NCID Instructions

Individual NCIDs are required to apply for Phase 1 of the NC VW Settlement Programs and will be required to submit and manage applications in the Division of Air Quality-Grant Management System (DAQ-GMS) beginning with Phase 2.

To use the different applications, applicants must create and maintain an Individual NCID (at no charge). This is a secure username and password the applicant will use to access their account. After creating your username and password, keep it in a secure place to refer to when submitting a Phase 1 application or to access the DAQ-GMS for Phase 2.

Note: A person may already have a business NCID for other NC portals, but she or he must use an individual NCID account when submitting applications in Phase 1 or accessing the DEQ-GMS to submit or manage applications for Phase 2.

Contact NC ITS Service Desk if you need assistance:
Phone: 919-754-6000 or
Toll Free 1-800-722-3946
Email: its.incidents@nc.gov

Creating Your NCID Username and Password

1. In a web browser, such as Internet Explorer, go to North Carolina Identity Management (NCID) website at https://ncid.nc.gov.

2. In the NCID log in box, click on the word, Register!.

![NCID Login Screen]

Privacy and Other Policies Contact Us

WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.
3. On the New User Registration page, click on, **Individual**.
4. You will be taken to the below screen:

5. Create an Individual NCID account by completing all the required fields, including:
   - Requested user ID (Suggested user name should include the following: first initial and last name e.g. jsmith)
   - Name
   - Email address (This email address should be one that is checked on a regular basis.)
   - Password (Keep your username and password!! These are used to enter the applications on the NCDEQ Grant Management System website!)
   - Check the CAPTCHA I’m Not a Robot box. You may be asked to check all the squares with street signs, bridges or other. Follow these instructions.
6. The next page you will see asks you to enter in the field a six-digit code. This six-digit code will be in an email sent to the email address you entered on the registration page.

The email will be from New NCID User Registration ncid.notifications@nc.gov

First Name Last Name,

Thank you for requesting a North Carolina Identity Management (NCID) account. To continue with your account registration please do one of the following to activate your account, answer password recovery questions and complete the request.

1. Copy and paste this six-digit code below into your registration form: ###### (numbers will be here)
   Or
2. CLICK HERE

If you did not request this new account, you do not need to take any action.

Regards,
NCID User Registration Team

If you do not receive an email use the following link for assistance, https://it.nc.gov/ncid-help.

Once you enter your number, click Check Code. You will get the following message:
9. Read the items on this page. Once you click **Continue**, the following page will appear:

![Image of security questions and answers]

10. On this page, you will provide answers to questions that will verify your identity. You choose five questions you want to answer. Click **Save Answers**.

![Image of confirmation page]

Thank you. Your security questions and answers have been successfully saved. If you ever forget your password or lock your account, you can reset your password or unlock your account by answering your security questions.

**Continue**
11. Click **Continue**.

This completes your NCID registration.