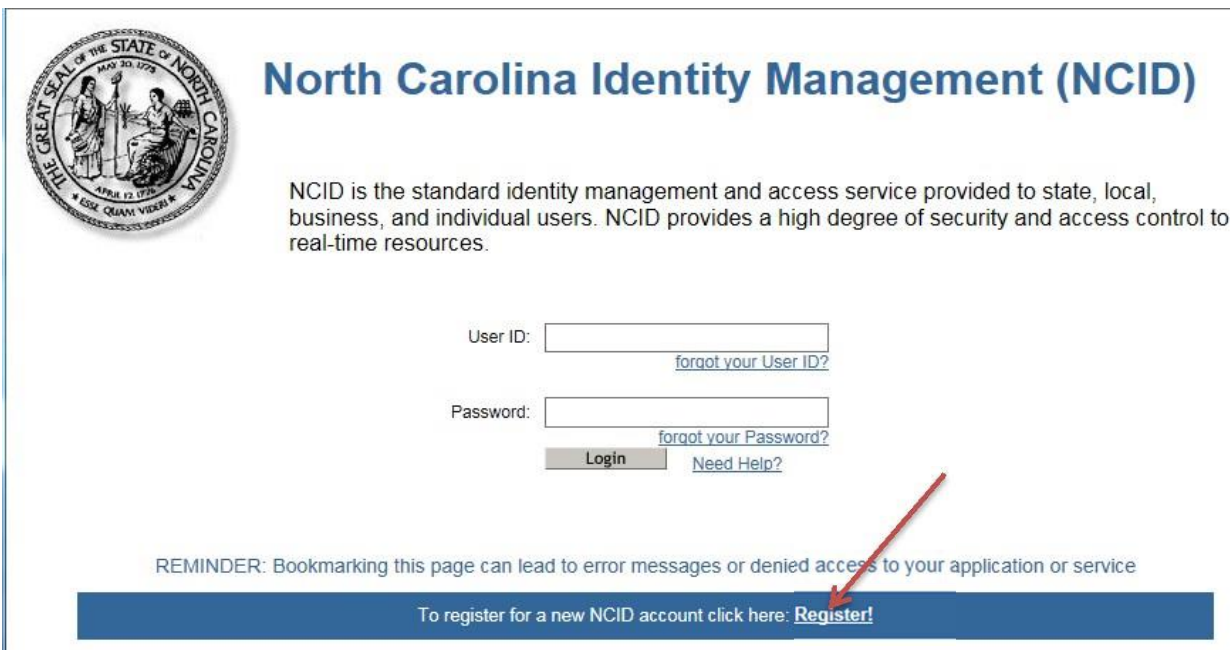


Instructions for new North Carolina Identity Management (NCID) account for use with Image Trend Fire Bridge Software

You will need to set up an NCID account before you can access Fire Bridge on the Office of State Fire Marshal portal. This account must be established by the user before (s)he will be able to access the new OSFM 24 portal.

1. Go to <https://apps.ncdoi.com/f?p=301>
2. Select the “Register! Link”



The image shows the North Carolina Identity Management (NCID) login page. On the left is the Great Seal of the State of North Carolina. The main heading is "North Carolina Identity Management (NCID)". Below the heading is a paragraph explaining that NCID is a standard identity management and access service. There are two input fields: "User ID:" and "Password:". Each field has a "forgot your [User ID/Password]?" link. Below the password field are "Login" and "Need Help?" buttons. A red arrow points to a "Register!" link in a blue banner at the bottom. A reminder text above the banner says: "REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service".

3. **Select the Individual Account** and click on the “Submit button.”



The image shows the "New User Registration" page. It features the Great Seal of the State of North Carolina on the left and the heading "North Carolina Identity Management (NCID)" in a blue banner. Below the banner is the section "New User Registration". A text prompt asks the user to indicate their user type from the following categories:

- State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.
- Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.
- Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.
- Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

At the bottom, there is a form with a dropdown menu set to "Individual Account" and a "Submit" button.

- Complete all of the required fields. When you are done, click on the "Create Account" button. **Be sure to write down your user ID, password and security questions for future use. We do not have access to your password.**
- This account must be established for anyone who need access to Fire Bridge. When creating an NCID use an email that is owned and used only by you. Do not use a department or school email that you will lose control of when you leave the department/school.

New User Registration

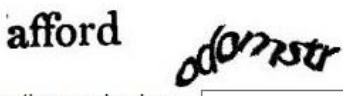
Create Individual account

You must activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will be sent to the email address you provide here during registration, and click on the URL link to activate your account.

Important!

To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid_notifications@nc.gov before you complete the registration form below.

Requested UserID:	<input type="text"/>	(* Required)
Prefix:	<input type="text" value="v"/>	(Optional)
First Name:	<input type="text"/>	(* Required)
Middle Initial:	<input type="text"/>	(Optional)
Last Name:	<input type="text"/>	(* Required)
Suffix:	<input type="text" value="v"/>	(Optional)
E-Mail Address:	<input type="text"/>	(* Required)
Confirm E-Mail Address:	<input type="text"/>	(* Required)
New Password:	<input type="text"/>	
Re-enter New Password:	<input type="text"/>	



Enter the words above:

[Refresh CAPTCHA](#)

Notice: Password policy requires that you set up your Challenge Questions

Please note that you will need to remember the answers to these questions in order to reset your password in the future if you forget your password. Please do not store these answers in written form where another person can access them. Please provide answers that are short, easy to remember, and are things that others won't know about you.

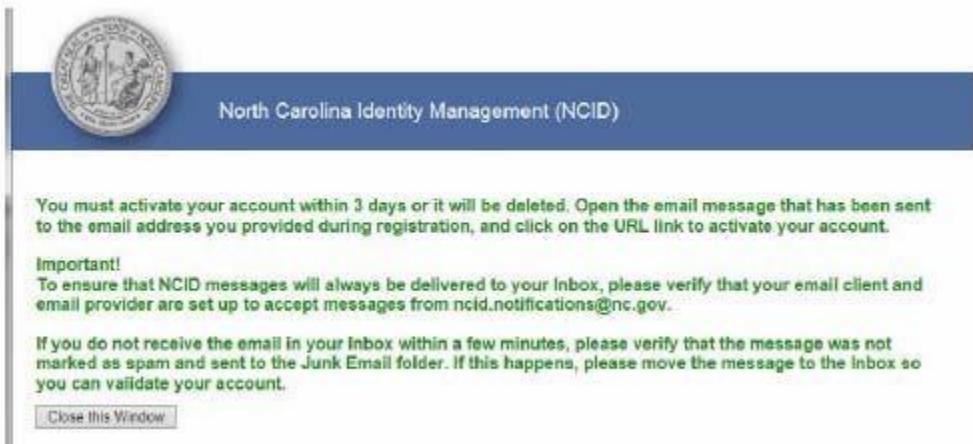
Self Service Challenges/Responses

You must select the challenge questions from the drop down lists below and provide your answers in the space provided.

3 of the following questions will be displayed when authenticating using your Challenge/Responses.

Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>
Please select a question	<input type="text"/>

- You will next see this confirmation screen. Follow the directions on this screen to activate your NCID account using the email you used when you registered.



- Check your email (the account you entered on the registration page) for a message from NCID. **You MUST click the link in your email to complete the registration process.** After clicking the link provided in your email, you will see this screen.



- You have now successfully established a new NCID account. You are now ready to link this account with your department on the OSFM website through the OSFM 24 portal or by clicking the link below:

<https://apps.ncdoi.com/f?p=301>

- You will see the login screen shown below. You will enter the new NCID username and password that you just created.



North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID:
[forgot your User ID?](#)

Password:
[forgot your Password?](#)

Login

[Need Help?](#)

OSFM Fire and Rescue

Welcome to the North Carolina Department of Insurance Office of State Fire Marshal.

[Go to Fire Bridge](#)

Click on go to Fire Bridge.

NOTE: You must be set up in Fire Bridge by your fire chief before you can access the software.