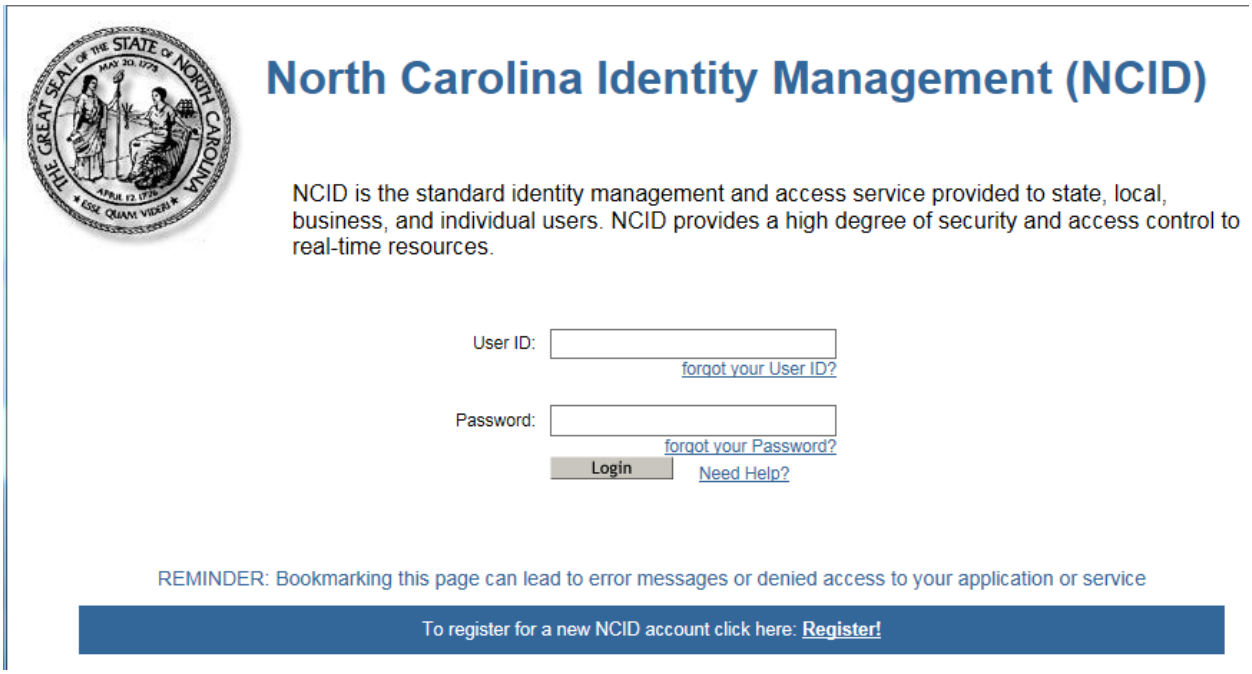
Instructions for setting up a new North Carolina Identity Management (NCID) account

You will need to set up an individual NCID account in order to access the Office of State Fire Marshal Firefighters grant portal. This account must be established by the Fire, Rescue, or EMS Chief currently on file with our office. Be sure to use your first and last name on the NCID account.

1. Go to https://apps.ncdoi.com/f?p=301

2. Select the “Register! Link”



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

4. Fill out all the required fields. When you are done, click on the “Create Account” button. **Be sure to write down your user ID and password for future use. We do not have access to your password and cannot reset your account.**

5. This account must be established by the Fire, Rescue, or EMS Chief currently on file with our office. You must use their first and last name on the NCID account. Our database will check your NCID to confirm that the NCID account has the Fire, Rescue, or EMS Chief name on it.

New User Registration

Create Individual account

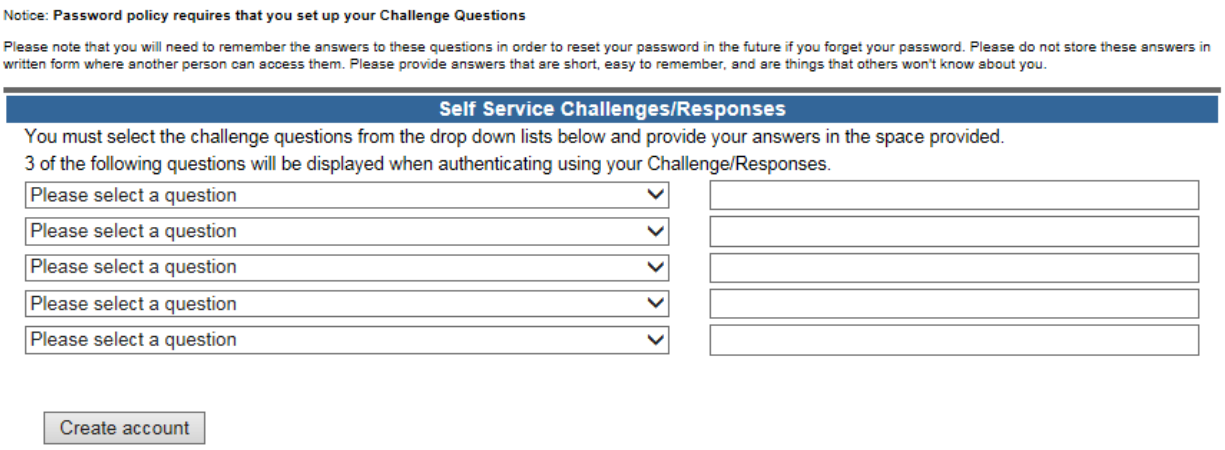
You must activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will be sent to the email address you provide here during registration, and click on the URL link to activate your account.

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.

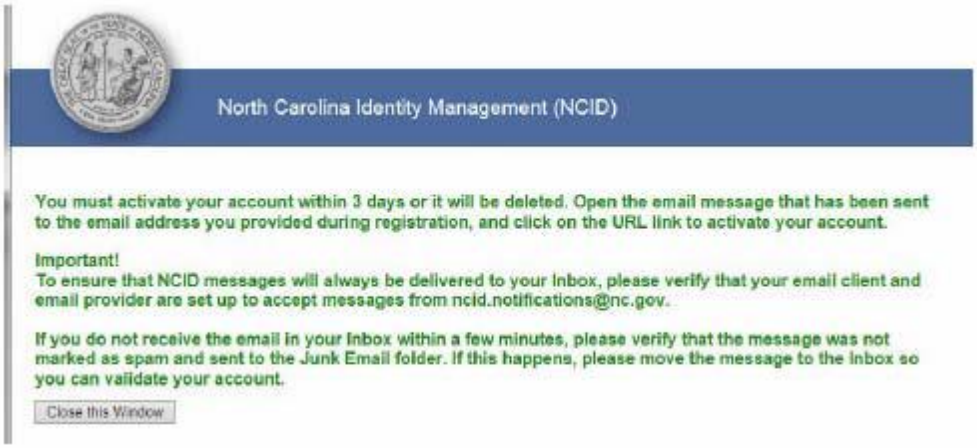
Requested UserID:		*(* Required)*
Prefix:		*(Optional)*
First Name:		*(* Required)*
Middle Initial:		*(Optional)*
Last Name:		*(* Required)*
Suffix:		*(Optional)*
EMail Address:		*(* Required)*
Confirm EMail Address:		*(* Required)*
New Password:		
Re-enter New Password:		

Enter the words above:

Refresh CAPTCHA



6. 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.



7. 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 in your email, you will see this screen.

8. You have now successfully established a new NCID account.

Once you have established an NCID account, use the link on page one of your letter to access our portal. This link will automatically connect you to your department once you have entered your NCID username and password. Do not use the same link that is included within these instructions. (https://apps.ncdoi.com/f?p=301)

If you have any problembs establishing an NCID account, Please contact the NCID helpdesk at 1-800-722-3946