North Carolina
MAIN STREET

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.

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 johndoe, 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.

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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](http://ncid.nc.gov).

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](http://ncid.nc.gov)
- [Email](http://ncid.nc.gov)
- [Video Instruction Tutorial](http://ncid.nc.gov)

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