**Video 1: Introduction to CBS**

**Slide 1:** **Introduction to the Collections and Billing System (CBS)**

**Slide 2**: Welcome to the NTC Knowledge Resource Center (KRC). This training resource is for printing billing data, receipting payments to LRAM bills and other functions in CBS. My name is Virginia Pherigo. I’ve been involved in billing and collections for the BLM since 1986 and worked in the development, deployment (1999) and training of CBS since 1994.

**Slide 3**: The BLM has the responsibility to collect cost recovery and fair market value for use of Public Lands administered by the BLM. To meet that responsibility, the BLM developed CBS to receipt payment for rent, megawatt (MW) capacity fees, cost recovery, barrel fees and all other revenue collected by the BLM.

**Slide 4**: The purpose of this video series is to provide users with an overview of the CBS and demonstrations of specific CBS functions that are required to print LRAM generated billing data and receipt payment.

**Slide 5**: In this first video segment, I will explain why CBS is important, identify the systems that interface with CBS and explain how to get permission and access to CBS. All other videos in this series will focus on how to perform specific functions in the CBS.

**Slide 6: What is CBS?**

CBS is the BLM’s system of record for revenue collected by BLM. CBS has two user servers - Production and Training. Production is the “live” system – Training is available for user training either in a classroom setting or for individual use.

**Slide 7: What BLM Systems Interface to CBS?**

CBS interfaces with LRAM and LR2000. CBS sends the corresponding “CBS Bill #” and payment data to LRAM and sends specific payment data to LR2000.

**Slide 8: How Do I Request Access to CBS?**

Request access to CBS using Form 1264.14.

Use this link, cbs.blm.gov, to access the 1264-14

Complete and submit the form by email to your CBS State Lead who will review and submit to the CBS Customer Service staff at the National Operation Center (NOC).

(Recommendation: Contact your CBS State Lead if you need help accessing the form and/or determining CBS roles.)

Users will be given access to Production and Training.

**Slide 9: How Do I Access CBS?**

To access CBS, you must use the Internet Explorer (IE) browser.

**Slide 10:** If you will remember, the purpose of this first video was to provide you with an overview of the CBS.

**Slide 11:** Specifically, you were first provided information on what is CBS. Remember, the CBS is the BLM’s system of record for revenue collected by the BLM. Next, you learned how to request permission to use CBS and that you must use the IE browser to access CBS.

Now that you know the purpose and importance of CBS to LRAM, I’ll show you how to print bills and bill summaries in CBS.