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.


2. Enter username and password and click on Log On
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
7. 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.

8. 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.
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.

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<thead>
<tr>
<th>Expense</th>
<th>Description</th>
<th>Approved Budget</th>
<th>Balance</th>
<th>Approved Spending</th>
<th>Total</th>
<th>Balance</th>
<th>Approved Matching Funds</th>
<th>Requested Matching Funds</th>
<th>Total Matching Funds</th>
<th>Balance</th>
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</tbody>
</table>

Total: 0 0 0 0 0 0 0 0 0 0

Name: 
Date: 11/19/2009

[Check] [Save] [Submit]
9. After Checking, you may now click Submit

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.
11. Then click on Attach. If done correctly, you will have a confirmation.
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
2. Then click on Review Reimbursement Request

3. 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.