



# 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