



Ebill 2.0 User Manual

October 17, 2016



<https://ebill.publiccounsel.net>

Table of Contents

Section 1 – Welcome to Ebill 2.0	3
1.1 Overview	3
1.2 Assigned Counsel Manual	3
1.3 System Requirements/Information	4
1.4 Security and Registration	5
1.5 Quick Reference Guide – How to submit a Legal Service Bill/Voucher	8
Section 2 – Ebill 2.0 Letters/Notices.....	9
Section 3 – Ebill 2.0 NAC Billing Information and Time Entry	11
3.1 Entering a “C” NAC Number	12
3.2 Docket Number(s).....	13
3.3 Enter/Modify Legal Service Time.....	13
3.4 Entering Travel Time	15
3.5 Submitting a Legal Service Bill	19
Section 4 – Ebill 2.0 Vouchers	21
4.1 Adding/Modifying a Voucher.....	21
4.2 Entering/Submitting an Associate Voucher.....	23
4.3 Entering/Submitting a Paralegal Voucher	26
4.4 Entering/Submitting an Other Out-of-Pocket Expense Voucher	29
Section 5 – Ebill 2.0 Payment Review/Detail.....	33
Section 6 – Certify a Vendor Invoice (Vbill)	36
Appendix A – Account Setup/Initial Login	39
Glossary of Terms.....	42

Section 1 – Welcome to Ebill 2.0

1.1 Overview

Ebill is a Web-based program developed by the Committee for Public Counsel Services (CPCS). Ebill allows Attorneys to enter and submit bills to CPCS electronically for legal services rendered and out-of-pocket expenses related to assigned cases.

Ebill 2.0 can be accessed through the new website, <https://ebill.publiccounsel.net>.

What's new? Based upon user feedback, here is what was changed or added:

- Improved sign-up and login process. Similar to your bank login, you'll use your email address, a passkey and an identifying picture to secure your login prior to entering a password that you can manage.
- More control over updating your personal information. Under the **Manage Information** section, you can update your phone and fax numbers, email address, and adjust account security (password, passkey, security questions, etc.).
- Improved simplicity when viewing expert bills. Under the **Vbill Approval** section, you can review expert bills. This eliminates the need for logging in twice.
- Enter multiple dates on the same page. The time entry screen appears as a grid/table; this allows you to enter and view multiple dates, times and travel for an assignment on one page (rather than switching between screens).
- One screen management of notices. You can read, review and delete notices from one page, rather than having to switch between screens.
- Improved simplicity when viewing submitted RFPs and Vouchers. There is a new **Confirmation Lookup** page that allows you to easily review RFPs and Vouchers that you have submitted.

1.2 Assigned Counsel Manual

The Ebill 2.0 User Manual references Chapters 5 and 6 from the [CPCS Assigned Counsel Manual](#). Please familiarize yourself with the following specific sections:

From Chapter 5 - Policies and Procedures Governing Billing and Compensation:

- Monthly Interim Billing
- Eight-Hour Daily Billing Limit
- Submission of Bills and Record-Keeping Requirements

- Associates and Paralegals
- Travel Expenses
- Compensation Rates
- CPCS Attorney Payment Schedule

From **Chapter 6 - Court Costs of Indigent Persons Fund:**

- Payment from the Indigent Court Costs Fund

1.3 System Requirements/Information

In order to run efficiently, the Ebill 2.0 system requires that Cookies and JavaScript be enabled in your browser (in most browsers, Cookies and JavaScript are enabled by default).

Cookies can be enabled specifically for the Ebill2.0 web site by including <https://ebill.publiccounsel.net> as a safe site. Please consult online help included in your browser for instructions on enabling Cookies and JavaScript.

Ebill 2.0 is a secure application; however, the pages that you visit remain in the browser's memory until you close the web browser window. To avoid navigation errors and to maintain the security of your billing information, you should make sure to logout of Ebill 2.0 and close the browser window when you are done, especially when using a **public PC (e.g., library PC)**.

Note: *This program does not support the use of the forward/back browser arrow buttons. Use of the arrows will result in program errors and loss of data entry.*



The supported browsers are:

- Mozilla Firefox
- Google Chrome
- Apple Safari

Supported operating systems are:

- Windows
- Mac
- Android
- iOS

1.4 Security and Registration

Prior to accessing the Ebill 2.0 website, you must first complete the [Ebill 2.0 Access Agreement](#) form and mail it to CPCS. Once CPCS receives your form, your information is entered into the system. Based on the email address provided, you are sent an email with a verification link and temporary password. If you provide an incorrect email address, you will not receive the verification email and will not be able to access Ebill. The verification email provides you with a URL to access Ebill so that you can establish a permanent password. When you click on the link in the email, your email address becomes verified in our system. If you have questions about your Login ID, please send an email to ebill@publiccounsel.net.

Note: See *Appendix A* for details regarding the *initial setup process*.



Welcome to Ebill, CPCS' on-line billing system for attorneys who are assigned cases through the Committee for Public Counsel Services in Massachusetts.

Please enter your Login ID.

Login ID:

Save my Login ID

[Where do I enter my password?](#)

To establish your secured billing account:

- A. Navigate to the Ebill 2.0 website (<https://ebill.publiccounsel.net>) and enter your Login ID (your email address). Click the **Login** button.
- B. In the password field, enter the temporary password exactly as it appears in the verification email that was sent to you. The password is **case sensitive**.

- C. You are prompted to fill out the **PassKey** page (see **Appendix A**). We recommend you record your answers and selections and keep them in a secure location.

WHAT IS A PASSKEY?

- PassKey security features ensure you are accessing the correct site AND that you are who you claim to be.
- The PassKey has three parts:
 - A unique image that you choose.
 - SecureWord - a unique word or phrase you create to accompany your PassKey image.
 - Three challenge questions that only you know the answers to. We'll ask them if you sign in from a computer you did not tell us to recognize.
- When you see your PassKey image and SecureWord, you can be certain you are at the actual CPCS Ebill site, and not a fraudulent site. Only enter your Password when you see your PassKey image and the SecureWord you selected.
- If you sign in from a computer different from the one you told us to recognize, you are asked a challenge question to verify your identity before providing access.

- D. When you complete the **PassKey** page, the program will display the **Vendor Information** page where you are required to enter a new password.

- Enter the temporary password that you received in the verification email.
- Enter your new password. A password must have at least 8 characters and contain at least one number (1, 2, 3, etc.), one of the following special characters (! @#\$ %&* _-), and one upper and one lower-case letter.

Re-enter your new password and click the **Update** button. Again, we recommend that you record your new password and keep it in a secure location.

To login into Ebill 2.0 for future use:

After you have completed your Ebill 2.0 account setup and registration, future logins are easy.

- A. Go to the Ebill 2.0 website, <https://ebill.publiccounsel.net>.
- B. Enter your Login ID (your email address) and click the **Login** button.
- C. Enter your answer to the displayed security question (a question that you selected during your PassKey setup) and then click the **Submit** button.
- D. Enter your password and then click the **Login** button.

Note: The program displays the PassKey image and the description that you provided during setup and registration. If you recognize the image and its description then continue. If you **do not recognize** your PassKey data, please send an email to the Ebill 2.0 helpdesk at ebill@publiccounsel.net between the hours of 9 a.m. and 5 p.m. (EST) Monday through Friday (with the exception of holidays), for assistance and further instructions.

Forgot Password/System Lock Outs

If you forgot your password, you have the ability to reset your password by clicking the **Forgot Password** link **prior** to the **third unsuccessful** login attempt. You will have to enter your Vendor Code number and answer your security questions to reset your password.

Note: Your Vendor Code number is the number you are assigned when you become an approved vendor with the Commonwealth of Massachusetts. This number (starting with "VC") is provided to you when you receive your Vendor Setup Confirmation letter from CPCS. If you need assistance with obtaining your Vendor Code, please send an email to vendorinfo@publiccounsel.net.

If you enter your password incorrectly three consecutive times your account is locked. If this happens, please send an email to ebill@publiccounsel.net and enter **LOCKED OUT** as the **Email Subject**. The Ebill 2.0 helpdesk will be available between the hours of 9 a.m. and 5 p.m. (EST) Monday through Friday (with the exception of holidays.). A temporary password will be sent to the email address on file, and you will be prompted to create a new password and PassKey information. (See **Appendix A** for additional details).

1.5 Quick Reference Guide – How to submit a Legal Service Bill/Voucher

This is a quick reference guide on how to submit a Legal Service Bill and Voucher. For more detailed instructions, please see **Sections 3 and 4** of this manual.

Submitting a Legal Service Bill:

1. Go to the Ebill website Login Page: <https://ebill.publiccounsel.net>.
2. Log into Ebill.
3. Ebill displays the **Ebill Notices** page. Review the Ebill notices and then click the **Mark as Read** button under each notice in order to access the Ebill menu options.
4. Click **NAC Overview** in the menu option at the top of the page.
5. Add a NAC by entering the NAC number into the **Enter NAC #** box and clicking the **Add NAC** button, or by clicking the **EDIT** button next to the desired NAC from the **Work-In Progress** list.
6. Ebill displays the **NAC Time Entry Screen** for the NAC selected/added. Enter the date(s) of service and time spent on each date for the NAC you are billing by clicking **Add New Record**.
7. Click the **Review & Submit** button and then select the **Bill Status** in the drop down menu (Interim, Closed, or Year End).
8. Click the **Submit** button.

Submitting a Voucher:

1. Go to the Ebill website Login Page: <https://ebill.publiccounsel.net>.
2. Log into Ebill.
3. Ebill displays the **Ebill Notices** page. Review the Ebill notices then click **Mark as Read** under each notice in order to access the Ebill menu options.
4. Click **NAC Overview** in the menu option at the top of the page.
5. Add a NAC by entering the NAC number into the **Enter NAC #** box and clicking the **Add NAC** button, or by clicking the **EDIT** button next to the desired NAC from the **Work-In Progress** list.
6. Ebill displays the **NAC Time Entry Screen** for the NAC selected/added. Click on the **Vouchers** button.
7. Ebill displays the **Voucher Overview Screen**. Select a **Voucher type** from the drop down menu (Paralegal, Associate, or Other) and click the **Add Voucher** button.
8. Enter the voucher information and then click the submit button.

Note: *This program does not support the use of the browser forward/back arrows. Use of the arrows may result in program errors and loss of data entry.*

The supported browsers for this system are Mozilla Firefox, Apple Safari, and Google Chrome.

Section 2 – Ebill 2.0 Letters/Notices



NAC Overview Vbill Approval Payment Detail View Letters Help Manage Info Logout of Ebill

Ebill Notices For ATTY, TEST

You may have a notice(s) pending that is related to changes affecting your recently filed Ebill(s). This is the only notice that you will receive regarding these changes; you will not receive a mailed notice. Due to the important nature of this notice, The Notice(s) must be reviewed before using the Ebill system. It is advisable to print the notice(s) and file it with the applicable bill. Reviewed notices will be deleted from the system after 30 days.

You may not proceed from this page without viewing all unread notices.

1 Ebill notices to display.

Notice ID: 9999991820 Topic: test Review Date: 

The primary method of communication between CPCS and State Vendors is by Ebill Notices. You will receive notices about new assignments, rejected assignments, changes to a bill, rejections of a bill, changes in CPCS policies, Ebill outages, and updates to CPCS budget information through Ebill notices. All new notices are listed first each time that you login.

Ebill 2.0 requires you review each new notice before allowing you to enter and submit bills. When you have completed reading a notice please remember to click the **Mark as Read** button at the bottom of the notice.

You may not proceed from this page without viewing all unread notices.

1 Ebill notices to display.

Notice ID: 9999991820	Topic: test	
test		
Delete	Mark As Read	Print

When you click the **Mark as Read** button, the date the notice was reviewed is recorded.

You may not proceed from this page without viewing all unread notices.

1 Ebill notices to display.

Notice ID: 9999991820	Topic: test	Review Date: 09/19/2016
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Note: *If you do not click the **Mark as Read** button, Ebill2.0 will not record that the notice was reviewed and the program will stop you from accessing the other menu options. Please note that the message “**You may not proceed from this page without reading all unread messages**” is a permanent reminder message and displays even when there are no messages to be read.*

You can print the notice by selecting the **Print** button within the notice, prior to deleting it. To delete a notice, click on the **Delete** button within the notice. Notices with a Review Date older than 30 days are automatically deleted by the program.

Section 3 – Ebill 2.0 NAC Billing Information and Time Entry



NAC Overview Vbill Approval Payment Detail View Letters Help Manage Info

NAC Overview Screen

NACs for ATTY, TEST

Lookup Prior Confirmation #:

To review a NAC, or submit it for billing, select a work in progress from the grid below and click on the client name or

Enter NAC #:

WORK IN PROGRESS

	Client Name	NAC	Date of Assignment	Total Hours
<input type="button" value="Edit"/>	NAC, Test	D8888881	5/29/2014	1.00
<input type="button" value="Edit"/>	GCL, Test	D8888870	2/1/2015	5.00

The Notice of Assignment of Counsel (NAC) Overview page is where you enter and submit your Legal Service bills, Associate bills, Paralegal vouchers, Out-of-Pocket expense vouchers, and travel time and miles.

All NACs that begin with the letter D will automatically populate in your NAC list once we receive the information from the courts or CPCS internal departments.

NAC numbers that begin with the letter “C” must be manually added to the list by clicking the **Add NAC** button. Please note that while you are able to enter and submit bills for these “C” NACs, the bills will stay in a pending status until the official assignment information is provided to us. This “pending” option allows you to meet CPCS billing deadlines.

The following information is provided for the sole purpose of assisting you with the Ebill 2.0 billing program. Prior to submitting bills, it is assumed that you have reviewed the [CPCS Assigned Counsel Manual](#), including the billing policies found in Chapter 5.

Please review the training webinar, [How to Submit a Bill](#) in Ebill 2.0., which can be found on our website.

Note: A link to the [CPCS Assigned Counsel Manual](#) can also be found under the **Help** menu option in Ebill 2.0, as well as a link to the training webinar which demonstrates the bill submittal process.

NACs for ATTY, TEST

Lookup Prior Confirmation #s:

To review a NAC, or submit it for billing, select a work in progress from the grid below and click on the client name or

Enter NAC #:

WORK IN PROGRESS

	Client Name	NAC	Date of Assignment	Total Hours
<input type="button" value="Edit"/>	NAC, Test	D88888881	5/29/2014	1.00
<input type="button" value="Edit"/>	GCL, Test	D88888870	2/1/2015	5.00
<input type="button" value="Edit"/>	CAFL, Test 2	D88888866	11/12/2011	0.00

3.1 Entering a “C” NAC Number

- A. Enter the NAC number to be added to your **Work in Progress** list in the **Enter NAC #** box and then click **Add NAC**.

Note: “D” NACs are automatically loaded into Ebill. If the “D” NAC does not appear in your **Work in Progress** list, please send an email to ebill@publiccounsel.net and report that the “D” NAC number is not on file.

- B. Ebill displays a dialog box stating, “You must enter a docket number before proceeding.” Click the **Ok** button. Enter the Docket #(s) as it/they appear(s) on the NAC form/complaint (**do not enter any spaces or dashes**). If you **do not** have a docket number, enter “No Docket” in the **Docket Number(s) box**.
- C. Enter the **Assignment Date** which can be found on the NAC form, select the proper **NAC Type** from the drop down list box, and enter the hourly **Rate** (for a chart of hourly rates, see the [CPCS Assigned Counsel Manual](#)). Finally, enter the **Client’s Last Name** and the **Client’s First Name**.
- D. After entering the required information click the **Save NAC Info** button. The Time Entry selection will appear below. While the NAC is pending you may modify the NAC information. Make sure to click the Save Changes button after making any changes.

Note: The assigning court is required to mail the original (white copy) “C” or “B” NAC form to CPCS so that it may be entered into the system. If you receive the original NAC form, you should be immediately mail it to CPCS. Please **do not** mail a copy of any NAC form to CPCS unless we request it from you in writing.

When the NAC information is entered into the CPCS’ system, the NAC status changes from “Pending” to “On File,” and all NAC fields are updated with the data entered in the CPCS system. Please review

and report any discrepancies with the NAC information to the Ebill helpdesk at ebill@publiccounsel.net.

Attorney ATTY, TEST

Nac Number: D8888881	Assignment Date: 5/29/2014	Nac Type: Criminal
NAC Status: On File	Rate: 60.00	Docket Number(s): NAC0000001
Client Last Name: NAC	Client First Name: Test	

Totals		
Total Hours: 1.0	Miles Billed: 0	Total \$ Billed: 60.00

Note: If the NAC is on file, the depicted fields are filled in with NAC data from the CPCS system. If a “C” or “B” NAC is not on file, you have to enter the temporary data. Please remember that a “D” NAC number cannot be added as a Pending NAC. You must contact the Ebill helpdesk at ebill@publiccounsel.net if this occurs.

3.2 Docket Number(s)

CPCS requires that complete court docket number(s) be recorded for each NAC. Ebill displays all docket numbers on file in the **Docket Number(s)** box for the NAC being accessed. If CPCS has no docket number recorded for a NAC being added to/or accessed from the Work In Progress list, Ebill requires you to enter the complete docket number(s) listed on the NAC form, in the **Docket Number(s)** box on the NAC Billing Information page, as it/they appear on the complaint (**do not include any spaces or dashes**). Ebill does not allow any legal service or voucher time entry until you enter the docket number(s). If a NAC does not have a docket number, enter “No Docket.”

3.3 Enter/Modify Legal Service Time

Note:

1. Before you start, please be aware that all time reported for legal services, associate services, and paralegal services must be entered in increments of tenths of an hour per the billing policy outlined in the [CPCS Assigned Counsel Manual](#).
2. Ebill does not allow you to add a date of service if:
 - You enter an invalid date (e.g., a date in the future).
 - You enter a date of service that is not in the same fiscal year as dates already entered for the displayed NAC.
 - The date of service precedes the date of the assignment of the displayed NAC. **Note:** Mary Moe assignments are exempt from this rule.

The following instructions for the Time Entry section of this page will assist you when you are ready to enter and edit time for legal services rendered for the displayed NAC.

- A. Click the + next to **Add new record** to enter a new date of service. If you would like to modify/edit a date of service for the displayed NAC, locate the record and click the **Edit** button.

TIME ENTRY:

+ Add new record														
Date of Service	Pre Trial Hearing	Admsn/Plea Hearing	Trial	Post Conv Hearing	Draft Mot, Lgl Memo	Prep-Hrg/Trial	Court Waiting Time	In Prsn Client Int	Client Tel. Contact	Legal Research	Investigation	Travel	Other	Total
No records to display.														
Totals:														

Note: For each date of service, enter the time the legal service was rendered under the appropriate category. CPCS has 13 billing categories for the three major case types; Criminal, Civil, and Appeals. Billing categories change according to the NAC type.

- If the billing categories are not applicable to your case, do not enter any time. Check the **NAC Type**, above the **Time Entry** section, to make sure the correct type is displayed.

Nac Type: Criminal

Docket Number(s): NAC000001

Total \$ Billed: 60.00

- If the NAC Type is incorrect, please send an email to ebill@publiccounsel.net (please note “NAC Type” in the subject line).

Note: When you save a date of service, Ebill warns you of a possible reduction if you exceeded the daily workload limit for the date selected. Please review the [CPCS Assigned Counsel Manual](#).

3.4 Entering Travel Time

Please review CPCS travel policy in the [CPCS Assigned Counsel Manual](#) before entering mileage or travel time.

The **Travel Entry** section allows you to enter in-state, inter-city, out-of-state mileage, and travel time for specific dates of service relating to the displayed NAC. Ebill requires that you enter all the mileage information first, in order to calculate the allowed travel time.

The following are instructions for entering mileage and travel time on the displayed date of service for the selected NAC.

- A. Once a new record for legal service has been added and saved, the **Travel** button appears to the right of the **Total** column. Click the **Travel** button to bring up the **Travel Entry** Section. The basic NAC information remains above the **Travel Input** section.

TIME ENTRY:

[+ Add new record](#)

	Date of Service	Pre Trial Hearing	Admsn/Plea Hearing	Trial	Post Conv Hearing	Draft Mot, Lgl Memo	Prep-Hrg/Trial	Court Waiting Time	In Prsn Client Int	Client Tel. Contact	Legal Research	Investigation	Travel	Other	Total	
Edit	Delete	03/08/2016	1.00			1.00									2.00	Travel
		Totals:	1.00			1.00									2.00	



[NAC Overview](#) | [Vbill Approval](#) | [Payment Detail](#) | [View Letters](#) | [Help](#) | [Manage Info](#) | [Logout of Ebill](#)

NAC Time Entry Screen

Attorney ATTY, TEST

Nac Number: D8888881 Assignment Date: 5/29/2014 Nac Type: Criminal

NAC Status: On File Rate: 60.00 Docket Number(s): NAC0000001

Client Last Name: NAC Client First Name: Test

Totals	Total Hours: 2.0	Miles Billed: 0	Total \$ Billed: 120.00
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TIME ENTRY:

Travel Input
Date of Service: 03/08/2016

[+ Add new record](#)

	Reason	From	To	Round Trip	Miles
Save	Cancel	Court	Ayer	Athol	<input checked="" type="checkbox"/> 78
No records to display.					

[Close Form](#)

- B.** Under **Travel Input**, click the + next to **Add new record**.
- C.** From the **Reason** drop down list, select the reason for travel. If the reason for travel does not appear in the list, select a reason that closely relates to the reason for travel and then note the actual reason on your contemporaneous time records.
- D.** In the **From** drop down list, select a city or town if you traveled from a city or town within the Commonwealth of Massachusetts.
- E.** In the **To** drop down list, select a city or town if you traveled to a city or town within the Commonwealth of Massachusetts.

Note:

Out of State Travel

- If traveling from a city or town outside of the Commonwealth of Massachusetts select the **Out of State** option in the **From** and/or **To** drop down list under the **Travel Input** section . Ebill displays an empty field where you can enter the name of the city/town, and also displays a drop down list where you can select the appropriate State (e.g., Nashua, NH).

Note: *Do not enter the name of the location (e.g., “My Office”, “Clients Home”, “MCI Cedar Junction”) from where you traveled. This causes the removal and non-payment of your mileage and travel time for the corresponding date of service. Please see the [CPCS Assigned Counsel Manual](#) for information on Out of State travel **over 150 miles**.*

Travel to Martha’s Vineyard or Nantucket

- If you are required to travel to Martha’s Vineyard or Nantucket, you may bill for mileage to and from the boat landing in Barnstable (Hyannis) or Falmouth (Woods Hole), and mileage while traveling on Martha’s Vineyard or Nantucket Island (enter these trips separately on the mileage page).
- Please enter the mileage for each trip as instructed in this section of the manual. CPCS does not reimburse mileage for the boat ride to and from Martha’s Vineyard or Nantucket. You may, however, submit an Ebill Voucher for the cost of the ticket (please see Section 4 - Ebill 2.0 Vouchers of this manual for further instructions).

Mileage

- If both the **From** and **To** entries are within the Commonwealth of Massachusetts (excluding miles traveled while on Martha’s Vineyard or Nantucket Island), Ebill automatically calculates and displays the allowed mileage in the **Miles** field. No data entry is required. The allowed mileage is calculated by CPCS according to the mileage information entered for this trip (**From**,

To, Round Trip, and Reason). In this instance, the **Miles** field cannot be altered.

- If both the **From** and **To** entries are the same city/town, Ebill displays a drop down list so that you may select the proper mileage. CPCS allows up to 5 miles for a one way trip and up to 10 miles for a round trip within the same city/town.
- If you travel out of state, on Martha's Vineyard or on Nantucket Island, Ebill displays a data entry box. Enter the total mileage traveled in this field. If a round trip was made, enter the total round trip mileage.

F. Click the **Round Trip** box if the **From** and **To** entries are a round trip. **Note:** *If this box is left blank (un-checked) then the allowed mileage for which you are reimbursed is calculated as one-way.*

G. Click the **Save** button to add this trip to your travel list.

- After you have added mileage information to a date of service, you may click the **Edit** button to make changes to the mileage information for this trip. You may edit this trip any time prior to submitting it with your bill for legal services.
- After you have added mileage information to a date of service you may click the **Delete** button to remove this trip from the date of service. You may delete this trip any time prior to submitting your bill for legal services.

H. Click the **Miles Entry Complete** button when you are finished entering all of the mileage information for the displayed date of service and NAC. Ebill calculates the allowed travel time for this date of service. **The Miles Entry Complete** button no longer appears on the page, and the Travel Time data entry field now displays.

Travel Input

Date of Service: 03/16/2016

+ Add new record					
	Reason	From	To	Round Trip	Miles
Edit Delete	Investigation	ACTON	ALFORD	<input type="checkbox"/>	132
Edit Delete	Research	ARLINGTON	BRIGHTON	<input type="checkbox"/>	6
Edit Delete	Research	MIDDLEBORO	TOLLAND	<input checked="" type="checkbox"/>	272

Miles Entry Complete

Close Form

- Make sure to round the actual time traveled down to the nearest tenth of an hour. CPCS policy on billing in tenths of an hour increments can be found in the [CPCS Assigned Counsel Manual](#).
- The allowed **Travel Time** is a maximum of 1 hour for every 30 miles of allowed travel. You may modify the entered **Travel Time** any time prior to submitting it with your bill for legal services.

Actual time traveled subject to the maximum of 1 hour for every 30 allowed miles traveled.

Travel Time

Save

Close Form

Update Completed.

- I. Click the **Save** button to save the entered **Travel Time**.
- J. Click the **Close Form** button to return to the **NAC Time Entry** page.

Note:

- Ebill does not allow you to exceed the applicable maximum daily billing limit for a date of service. If the travel time entered causes you to exceed this limit for the date of service, Ebill displays a warning message and instructs you to reduce the **Travel Time** to a time not exceeding the limit.
- Ebill will warn you of a possible reduction to your bill if you exceed the daily limit without a waiver for the displayed date of service. Please review the [CPCS Assigned Counsel Manual](#).
- If you traveled between the Commonwealth of Massachusetts' mainland and either Martha's Vineyard or Nantucket Island, CPCS allows the entry of an additional 1.5 hours of **Travel Time** for a one way trip or 3 hours for a round trip.
- If you modify or delete any mileage information on the displayed date of service, Ebill automatically re-calculates the allowed maximum **Travel Time**. If the **Travel Time** you previously entered is now greater than the new maximum allowed **Travel Time**, Ebill automatically adjusts the entered **Travel Time** to the re-calculated maximum allowed **Travel Time**.

3.5 Submitting a Legal Service Bill

This section covers how to submit your bill to CPCS for Legal Services and Mileage for the displayed NAC.

A. Select the **Review & Submit** button.

Attorney ATTY, TEST

Nac Number: D8888881	Assignment Date: 5/29/2014	Nac Type: Criminal
NAC Status: On File	Rate: 60.00	Docket Number(s): NAC0000001
Client Last Name: NAC	Client First Name: Test	

Totals	Total Hours: 7.0	Miles Billed: 410	Total \$ Billed: 420.00
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B. From the **Bill Status** drop down list select the appropriate billing status.

Bill Status:

- Select **Interim** if you are submitting a Monthly bill. Ebill notes the bill submission date as the month you are billing for, irrespective of the dates of service listed on the bill (**i.e.**, Bill submitted on March 5, 2016 will be considered a March Interim bill). Please review the monthly billing policy in the [CPCS Assigned Counsel Manual](#).
- Select **Year End** if the NAC is open and pending at the end of the Fiscal Year (June 30). Year End bills may be submitted beginning June 15. You are allowed **only one Year End** bill per Fiscal Year of service. **Note:** *A submitted Year End bill closes the Fiscal Year of service from further interim billing.*
- Select **Closed** if your representation has concluded for all matters on the displayed NAC.

C. Click the **Submit** button to submit the Ebill for the displayed NAC. All dates of service and mileage billed for that NAC will be electronically submitted to CPCS.

NOTE:

- When submitting a bill for a Children and Family Law (CAFL) assignment, Ebill requires you to complete the online **Client Contact Information** form prior to confirming the bill.
- If you selected Case Closed as the billing status, Ebill may require you to complete a **Dispositional Report** form prior to confirming the bill. This form will vary depending on the case type.
- When you have completed all of the required forms, Ebill transmits the bill to CPCS where the system immediately reviews the Ebill for preliminary error conditions. If error conditions are discovered, a warning appears on the page. In most instances you are allowed to correct the error and resubmit the bill.
- If CPCS accepts the Ebill, the **Billing Confirmation** page appears (below). You will need to sign the Ebill confirmation form and file it. CPCS requires that you maintain the signed and dated confirmation form in your records for seven (7) years. Please review the [CPCS Assigned Counsel Manual](#).

Attorney ATTY, TEST

i Important: Print this for your records.

Confirmation Number: 10931316 Bill Status: Interim

Nac Number: D8888881 Assignment Date: 5/29/2014 Nac Type: Criminal

NAC Status: On File Rate: 60.00 Docket Number(s): NAC0000001

Client Last Name: NAC Client First Name: Test

Totals

Total Hours: 12.4 Miles Billed: 90 Total \$ Billed: 744.00

Print

TIME ENTRY:

Date of Service	Pre Trial Hearing	Admsn/Plea Hearing	Trial	Post Conv Hearing	Draft Mot, Lgl Memo	Prep-Hrg/Trial	Court Waiting Time	In Prsn Client Int	Client Tel. Contact	Legal Research	Investigation	Travel	Other	Total
02/16/2016	1.00							1.00	5.00					2.00
03/02/2016			3.00			1.00						1.40		10.40

TRAVEL:

Date of Service	Reason	From	To	Round Trip	Miles
03/02/2016	Investigation	ACUSHNET	AMESBURY	<input type="checkbox"/>	90

Signature: _____ Date: _____

Section 4 – Ebill 2.0 Vouchers

The **Voucher Overview** page (see the image below) allows you to add, modify or delete payment vouchers for Associate, Paralegal, and Other out-of-pocket expenses. Below are instructions for adding a voucher for a specific NAC number. Please review the training webinar, [How to Submit a Voucher](#) in Ebill 2.0, which can be found on our website.



[NAC Overview](#) | [Vbill Approval](#) | [Payment Detail](#) | [View Letters](#) | [Help](#) | [Manage Info](#) | [Logout of Ebill](#)

Voucher Overview Screen for ATTY, TEST

NAC #: **D88888881**
 Client Name: **Test NAC**
 Total All Vouchers: **1,020.00**

New Voucher Type:

	Type	Begin Date	End Date	\$ Amount
<input type="button" value="Delete"/>	Associate	03/02/2016	03/04/2016	280.00
<input type="button" value="Delete"/>	Associate	02/22/2016	03/01/2016	680.00
<input type="button" value="Delete"/>	Associate	03/01/2016	03/01/2016	40.00
<input type="button" value="Delete"/>	Associate	03/01/2016	03/01/2016	10.00
<input type="button" value="Delete"/>	Other - Photocopying	03/09/2016	03/09/2016	10.00

4.1 Adding/Modifying a Voucher

A. Click on the **Vouchers** button in Time Entry Screen.

Attorney ATTY, TEST

Nac Number: D88888881 Assignment Date: Nac Type:

NAC Status: On File Rate: Docket Number(s):

Client Last Name: Client First Name:

Totals

Total Hours: 7.0 **Miles Billed:** 410 **Total \$ Billed:** 420.00

|
 |

- B. From the **New Voucher Type** drop down list, select the voucher type (Associate, Paralegal, or Other).

NAC #: **D88888881**
 Client Name: **Test NAC**

New Voucher Type:

Type

- C. Click the **Add Voucher** button to add the selected voucher type. Ebill displays the corresponding voucher entry page. See **Sections 4.2 – 4.4** in this manual for instructions on how to enter and submit an Associate, Paralegal, and Other out-of-pocket expense voucher respectively.
- D. To modify an existing voucher, locate the voucher in the list on the **Voucher Overview** page, click on the link under the **Type** column. Ebill displays the voucher entry page for the selected voucher. You can add additional dates or edit existing dates already reported.
- E. To delete one or more vouchers for the displayed NAC, locate the voucher(s) from the list and click the **Delete** button in the column next to the voucher(s) that you want to delete.
- F. Click the **Return to Time Entry** button to return to the NAC Billing Information page.

NAC #: **D88888881**
 Client Name: **Test NAC**

New Voucher Type:

	Type
<input type="button" value="Delete"/>	Associate
<input type="button" value="Delete"/>	Other - Photocopying
<input type="button" value="Delete"/>	Other - Private Investigation

4.2 Entering/Submitting an Associate Voucher

Use the **Voucher Overview** page to enter a reimbursement voucher for Associate expenses pertaining to services rendered for the displayed NAC. Please review CPCS billing policy for Associate expenses in the [CPCS Assigned Counsel Manual](#) before entering a voucher.

NAC #: **D8888881**
Client Name: **Test NAC**

Voucher Type: ASSOCIATE

Last Name: First Name:
BBO #: Rate:

*** for Trial Assistance: prior permission is required. Attach authorization letter.**

Service Date	Legal Research	Legal Writing	Investigation	Client Interview	Trial Assist *
No records to display.					

VOUCHER SUMMARY

Total:
Hours on Voucher:

Entering an Associate Voucher

- A. Enter the Associate's information in the top portion of the form (see the image above).
- B. In the Rate field, enter the hourly rate that you are requesting for the associate voucher. This rate must not exceed the rate established by the CPCS Associate billing policy in the [CPCS Assigned Counsel Manual](#). If the entered rate exceeds the CPCS established billing rate, Ebill displays an error message. You will need to correct the entered rate in order to submit the voucher to CPCS for reimbursement.
- C. Click the + next to **Add new record**.

Note:

For each service date reported, enter the time in tenths of an hour increments under the appropriate time category (listed below) as listed on the Associate's invoice. When entering time for these service dates, make sure to round down the actual time worked to the nearest tenth of an hour. CPCS policy on billing in tenths of an hour increments can be found in the [CPCS Assigned Counsel Manual](#).

- Legal Research
- Legal Writing
- Investigation
- Client Interview
- Trial Assist*

*The Attorney of record must obtain prior permission from the appropriate Deputy Chief Counsel in order to bill for Associate Trial Assistance in Non-Murder assignments. See Chapter 5 of the [CPCS Assigned Counsel Manual](#).

- D.** Click the **Save** button to save the time entered for a service date or after editing a service date.
- E.** To delete one or more service dates from an Associate voucher, locate the service date in the list and click the **Delete** button in the column next to the date(s) that you want to delete.

Note:

*If there is only one service date reported for an Associate voucher, in order to delete it, you must delete the entire voucher. Please see **Section 4.1E** in this manual for further instructions.*

- F.** If you are not submitting the entered Associate voucher, click the **Close Voucher** button to return to the **Voucher Overview** page.

Submitting an Associate Voucher

- A.** To submit the displayed Associate voucher, click the **Submit** button.
- B.** If CPCS accepts your Associate voucher, the Ebill Voucher Confirmation page will display (see the image below). **Print this page** for your records before you click the **Close Voucher** button.
- C.** Click the **Close Voucher** button on the Ebill Voucher Confirmation page. Ebill will return to the **Voucher Overview** page.

Attorney ATTY, TEST

i Important: Print this for your records.

NAC #: **D88888881**

Client Name: **Test NAC**

Receipt Date: **09/21/16**

Vendor Code: **999999A**

[Return to Time Entry](#)

[Print](#)

Voucher Type: ASSOCIATE		VOUCHER SUMMARY			
Confirmation #: 11225954		Total: 280.00			
Last Name: <input type="text" value="Atty"/>	First Name: <input type="text" value="Test"/>	Hours on Voucher: 7			
BBO #: <input type="text" value="999999"/>	Rate: <input type="text" value="40.00"/>				
Close Voucher					
* for Trial Assistance: prior permission is required. Attach authorization letter.					
Service Date	Legal Research	Legal Writing	Investigation	Client Interview	Trial Assist *
03/02/2016	1.0	2.0			2.0
03/04/2016	2.0				
This form is for billing purposes only and is not a substitute for detailed contemporaneous time sheets, which I have maintained for my associate services. I certify that I have provided the services noted above and that I have received the amount billed:					
Associate Signature: _____					Date: _____
I certify that this associate has completed the work noted and that I have paid this associate the amount billed:					
Attorney Signature: _____					Date: _____

Important Note:

In order to receive payment for your voucher, immediately upon submission, mail the signed Voucher Confirmation page along with the Associate Attorney's contemporaneous time records. Both signatures, from you and the Associate Attorney, are required for further processing. The mailing address can be found on the [Private Counsel Billing](#) webpage on our website.

4.3 Entering/Submitting a Paralegal Voucher

Use the Paralegal Voucher page to enter one voucher for the reimbursement of paralegal services rendered by one paralegal. Please review CPCS billing policy for Paralegal expenses in the [CPCS Assigned Counsel Manual](#) before entering a voucher.

NAC #: **D8888881**
Client Name: **Test NAC**

Voucher Type: PARALEGAL		VOUCHER SUMMARY		
Last Name: <input type="text"/>		Total:		
First Name: <input type="text"/>		Hours on Voucher:		
BBO # or SSN (last 4): <input type="text"/>	Rate: <input type="text"/>			
<input type="button" value="Close Voucher"/>				
<input type="button" value="+ Add new record"/>				
Service Date	Legal Research	Investigation	Client Interview	Trial Assist
No records to display.				
<input type="button" value="Submit"/>				

Entering a Paralegal Voucher

- A. Enter the Paralegal's information in the top portion of the voucher (see the image above).
Note: A BBO # is preferred if the Paralegal is an Attorney.
- B. In the **Rate** field enter the hourly rate that you are requesting for reimbursement. This rate must not exceed the rate established by the CPCS Paralegal billing policy in the [CPCS Assigned Counsel Manual](#). If the entered rate exceeds the established rate, Ebill displays an error message.
- C. Enter the service dates rendered, in tenths of an hour increments, by selecting **Add new record**. When entering time for these service dates, round down the actual time worked to the nearest tenth of an hour. CPCS policy on billing in tenths of an hour increments can be found in the [CPCS Assigned Counsel Manual](#).
- D. Click the **Save** button to save the time entered for each service date or after editing a service date.
- E. To delete one or more entered service dates from a Paralegal voucher; locate the service date (s) in the list and click the **Delete** button in the column next to the date(s) that you want to delete.

Note:

*If there is only one service date reported for a Paralegal Voucher, in order to delete it, you must delete the entire voucher. Please see **Section 4.1E** in this manual for further instructions.*

- F. If you are not submitting the entered Paralegal voucher, click the **Close Voucher** button to return to the **Voucher Overview** page.

Submitting a Paralegal Voucher

- A. To submit the displayed Paralegal voucher, click the **Submit** button
- B. If CPCS accepts your Paralegal voucher, the Ebill Voucher Confirmation page is displayed (see the image below). **Print this page** for your records before you click the **Close Voucher** button.
- C. Click the **Close Voucher** button on the Ebill Voucher Confirmation page. Ebill will return to the **Voucher Overview** page.

Attorney ATTY, TEST



Important: Print this for your records.

NAC #: **D88888881**

Client Name: **Test NAC**

Receipt Date: **09/21/16**

Vendor Code: **999999A**

[Return to Time Entry](#)

[Print](#)

Voucher Type: PARALEGAL				VOUCHER SUMMARY	
Confirmation #: 11225956				Total: 63.00	
Last Name: <input type="text" value="test"/>		First Name: <input type="text" value="tester"/>		Hours on Voucher: 3.5	
BBO # or SSN (last 4): <input type="text" value="999999"/>		Rate: <input type="text" value="18.00"/>			
Close Voucher					
Service Date	Legal Research	Investigation	Client Interview	Trial Assist	
03/15/2016		1.0	1.0	1.5	
This form is for billing purposes only and is not a substitute for detailed contemporaneous time sheets, which I have maintained for my paralegal services. I certify that I have provided the services noted above and that I have received the amount billed:					
Paralegal Signature: _____ Date: _____					
I certify that this associate has completed the work noted and that I have paid this associate the amount billed:					
Attorney Signature: _____ Date: _____					

Important Note:

In order to receive payment for your voucher, immediately upon submission, mail the signed Voucher Confirmation page along with the Paralegal's contemporaneous time records. Both signatures, from you and the Paralegal, are required for further processing. The mailing address can be found on the [Private Counsel Billing](#) webpage on our website.

4.4 Entering/Submitting an Other Out-of-Pocket Expense Voucher

Use the Other voucher type option to enter a voucher for the reimbursement of out-of-pocket expenses for the displayed NAC, **only when you have paid directly for the product or service and have a receipt indicating payment in full or can provide proof of payment.**

Review the [CPCS Assigned Counsel Manual](#) for information on the Indigent Court Cost Fund. In order to receive payment for the expense you must **submit and mail** the voucher to CPCS. You are required to mail the signed Voucher Confirmation page along with proof of payment and other required documents pertaining to the expense. Proof of payment is **not required** for in-house postage and in-house photocopy expenses. However you **must** indicate on the Voucher Confirmation page that these types of expenses are in-house expenses. The mailing address can be found on the [Private Counsel Billing](#) webpage on our website.

Note: CPCS allows the submission of **one** Other out-of-pocket expense voucher per Type, per NAC, per Calendar Month, irrespective of when the expense was incurred.

Entering a Voucher for Other Out-of-Pocket Expenses

NAC #: C50529791
Client Name: Test, Tester
Total All Vouchers:

[Return to Time Entry](#)

Voucher Type: **OTHER**

[Close Voucher](#)

[+ Add new record](#)

Type	Other Type	Date of Service	Ending Date of Service	Units	Rate	Total
No records to display.						

[Submit](#)

VOUCHER SUMMARY
Total:

- Click the + button next to **Add new record** (see the image above).
- Select a service in the drop down list under the **Type** column. **Note:** You are only able to select and submit one service **Type** if you click on a service other than **Misc**.
- In the **Date of Service** field, enter the first date of service listed on the vendor's invoice. If the incurred expense was a product, enter the date of purchase from the receipt/invoice.
- In the **Ending Date of Service** field, enter the last date of service listed on the vendor's invoice. If the incurred expense was a product, then enter the date of purchase from the receipt/invoice.

- E. In the **Units** field, enter the total number of units billed from the vendor's invoice or from the sales receipt (**i.e.**, number of hours or number of items).
- F. In the **Rate** field enter the cost per unit.
- G. The **Total** field is automatically calculated by Ebill (Units x Rate) when you click the **Save** button next to the entry.
- H. If you wish to delete an entry, select the **Delete** button.

Entering a Voucher for Miscellaneous Expenses

NAC #: **D88888881**
 Client Name: **Test NAC**

Voucher Type: OTHER

+ Add new record

	Type	Other Type	Date of Service
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	Misc. <div style="border: 1px solid gray; padding: 2px; display: inline-block;">▼</div>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">▼</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> Telephone Postage Medical Records Clothing Fax Copies Travel Summons Transcripts Other </div>	<input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid gray;" type="button" value="📅"/>
No records to display.			

- A. Click the + button next to **Add new record** (see the image above).
- B. Select **Misc** in the drop down list under the **Type** column.
- C. Select a sub type in the drop down list under the **Other Type** column.
- D. In the **Date of Service** field enter the first date of service listed on the vendor's invoice. If the incurred expense was a product, then enter the date of purchase from the receipt/invoice.

- E.** In the **Ending Date of Service** field enter the last date of service listed on the vendor's invoice. If the incurred expense was a product, then enter the date of purchase from the receipt/invoice.
- F.** In the **Units** field enter the total number of units billed from the vendor's invoice or from the sales receipt (**i.e.**, number of hours or number of items).
- G.** In the **Rate** field enter the cost per unit.
- H.** The **Total** field is automatically calculated by Ebill (Units x Rate) when you click the **Save** button next to each entry.

Note: You can add multiple entries for **Other Types** of services on one voucher when **Misc** is selected as the **Type** (see the image below).

NAC #: **D88888881**
 Client Name: **Test NAC**
 New Voucher Type: ▼

Voucher Type: OTHER - MISC.				VOUCHER SUMMARY				
				Total: 1,279.50				
<input type="button" value="Close Voucher"/>								
<input type="button" value="+ Add new record"/>								
		Type	Other Type	Date of Service	Ending Date of Service	Units	Rate	Total
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Misc.	Medical Records	9/8/2016	9/9/2016	1.00	5.00	5.00
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Misc.	Transcripts	3/15/2016	4/11/2016	50.00	25.00	1250.00
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Misc.	Postage	6/13/2016	6/13/2016	50.00	0.49	24.50
<input type="button" value="Submit"/>								

Submitting an Other Out-of-Pocket Expense Voucher

- A. Click the **Submit** button.
- B. If CPCS accepts your voucher, the Ebill Voucher Confirmation page is displayed (see the image below). **Print this Page** for your records before you click the **Close Voucher** button.
- C. Click the **Close Voucher** button. Ebill returns to the **Voucher Overview** screen.

Voucher Type: OTHER				VOUCHER SUMMARY		
Confirmation #: 10949331				Total: 5.00		
<input type="button" value="Close Voucher"/>				For CPCS use only		
				Req No:		P.V. No:
Type	Other Type	Date of Service	Ending Date of Service	Units	Rate	Total
Transcription		3/1/2016	3/2/2016	1.00	5.00	5.00
Signature: _____				Date: _____		

Important Note:

- *Other Out-of-Pocket expense vouchers that total **\$50 or less** do not need to be mailed to CPCS for payment consideration. However, they should be printed, signed and maintained in the case file with receipts and/or proof of payment.*
- *Other Out-of-Pocket expense vouchers that total **more than \$50**, must be printed, signed and mailed to CPCS with receipts and/or proof of payment attached in order to be considered for payment. A copy should be retained for your records. The mailing address can be found on the [Private Counsel Billing](#) webpage on our website.*

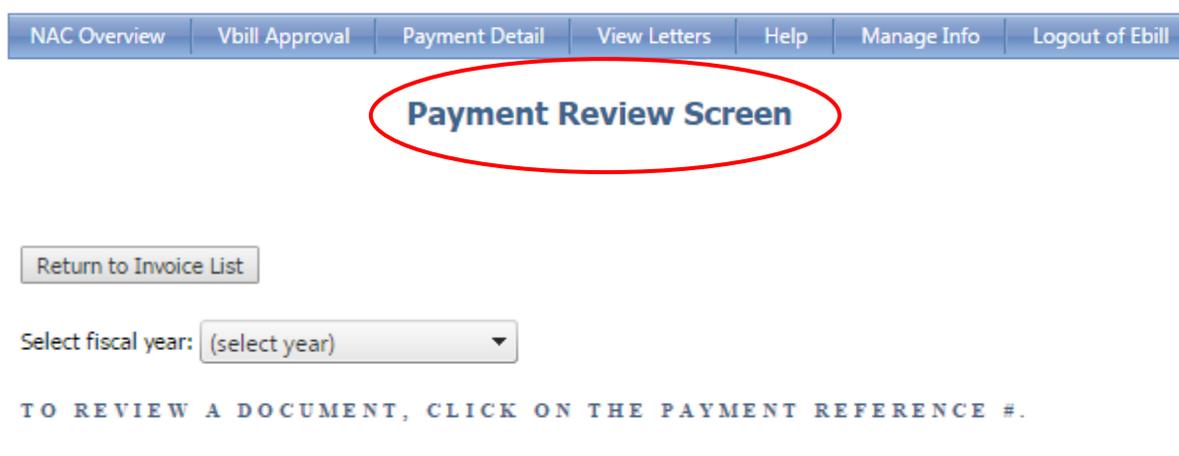
Section 5 – Ebill 2.0 Payment Review/Detail

CPCS transmits processed Legal Service bills to the State Comptroller for payment in accordance with the CPCS Attorney payment schedule policy in the [CPCS Assigned Counsel Manual](#).

CPCS also transmits, weekly, processed Other Out-of-Pocket expenses to the State Comptroller for payment.

To assist you and CPCS in researching unpaid bills, it is recommended that you periodically review the Payment Review/Detail Page in Ebill (see the image below).

Please review the training webinar, [How to View Payment Details](#) in Ebill 2.0, which can be found on our website.



Prior to the payment transmission to the State Comptroller, all processed Legal Service bills and vouchers are batched together and a Payment Reference record is created (separate Payment Reference records are created for Legal Service bills and Vouchers) and assigned a unique **Payment Reference Number**.

The payment amount of each batched bill/voucher is added together and that total is the payment total for the Payment Reference record. The newly created Payment Reference Record is then sent to the State Comptroller for payment processing and is available for review under the **Payment Detail** menu.

The Comptroller is not aware of the bills that make up the detail of the Payment Reference Record. This detail is provided by Ebill on the Payment Detail page. The **Payment Reference Number** is printed on the stub portion of the check issued by the State Treasurer. For those Attorneys who receive payments by direct deposit, the **Payment Reference Number** is included in the Electronic Fund Transfer (EFT).

How to review the Payment Detail for a Payment Reference Record

- A. Select **Payment Detail** in the main menu at the top of the screen
- B. Select the desired **fiscal year** of payment in the drop down menu. **Note:** *The State's fiscal year begins July 1 and ends June 30. (The fiscal year of payment for a bill paid on July 1, 2015 is 2016.)*

Return to Invoice List

Select fiscal year: (select year) ▼

TO REVIEW A DOCUMENT, CLICK ON THE PAYMENT REFERENCE #.

Payment Reference #	Submittal Date	Payment Type
No records to display.		

- C. Ebill displays a list of all **Payment Reference Numbers** that were created for you during the selected **fiscal year**.

Return to Invoice List

Select fiscal year: 2015 ▼

TO REVIEW A DOCUMENT, CLICK ON THE PAYMENT REFERENCE #.

Payment Reference #	\$ Amount	Submittal Date	Payment Type
2015009BUD	\$1,000.00	01/08/2015	LEGAL SERVICE
2015018PUL	\$1,105.00	01/23/2015	LEGAL SERVICE
2015020BUP	\$1,205.00	03/09/2015	LEGAL SERVICE
2015023DUK	\$225.00	03/23/2015	LEGAL SERVICE
2015033DTP	\$380.00	04/07/2015	LEGAL SERVICE

- D. To review the payment detail of any payment record, click on the **Payment Reference Number** link.
- E. Ebill displays the payment detail page for the selected payment reference number (see the image below).

Note: The payment detail page displays all of the Legal Service bills or vouchers that make up the Payment Reference Record. To identify each bill, Ebill provides the NAC number, client name, dollar amount of the bill; the beginning and ending date of service, and the confirmation number (see the image below).

[Return To Previous Page](#)
Payment Reference **2015009BUD** Date submitted for payment: **01/08/2015** Payment Reference Amount: **\$1,000.00**

NAC #	Client Name	\$ Amount	Beginning Date Of Service	Ending Date Of Service	Confirmation Number	System
D12123388	Smith, Dan	\$1,000.00	11/20/2014	12/4/2014	10320226	EBILL

F. After reviewing the payment detail, click the **Return to Previous Page** button. Ebill will return to the **Payment Review** page.

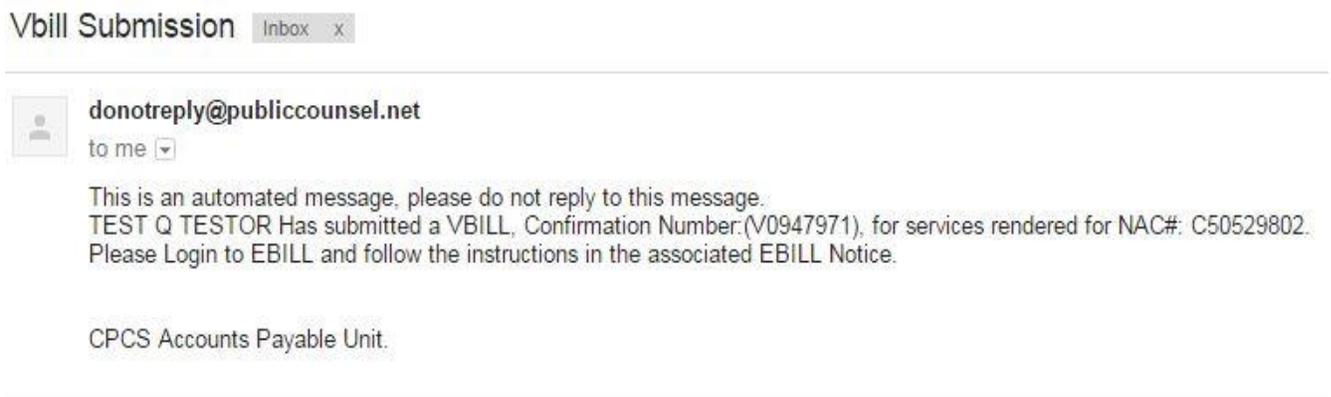
Section 6 – Certify a Vendor Invoice (Vbill)

Vendors submit their invoices using Vbill, the CPCS billing system for Non-Attorney Vendors (e.g., Experts).

Vbill allows the Vendor to enter their invoices on-line, and track the invoice through the entire billing process; from submittal, through Attorney certification, to payment disbursement.

Through Vbill, rather than signing off on the Vendor's payment invoice form, the Attorney is able to view a computer image of the invoice and then certify or reject it by clicking the corresponding buttons.

When your vendor submits an invoice through the Vbill system, you will receive a notification email (similar to the one depicted below) notifying you that you must review and certify their invoice.



Reviewing and Certifying Your Vendor's Vbill

- A.** Log into Ebill and open the related Ebill notice to review. Mark the notice as **Read** so that you can proceed to the **Vbill Approval** menu option.
- B.** Under the **Vbill Approval** menu in Ebill, you will see all of the Vbills that are pending Attorney review and certification. Click the confirmation number (it begins with a V) that matches the number in the email, listed under the **Vbill Number** column (see the image below).

NAC Overview Vbill Approval Payment Detail View Letters Help Manage Info Logout of Ebill

Vbills Needing Approval For ATTY, TEST

Below is a list of Vbills waiting for your review:

Vbill Number	Client Name	Vendor Name	\$ Amount
V0947971	LOBLAW, BOB	TEST TESTOR	50

- C. The Vbill is now displayed and ready for review and certification (see Attorney certification requirements in the [CPCS Assigned Counsel Manual](#)).

AFTER REVIEWING THE VOUCHER FOR ACCURACY, SCROLL DOWN TO THE BOTTOM OF THE VBILL REVIEW FORM AND CLICK THE SUBMIT BUTTON TO CONTINUE THE SUBMISSION PROCESS OR THE CANCEL BUTTON TO STOP THE SUBMISSION PROCESS FOR THIS VOUCHER.

You may want to print this page for your records.

Vendor Name: TESTOR, TEST Q JR	Date Submitted: 03/07/2016
Vbill ID: V0947971	Date Paperwork Received:
Invoice Number: opoplll	Fiscal Year: 2016
Client Name: LOBLAW, BOB	Submitted Amount: 50.00
Service Type: Private Investigation	Amount Paid:
	Total Hours Billed: 1.00
Court: Cpcs Appointments Superior Court	Current Status: Pending Attorney Signature
NAC Number: C50529802	Current Status Instructions:
Attorney Name: ATTY, TEST	
Vendor Code: 2043389	

Invoice Details

Employee Name: EINSTEIN, JACK A.
Rate: 50.00

Totals:	
Services \$:	50.00
Travel \$:	0.00
Expense \$:	0.00
Detail Total:	50.00

Services

Date	Activity Type	Hours	Amount	Note
3/1/2016	Client Interview	1	\$50.00	

Type of case: (select type of case) ▼

Notes:

At the bottom of the Vbill page (see the image above), select the **Type of case** in the drop down list. Depending on the **Type of case** selected, you may have to select a sub-type of case in a second drop down list that will appear after you make your first selection.

Review the displayed Vbill; if you agree with all services submitted, click on the **Accept** button and then the **OK** button in the final pop-up window. The invoice is now certified by you and the Vendor will receive a Vbill notice.

If you wish to dispute all or part of the invoice, you have **two options**: **Reject Permanently** or **Reject for Modification**.

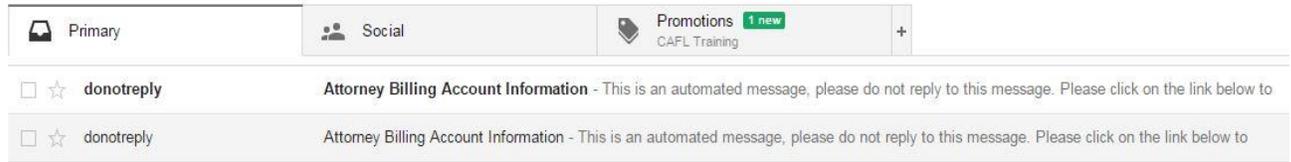
- A. To reject a Vbill (the vendor will not be paid for these services):
 - i) Provide an explanation in the **Notes** field.
 - ii) Click the **Reject Permanently** button.
 - iii) The invoice is now rejected.
- B. To dispute a Vbill in-part:
 - i) Provide an explanation in the **Notes** field.
 - ii) Click the **Reject for Modification** button.
 - iii) The invoice is now rejected pending the Vendor's modifications.
- C. When the vendor complies with your requested modification and re-submits the Vbill, you will receive an Ebill notice requesting your certification.
- D. Once you have certified their invoice, the Vendor is able to resubmit it to CPCS for review and payment.

Note:

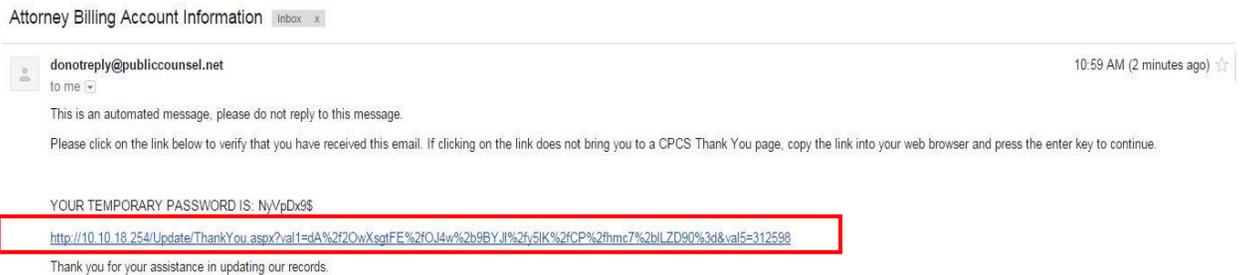
If you or the Vendor has any questions regarding the Vendor payment process, please email vendorbills@publiccounsel.net.

Appendix A – Account Setup/Initial Login

You are provided with a temporary password to setup your initial login. A temporary password is sent from donotreply@publiccounsel.net to your email address on file (see the image below).



1. Click on the link in the email, from donotreply@publiccounsel.net, to verify your email address.



2. You will receive a confirmation that you have successfully transmitted your email address.



You have successfully transmitted your e-mail address and your account has been updated. Thank you for your assistance.

If you are not redirected in 5 seconds

[Click here](#)

3. Enter your email address in the **Login ID** field.

Please enter your Login ID.

Login ID:

Save my Login ID

[Where do I enter my password?](#)

4. Enter your temporary password into the "Password" field.

Please enter your temporary password.

CPCS Ebill Password:
(case sensitive)

5. Select your Passkey. This should be an image that you recognize each time you enter your login information.

Please select a PassKey

[What is a PassKey?](#)



6. You need to provide a description for your Passkey, as well as select three security questions for your Ebill account. You will then have to confirm your selections after you select the **Submit** button.



Ebill PassKey Information

Below is your current PassKey information. Contact CPCS immediately if this information does not match your selected values.

Your PassKey:



[Change PassKey](#)

Enter a word or phrase to describe the PassKey image. (20 characters max.)

PLEASE UPDATE ALL VALUES.

Challenge Question 1:

Your answer:

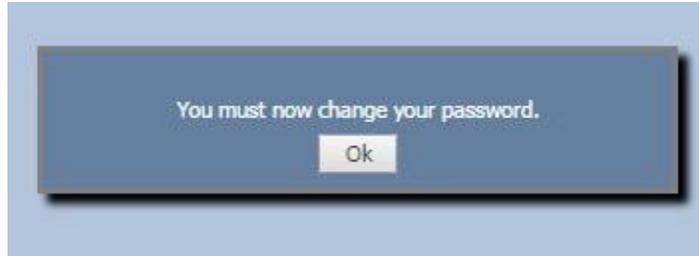
Challenge Question 2:

Your answer:

Challenge Question 3:

Your answer:

7. You now have to change your temporary password so that you can establish a permanent password.



Enter old password: <input type="password" value="*****"/>	What makes a password strong?
Enter new password: <input type="password"/>	
Confirm new password: <input type="password"/>	
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

8. You now have full access to your Ebill 2.0 account.

Glossary of Terms

Access Agreement Form: A hard-copy agreement signed by a potential user that allows access to a particular program after the user agrees to the terms and conditions of use that are specified in the agreement

Confirmation Number: when you submit your bill you will receive a confirmation number 8 digits long. Please remember to include that number on any correspondence about regarding the bill.

Cookies: are small files which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular client and website

CPCS: Committee for Public Counsel Services

Ebill Letters/Notices: the primary method of communication from CPCS to the vendors. These notices are posted in the billing program.

EFT: An electronic funds transfer that allows financial institutions to transfer money from the state's bank account to your bank account electronically, eliminating the use of paper checks.

EST: Submitted bills are processed in Eastern Standard Time

ISP: Internet Service Provider

Java Script: A popular programming language that is widely used in Web browsers and other Web tools.

Login ID: the unique ID that you use in conjunction with your PassKey to log into a secure program. The purpose of the Login ID is to identify you and distinguish you from other users.

NAC: Notice of Assignment of Counsel (NAC) Number. This number identifies, for CPCS billing purposes, a case where the client is found indigent by the court and the attorney is compensated for their legal services by CPCS. NACs contain a letter ("D" or "C") and 8 digits; assignments that begin with the letter "D" will automatically populate your Ebill case list. The "C" assignments need to be entered manually when you begin your bill. If, after a few days, your Ebill status is still pending, please send us a copy of the NAC so we can add it to our file. Please note that a court's "Notice of Appointment" is not a substitute for a NAC.

PassKey: Answers, images and descriptions provided/selected by the user to provide secure access to their account.

Payment Reference Number: All Ebills that are ready to be paid on the specified pay date are combined into one payment with one Payment Reference Number, also known as the Consolidated Log Number. You can access the detail for the payment by clicking on the number.

RFP: Request for Payment. This is another term for an Ebill.

Section 116: Specifically the statutory End of Year billing deadlines contained in s.116 of the FY 2012 budget which amended c. 211D s.12. For information regarding these deadlines please see our Assigned Counsel Manual regarding policies and procedures governing billing and compensation of late bills.

Web Browser: Computer software used to access the Internet. When using Ebill2 please use Mozilla Firefox, Google Chrome or Safari as your browser.

WIP: Work in Progress - Work that has been entered in the system but not yet submitted for payment.

Vouchers: While bills for legal services are called Ebills, bills for reimbursement of associate, paralegal and other miscellaneous expenses are submitted to Ebill via Vouchers. Unlike Ebills, once submitted, Vouchers must be printed, signed and mailed to CPCS with all required documentation attached. For further information please see the Ebill2 manual regarding adding a voucher.

Vbill: CPCS billing system for non-attorney vendors, such as Private Investigators and Experts. Ebill2 now allows an attorney to certify (or reject) a Vbill from within the Ebill program. For further information please see the Ebill2 manual regarding certifying a vendor's invoice.