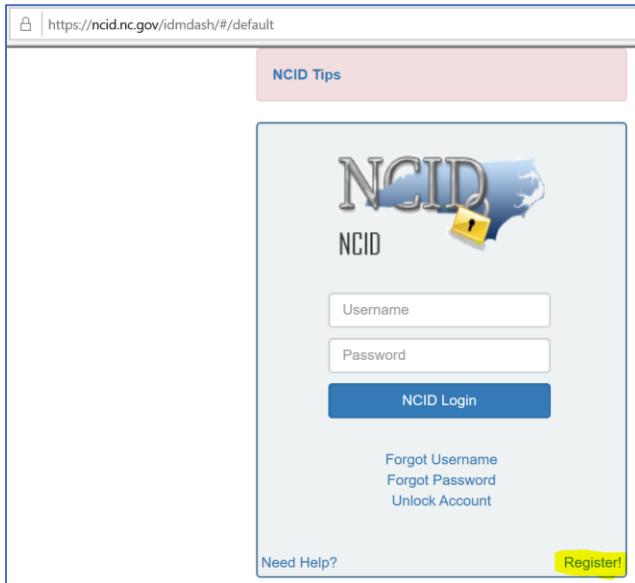


## DIRECTIONS TO CREATE A PRODUCTION NCID ACCOUNT

**NOTE:** If you already have a NCID, **STOP** and just complete the ***CAAA-ARMSReq-Fillablev3.pdf***

If you **don't** have NCID, please continue to read the directions below for setting up a NCID account.

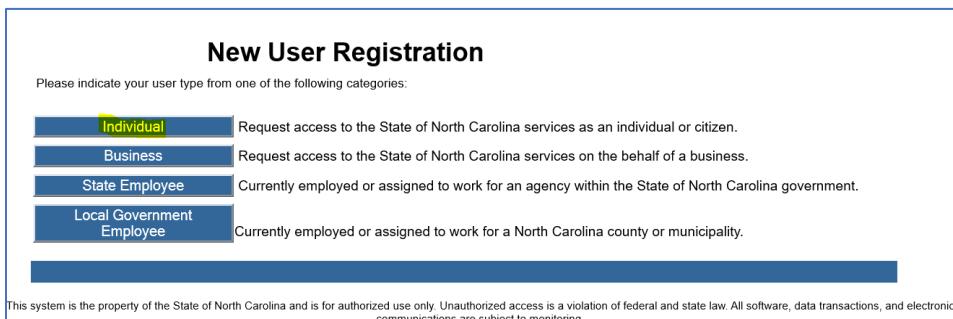
- 1). To obtain a NCID account, open your web browser and type: <https://ncid.nc.gov>



The screenshot shows the NCID login interface. It includes a logo with the letters 'NCID' and a small padlock icon. Below the logo are two input fields for 'Username' and 'Password', followed by a blue 'NCID Login' button. Underneath these fields are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. At the bottom of the login area are two buttons: 'Need Help?' and 'Register!', with 'Register!' being highlighted with a yellow box.

- 2). Select Register link

- 3). Select the Individual category



The screenshot shows the 'New User Registration' page. It features a title 'New User Registration' and a note: 'Please indicate your user type from one of the following categories:'. Below this are four categories: 'Individual' (highlighted in yellow), 'Business', 'State Employee', and 'Local Government Employee'. Each category has a corresponding description. At the bottom of the page is a note: '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.'

- 4). Type in your NCID, First Name, Middle Name (if any), Last Name, Email address, Password (remember this because you will need it to login again).

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.

Desired Username\*

Prefix (Optional)

First Name\*

Middle Initial (Optional)

Last Name\*

Suffix (Optional)

Email Address\*

Confirm Email Address\*

Mobile Number (Recommended)

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 of the 5 character types below:
  - 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.

Strength: **Strong**

**» Continue** **✗ Cancel**

5). Click Continue.

6). System will send a security code to your given email address like below. Please type in and check the code

Thank you for requesting a North Carolina Identity Management (NCID) account. To continue with your account registration, please do one of the following.

1. Copy and paste this 6 digit code below into your registration form: **784435**

Or

2. [\*\*CLICK HERE\*\*](#)

To verify your identity, a message has been sent to you. Please enter, in the box below, the six-digit code that has been sent to you.

**Code**

**Check Code** **Cancel**

7). Once Code is successful click Continue.

Thank You! Your security code sent to [REDACTED]@dhs.nc.gov has been verified.

**Continue** **Cancel**

8). Once redirected type in your Credentials which you used while registering.

https://ncid.nc.gov/idmdash/#/default

**Success**  
Self Service Password Reset

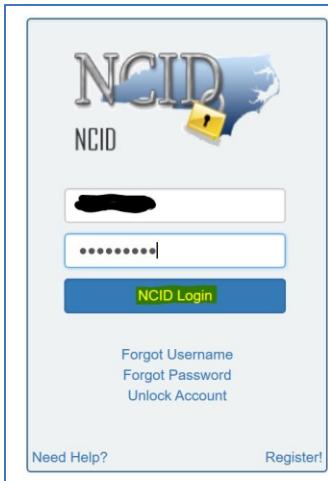
Management

**IMPORTANT: DO NOT CLOSE YOUR BROWSER BEFORE COMPLETING REMAINING STEPS**

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://ncidsspr.nc.gov>).

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). Once you are logged-in you will see the Security questions page where you answer the security questions ( remember the answers or save it in notepad as it will be useful in future if you are locked-in or forgot your password)

A screenshot of the security questions page. The page has a light gray background with a blue border. It contains the following text:

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.

Below this text is a form with seven questions. Each question has a dropdown menu labeled 'Please select a question item from the list' and a text input field with a radio button. The first question is selected. At the bottom of the form is a yellow 'Save Answers' button.

10). Save the answers.