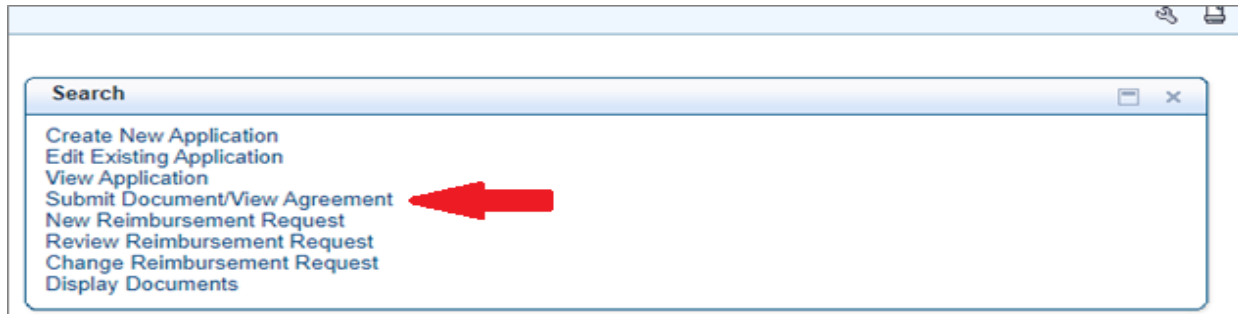
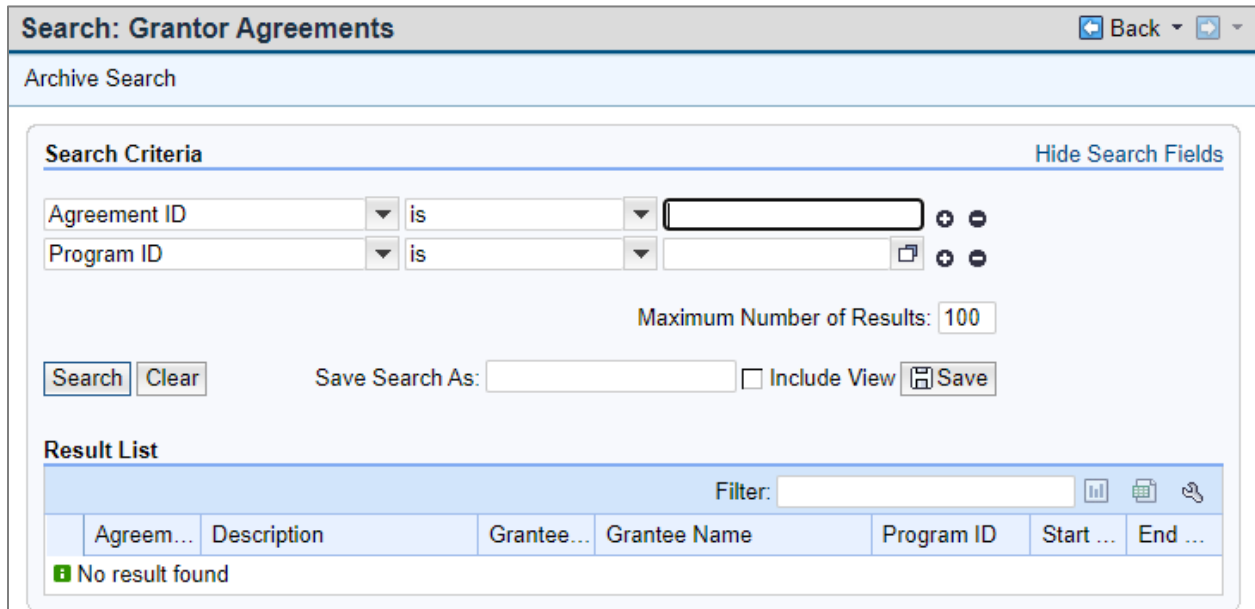


GREAT GRANT PROGRAM (FEDERALLY FUNDED) HOW TO SUBMIT A PROGRESS REPORT

1. After logging into EBS at <https://www.ebs.nc.gov>, click "Submit Document/View Agreement."



2. In the empty search field in the line with "Agreement ID," enter the Agreement ID number for your grant. Then click "Search." If you do not know your agreement ID number, you can click "Search" and receive search results for all the agreements to which you have access.



5. Here you will be able to submit documents to the Broadband Infrastructure Office related to your grant. Begin by selecting the document type from the drop down.

Save and Back | Save | Submit | Cancel

Task Details [Edit](#)

General Data

ID:

* Document Type:
Annual Reports
Progress and Final Report Forms
Other Document

Agreement Reference

Reference:
Agreement Number:

References

Account:
Contact:
Employee Responsible:

Change Status to Submit

Active Status:

Attachments [Attachment](#) [URL](#) [With Template](#) | Advanced Filter:

No result found

Upload Document(s) From Local Ha... No file chosen

Notes [New](#) Filter:

No result found

Transaction History Subsequent Assignment Filter:

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

6. Next, select "Choose Files" to select the file you want to upload. Then, click "Upload."

Save and Back | Save | Submit | Cancel

Task Details [Edit](#)

General Data

ID:

* Document Type:
Annual Reports
Progress and Final Report Forms
Other Document

Agreement Reference

Reference:
Agreement Number:

References

Account:
Contact:
Employee Responsible:

Change Status to Submit

Active Status:

Attachments [Attachment](#) [URL](#) [With Template](#) | Advanced Filter:

No result found

Upload Document(s) From Local Ha... No file chosen

Notes [New](#) Filter:

No result found

Transaction History Subsequent Assignment Filter:

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

7. Now, choose "Save and Back," "Save," "Submit," or "Cancel." You are not required to save prior to clicking "Submit."

The screenshot shows a web application interface with a top navigation bar containing buttons: "Save and Back", "Save", "Submit", and "Cancel". These buttons are circled in red. Below the navigation bar is a "Task Details" section with a "General Data" tab. The "General Data" section includes fields for "ID", "Document Type" (with a dropdown menu showing "Annual Reports", "Progress and Final Report Forms", and "Other Document"), "Agreement Reference", "Reference" (set to "Grantor Agreement"), and "Agreement Number" (2000035868). To the right, the "References" section includes fields for "Account", "Contact", and "Employee Responsible". Below this is a "Change Status to Submit" section with an "Active Status" dropdown set to "In Process". The interface also features sections for "Attachments", "Notes", and "Transaction History". The "Attachments" section shows "No result found" and an "Upload Document(s) From Local Ha..." button. The "Notes" section also shows "No result found". The "Transaction History" section displays a table with columns "Actions", "Transaction", "Transaction Type", and "Date".

8. After clicking "Submit," you will be prompted with a pop-up asking you to verify that you would like to submit the document to the Office. After clicking "Yes," you will receive a notification at the top of the document upload page that says "Transaction [99999] saved" which will confirm that the document has been uploaded and submitted.

This screenshot shows the same web application interface as the previous one, but with a "Please wait..." loading spinner overlaid on the "Attachments" section. A confirmation dialog box is also overlaid on the form, titled "Submit - Profile 2 - Microsoft Edge". The dialog box contains the text "Do you really want to Submit?" and two buttons: "Yes" and "No". The background form is partially obscured by these overlays.

9. After submitting a document, a member of the Broadband Infrastructure Office team will receive a notification that a new document has been submitted for a contract. That team member will acknowledge receipt, and you will receive a notification that the document has been received and reviewed.

*Information used is for demonstration purposes only and does not reflect any existing or future agreements with the state of North Carolina.