

OBTAINING AN INDIVIDUAL NCID ACCOUNT

PLEASE NOTE: The State Ethics Commission does *not* maintain or administer the NCID system. NCID is maintained by the Office of Information Technology Services. If you experience a problem obtaining your NCID or require technical assistance, please contact ITS directly. The contact information and links to additional resources are below.

If you already have an NCID, use it to log in to the SEI form.

If you have forgotten your NCID information, please contact the ITS Service Desk (see below).

1. Click on **Create NCID Account** to open a new browser window for NCID.
2. Click **REGISTER** at the bottom of the screen.
3. Select **INDIVIDUAL ACCOUNT**.
4. Complete all of the required information including the Challenge Questions & click **CREATE ACCOUNT**.
5. A screen should appear with information about the NCID process. After reviewing this information, click **CLOSE THIS WINDOW**.
6. Within a few minutes, you should receive an e-mail requesting you to validate your NCID. Click the link in the e-mail to validate your account.
7. When you click the link, a screen should appear telling you that the REQUESTED ACCOUNT HAS BEEN ENABLED. Click **CLOSE WINDOW**.

Wait approximately 5 minutes before attempting the SEI login.

8. Return to the SEI Forms Webpage, choose the appropriate SEI Form & click **LOGIN**. Please review the "Instructions for Using the Web Form" before you begin.

Please contact the ITS Service Desk if you experience a problem and require technical assistance.

Phone: 919.754.6000
Toll Free: 800.722.3946
Email: its.incidents@its.nc.gov

Additional Resources: <https://www.ncid.its.state.nc.us/>