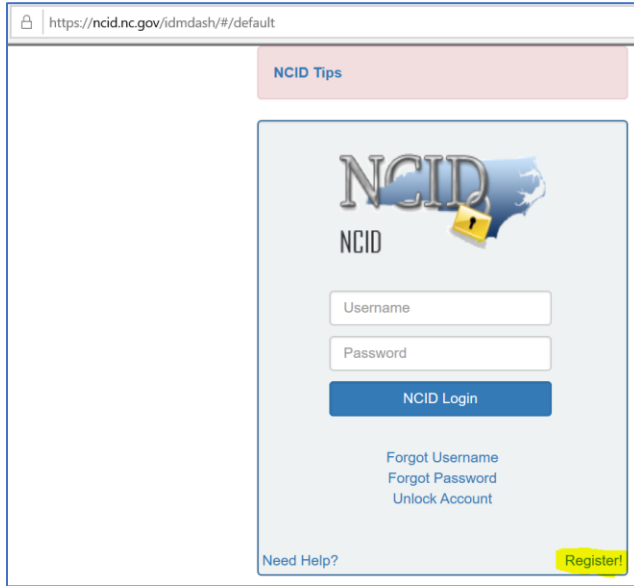


DIRECTIONS TO CREATE A PRODUCTION NCID ACCOUNT

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

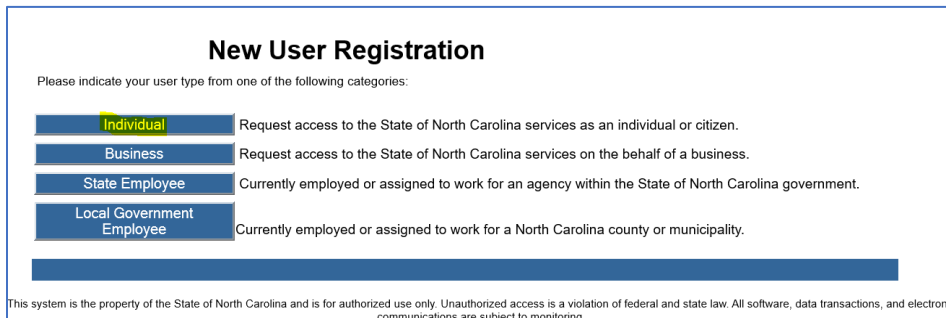
If you **don't** have NCID, please continue to read the directions below for setting up a NCID account.

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



2). Select Register link

3). Select the Individual category



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**

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

7). Once Code is successful click Continue.

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

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

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

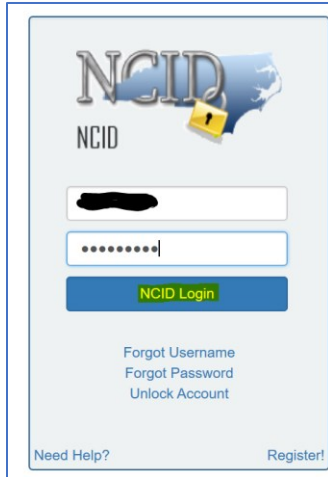
Success
Self Service Password Reset

y Management

IMPORTANT: DO NOT CLOSE YOUR BROWSER BEFORE COMPLETING REMAINING STEPS

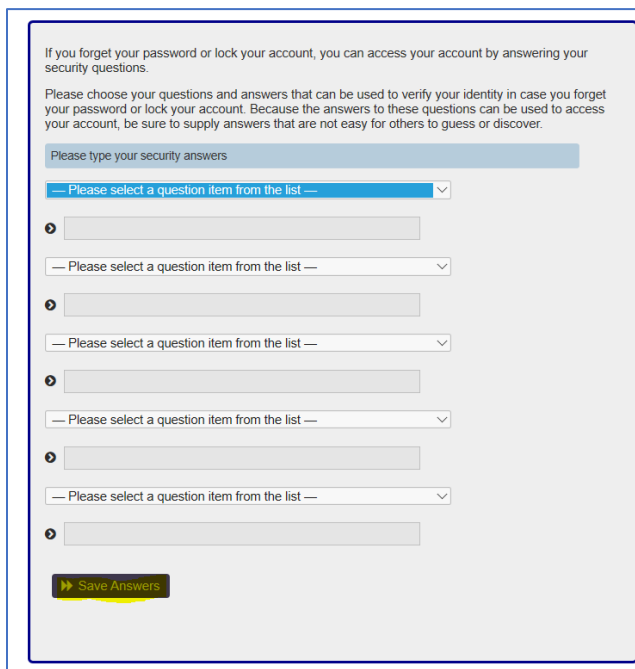
Your new NCID account has been created. Please click on the continue button to complete the security questions and answers to activate your account. You will be redirected to the NCID login page (<https://ncidsspr.nc.gov>).

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.



The image shows the NCID login page. At the top left is the NCID logo, which includes a map of North Carolina and a yellow padlock icon. Below the logo is the text "NCID". There are two input fields: the first is for the username, and the second is for the password, with the password field containing several dots. Below the password field is a blue button with the text "NCID Login" in yellow. Underneath the button are three links: "Forgot Username", "Forgot Password", and "Unlock Account". At the bottom left is a link "Need Help?" and at the bottom right is a link "Register!".

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)



The image shows the security questions page. At the top, there is a paragraph of text: "If you forget your password or lock your account, you can access your account by answering your security questions." Below this is another paragraph: "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 the text is a blue header that says "Please type your security answers". There are five question items, each consisting of a dropdown menu with the text "Please select a question item from the list" and a corresponding text input field. At the bottom left is a blue button with a right-pointing arrow and the text "Save Answers".

10). Save the answers.