



Electronic Budgeting Application

QUICK REFERENCE GUIDE

EBA Website

CREATE YOUR ACCOUNT

1. Click on Request Access
2. Complete Access Request Page
3. Click Email Link
4. Reset Password
5. Log In to Account

PROTECT YOUR ACCOUNT

1. Click on My Account
2. Create Three Security Questions and Answers
3. Change Your Password Every 180 Days
4. Keep Your Contact Information Up to Date

LOST PASSWORD

1. Click on "Forgot your password?"
2. Enter Your Account Email Address
3. Click Email Link
4. Reset Password
5. Log In to Account

CREATE AND SUBMIT A BUDGET

Step 1 – General Case Information

→ Provide Detailed Budget, Case, Defendant and Counsel Information

Step 2 – Budget Justification

→ Provide Client Distance, Mental/Physical Health Issues and Interim Payments Information

Step 3 – Discovery

→ Provide Discovery Size, Type, Tools, Coordinators Used, Pretrial, Case Management and Discovery Issues Information

Step 4 – Attorney Hours

→ Provide Attorney Hours Estimates and Justification Information for High Hours Categories

Step 5 – Service Providers and Experts

→ Provide Service Provider Types, Names, Hours and Justification Information

Step 6 – Miscellaneous Expenses

→ Provide Expense Type, Amount and Justification Information

Step 7 – Travel Authorizations

→ Provide Traveler Names, Destinations, Number of Trips, Method of Travel and Purpose of Travel Information

Step 8 – Budget Submission

→ Review Budget, Make Final Revisions, Save Budget, Submit Budget, Download A Copy