

NCID Instructions

Individual NCIDs are required to apply for Diesel Emissions Reduction Act (DERA) or Volkswagen Settlement Grants and will be required to submit and manage applications and submit claims in the Division of Air Quality's Grant Management System (GMS).

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 an application.

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 or managing applications in the GMS. If you already have an individual or government NCID there is no need to create a new NCID.

Contact NC ITS Service Desk if you need assistance:

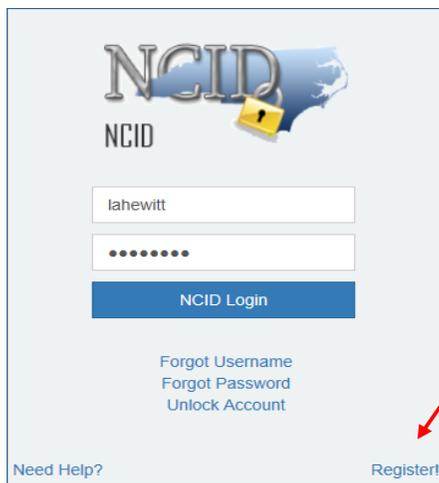
Phone: 919-754-6000 or

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!**.



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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**.



North Carolina Identity Management



New User Registration

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

- | | |
|---|---|
| <input checked="" type="radio"/> Individual | Request access to the State of North Carolina services as an individual or citizen. |
| <input type="radio"/> Business | Request access to the State of North Carolina services on the behalf of a business. |
| <input type="radio"/> State Employee | Currently employed or assigned to work for an agency within the State of North Carolina government. |
| <input type="radio"/> 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.

North Carolina
www.nc.gov

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4. You will be taken to the below screen:

New User Registration
Self Service Password Reset

To create your account, NCID will email you a code. You will need this code once you complete the form below and click the "Continue" button.

Requested UserID*

Prefix (Optional)

First Name*

Middle Initial (Optional)

Last Name*

Suffix (Optional)

Email Address*

Confirm Email Address*

Mobile Number (Optional)

New Password*

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Can be changed no more often than once every 3 days.
- Must have at least 4 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)
 - Other language characters not listed above
- New password may not have been used previously.

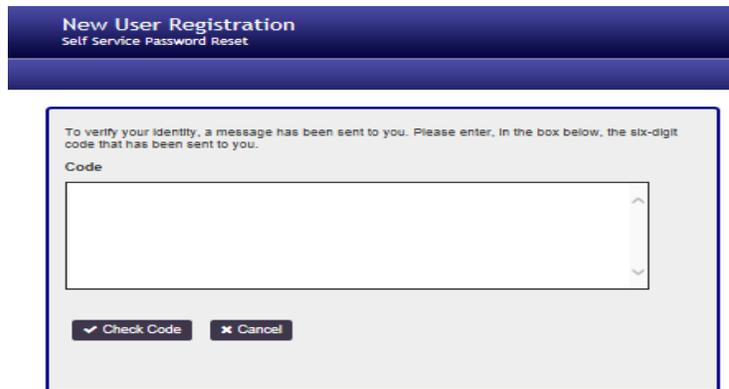
I'm not a robot 
reCAPTCHA
Privacy - Terms

Follow these guidelines for password criteria

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 GMS 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:



North Carolina Identity Management

Your new NCID account has been created. Please click on the continue button to complete the security questions and answers to activate your account. You will be redirected to the NCID login page (<https://ncidp.nc.gov/IDM>).

1. You will need to login with your new NCID account name and password
2. Select 5 different security questions and answers
3. Click on the "Save Answers" button to save your security questions and answers
4. You will be able to review the questions selected. You can change them or select "No Change"
5. At this point your account is active and you are logged out of NCID.

▶▶ Continue

9. Read the items on this page. Once you click **Continue**, the following page will appear:

If you forget your password or lock your account, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password or lock your account. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

⊙

— Please select a question item from the list —

⊙

— Please select a question item from the list —

⊙

— Please select a question item from the list —

⊙

— Please select a question item from the list —

⊙

▶▶ Save 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**.



Success

Self Service Password Reset

Ltest

North Carolina Identity Management

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**.



NCID
NCID

NCID Logout

You have successfully logged out of NCID. **Please close your browser** to prevent any possible unauthorized access to your account.

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This completes your NCID registration.