

How to Register for a NCID

Individual NCIDs are required to apply for Division of Air Quality Grant Programs and are required to submit and manage applications in the Division of Air Quality-Grant Management System (DAQ-GMS).

To use the submit applications and claim reimbursement requests in the DAQ-GMS, 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, this will be used to request access the DAQ-GMS.

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

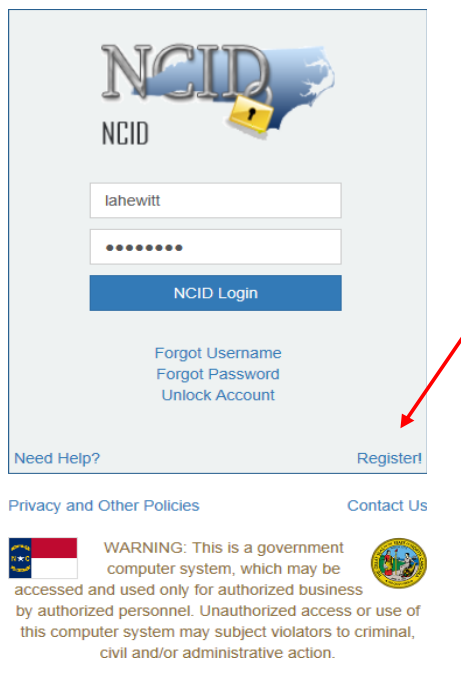
Phone: 919-754-6000 or

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!**



The screenshot shows the NCID login interface. At the top, there is a logo with the text 'NCID' and 'NCID' below it, accompanied by a map of North Carolina and a padlock icon. Below the logo are two input fields: the first contains the username 'lahewitt' and the second contains a masked password '.....'. A blue button labeled 'NCID Login' is positioned below the password field. Underneath the login button are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. At the bottom left of the login box is a link for 'Need Help?' and at the bottom right is a link for 'Register!'. A red arrow points from the right side of the page towards the 'Register!' link. Below the login box, there are two links: 'Privacy and Other Policies' and 'Contact Us'. At the bottom of the page, there is a warning message: '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.' To the left of the warning is a small red and white icon, and to the right is the official seal of the State of North Carolina.

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:

- | | |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| 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.



[Privacy and Other Policies](#)

[Contact Us](#)

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

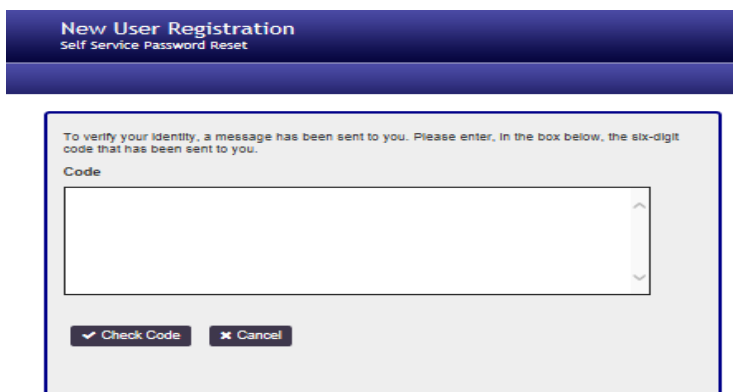
Follow these guidelines

5. Create an Individual NCID account by completing all the required fields, including:

- Requested user ID (Usernames must include the following: first name initial, middle name initial(optional) and last name (a number may be required if the

NCID is already taken) e.g. for James B. Smith the NCID could be – jbsmith or jsmith or jbsmith12). **NCIDs created using an organization or company name will not be accepted as an NCID for the access to the DAQ Grants Management System and the access request will be denied.**

- 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.

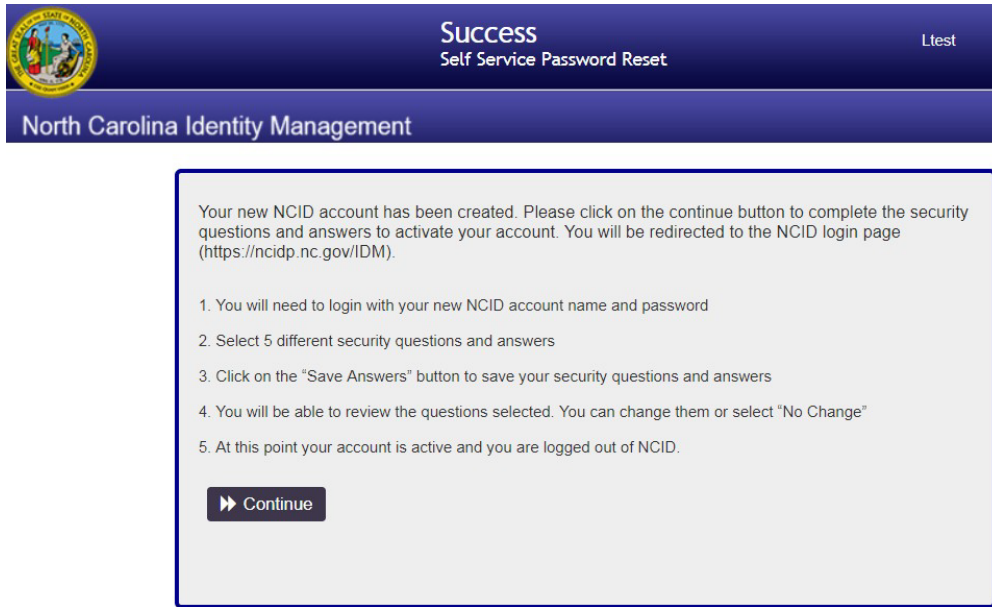
1. Copy and paste this six-digit code below into your registration form: ##### (numbers will be here)
- Or
2. [CLICK HERE](#)

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

Regards,
NCID User Registration Team

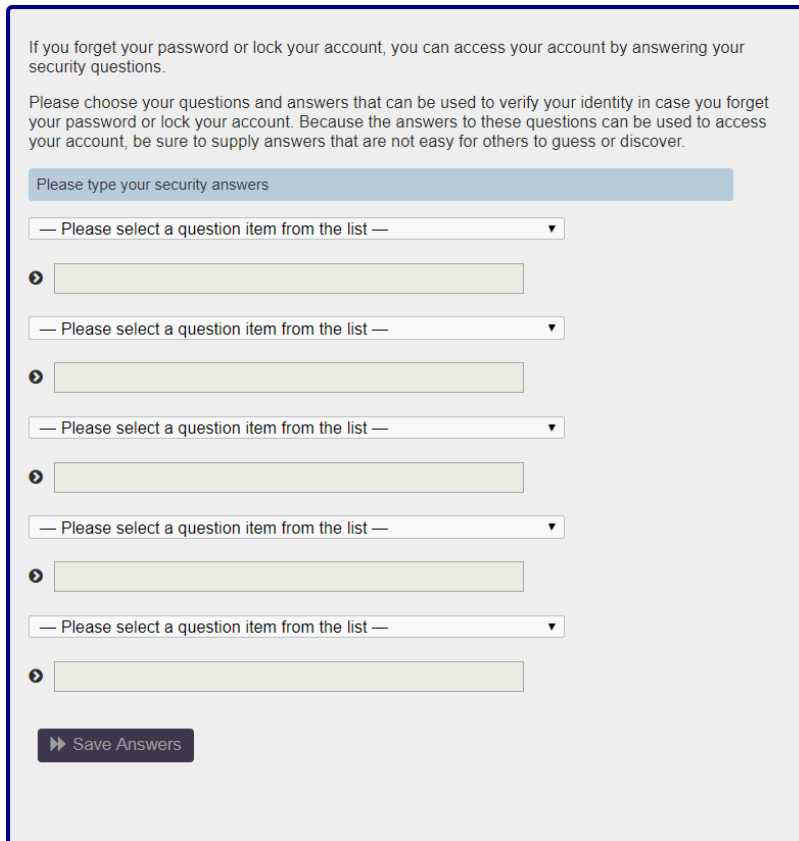
If you do not receive an email, use the following link for assistance, <https://it.nc.gov/ncid-help>.

Once you enter your number, click **Check Code**. You will get the following message:



The image shows a success message from the North Carolina Identity Management system. At the top left is the state seal of North Carolina. The header text reads "Success" and "Self Service Password Reset", with a "Logout" link on the right. Below the header, the text states: "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)." A numbered list of five steps follows: 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. At the bottom of the message box is a "Continue" button with a right-pointing arrow.

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



The image shows a form for selecting security questions. It begins with the text: "If you forget your password or lock your account, you can access your account by answering your security questions." This is followed by a paragraph: "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." Below this is a light blue header that says "Please type your security answers". The form contains five identical rows. Each row starts with a dropdown menu containing the text "Please select a question item from the list". To the right of each dropdown is a light-colored text input field. At the bottom of the form is a "Save Answers" button with a right-pointing arrow.

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**.

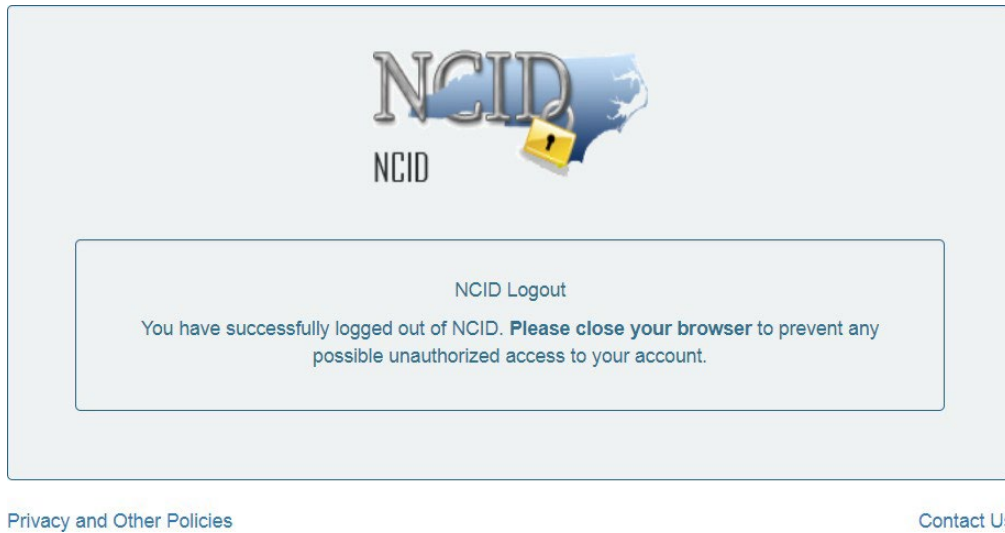


The banner features the North Carolina state seal on the left. The text reads "Success" in a large font, followed by "Self Service Password Reset" in a smaller font. A "Ltest" link is visible in the top right corner. Below the banner, the text "North Carolina Identity Management" is displayed.

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**.



The screen displays the NCID logo, which includes the letters "NCID" in a stylized font with a map of North Carolina and a yellow padlock icon. Below the logo, the text "NCID Logout" is centered. A message box contains the text: "You have successfully logged out of NCID. **Please close your browser** to prevent any possible unauthorized access to your account." At the bottom of the screen, there are two links: "Privacy and Other Policies" on the left and "Contact Us" on the right.

This completes your NCID registration.

NCID passwords expire every ninety days. The system will send you a reminder to change your password prior to the password expiring.