

# 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”



## 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?](#)

REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service

To register for a new NCID account click here: [Register!](#)

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



## North Carolina Identity Management (NCID)

### New User Registration

Please indicate your user type from one of 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.

<input type="text" value="Individual Account"/> <input type="button" value="Submit"/>
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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](mailto:ncid_notifications@nc.gov) before you complete the registration form below.

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

**afford** **od0m7str**

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"/>

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 problems establishing an NCID account, Please contact the NCID helpdesk at 1-800-722-3946**