

Instructions

Organization Name - The name of your organization (county or municipality).

Primary Contact Information - Enter the name of the person that the NCID team may contact with questions about your organization. Please enter a name, phone number and email address for the contact listed.

Division/Department - Please list all the divisions/departments associated with your organization. This will be the list the system selects from when a user registers as a member of your organization. Local government employees must select a division/department from the list presented to complete the registration or migration process.

Section - Sections are optional. If a section is required for a single division/department it should be identified on the form. The sections listed will be associated to the division/department listed next to it. You may have some division/departments with sections and some without sections for your organization. If you indicate one or more sections for a division/department then any user registering for the division/department will be presented a list of the sections to choose from. **NOTE:** Your organization can have divisions/departments with and without sections!

Example:

County Name	Smith	
Primary Contact	Joe Doe	
Primary Contact Email	Joe.Doe@ncmail.net	
Primary Contact Phone	919-555-1155	
	Division/Department	Section (optional)
	Department of Investigations	Internal External Top Secret
	County Commissioners	
	Fiscal Services	Payables Receivables Other