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](https://ncid.nc.gov).

2. In the NCID log in box, click on the word, **Register!**
3. On the New User Registration page, click on **Individual**.

4. You will be taken to the below screen:

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](https://it.nc.gov/ncid-help).
Once you enter your number, click **Check Code**. You will get the following message:

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

11. Click Continue.

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.