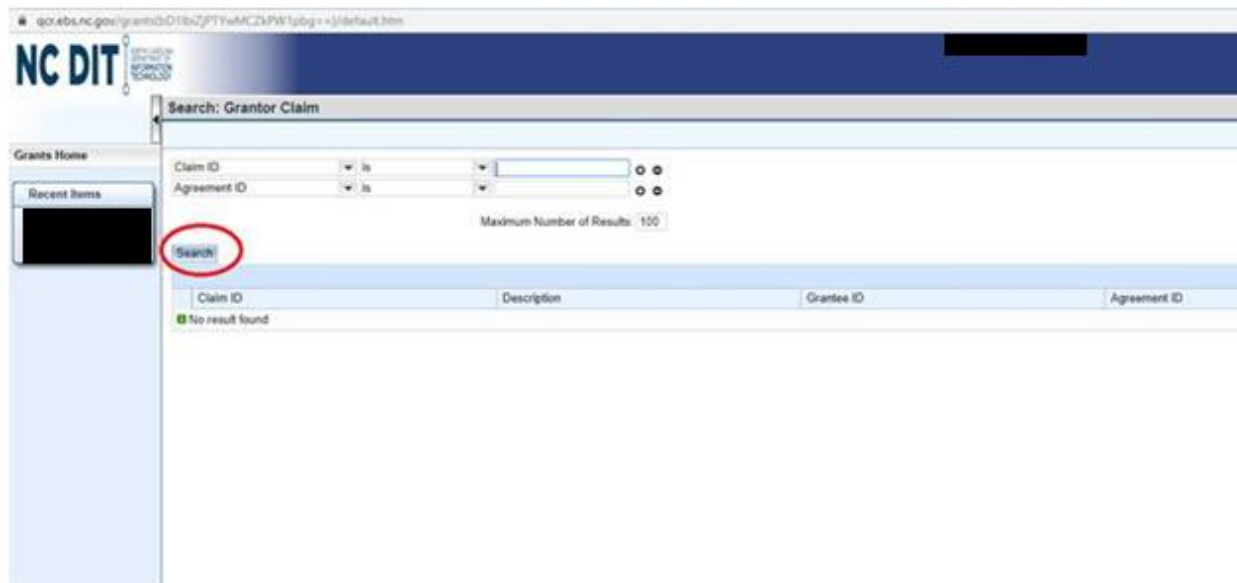


Accessing a Saved (Non-Submitted) Payment Request

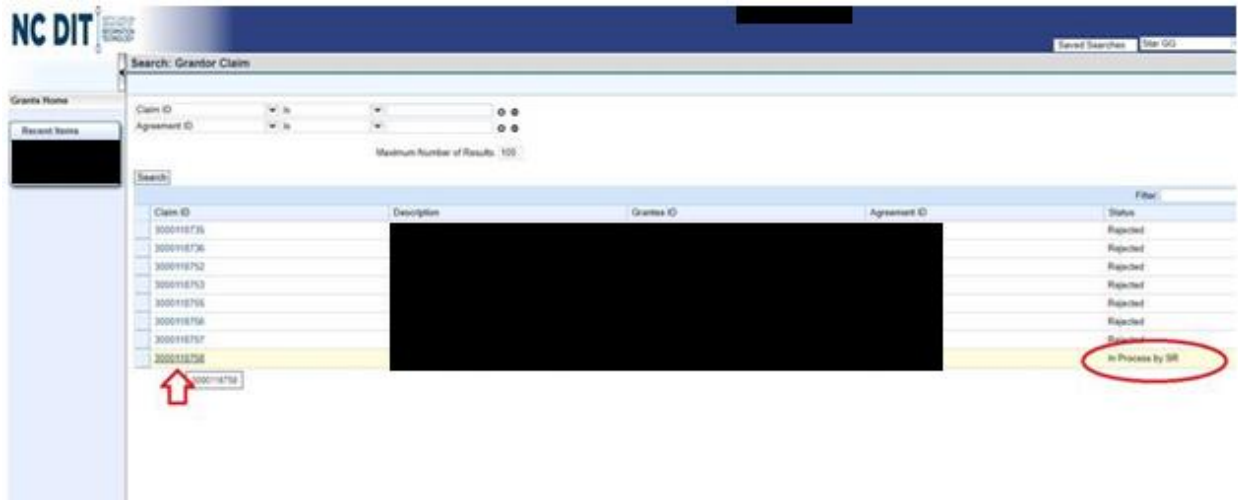
1. At the home screen – You will need to click on Change Reimbursement Request.



2. Click Search



3. Locate the record that states In Process by SR in the Status column, click on the corresponding Claim ID



4. Review the next page, if all is accurate, click submit.

