

Getting Ready for Online Statistical Reporting

Creating an NCID Account

NCID

- If you already have NCID credentials, you are ready to go – no further action is needed
- If you are new you will need to set up an NCID
- If you forgot your NCID login from last year, you will need to contact [NCID Help Desk](#). Main Street Staff do not handle NCID login issues
- The statistical data is tied to the town, not the person – consistent tracking is obtained regardless of staff turnover

Obtain Your NCID Credentials:

1. Go to the NCID registration page at ncid.nc.gov/ncidsspr/. You should see the page to the right.

Secure | <https://ncidp.nc.gov/ncidsspr/>

North Carolina Identity Management (NCID)

New User Registration

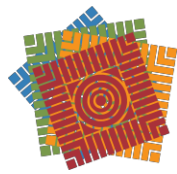
Please indicate your user type from one of the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

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2. Select the registration category “**Business**”. Do not select the category “Local Government Employee”, as this is for specific agencies, and does not allow self-registration. Do not select the category “Individual” as this registration will not provide adequate information required for by the Main Street reporting system. Use of the category “Business” is allowed for this reporting system, and provides the information required.
3. Once you click on the “Business” category button, you will be directed to the registration page. Complete and submit the requested information, which includes the user ID and password that you would like to use. We suggest a personal user id – such as john~~doe~~, etc. **WRITE DOWN AND REMEMBER YOUR USER ID AND YOUR PASSWORD.** You will need this to log in year-after-year, so it is very important that you remember it, or you will have to get a new password. The system is within State government, but external to Commerce, therefore we will not be able to reset it for you. You will have to go back into NCID and request it be reset.



North Carolina MAIN STREET

4. NCID will send you an email containing a “Complete Registration” button. **You must take the following steps to complete registration before your User ID and password can be used.**
 - Click on the “Complete Registration” button and you should be directed back to an NCID page.
 - On the NCID page, click on the box that verifies you are not a robot.
 - Follow any additional instructions, if present, and you should be taken to a page where you will select five security questions and answers.
 - Once you have selected your five questions and answers, click on the “Save” button that will appear, then follow any remaining instructions (there may not be any). At this point, your NCID page should indicate that your registration is complete.
 - Now, follow step 4 below and confirm that your NCID user-ID and password are active.

5. Once you have registered your NCID username and password, you can verify that it is active by going to the NCID sign-in page and signing in again. You can reach the page as shown below at ncid.nc.gov.

North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID [Forgot your user ID?](#)

Password [Forgot your Password/Security Answer?](#)

REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service.

To register for a new NCID account click here: [Registered](#)

This is a government computer system and is the property of the State of North Carolina. This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from the system may subject the individual to administrative disciplinary actions, criminal and civil penalties, users have no expectation of privacy. This system and equipment are subject to monitoring to ensure proper performance of essential security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in the system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. AND THIS USER HAS EXPRESSLY CONSENTED TO SUCH MONITORING.

[North Carolina www.nc.gov](#) [Privacy and Other Policies](#) [Contact Us](#)

6. Once you have confirmed your NCID credentials, the process for establishing credentials is complete.

Questions and Help:

- 919-754-6000
- 1-800-722-3946
- [Help Desk Page](#)
- [Email](#)
- [Video Instruction Tutorial](#)