How to Register for EDFP

All parties who want to upload documents to the North Carolina Industrial Commission (NCIC) via EDFP (Electronic Document Filing Portal) must first obtain an NCID (North Carolina ID) and, then, register with the NCIC for an EDFP account.

Follow these 3 steps to complete this process:

1) Register for an NCID as a Business.
2) Complete your NCID registration – you must select security questions and provide answers.
3) Register with the NCIC for an EDFP account.

Support for NCID – If you have trouble creating your NCID account (steps 1 and 2), contact the Service Desk:
   Email: dit.incidents@its.nc.gov
   Phone: 919-754-6000 or toll free at 1-800-722-3946
   For more information, visit the website at https://it.nc.gov/service-desk.

Support for EDFP – If you have trouble registering for an EDFP account (step 3), contact CCMS Support:
   Email: ccmssupport@ic.nc.gov
   Phone: 919-807-2695

**STEP 1: REGISTER FOR AN NCID AS A BUSINESS**
Access the North Carolina Industrial Commission Home page at www.ic.nc.gov and click on the Login link in the upper right.

[Image of the North Carolina Industrial Commission home page]
Click on Don't Have an NCID? Click Here.
On the NCID home page, click the Register! link.
On the next page, select **Business**.

**Note:** You must register as a **Business** because the registration form for any other option does not have some of the fields we need to set up your EDFP account.
Enter all mandatory fields on the *North Carolina Identity Management New User Registration* form.

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.

**Requested UserID**
- Test4TrainingNCIC

**Prefix (Optional)**
- 

**First Name**
- CCMS

**Middle Initial (Optional)**
- 

**Last Name**
- Test

**Suffix (Optional)**
- 

**Email Address**
- ccmstest@ic.nc.gov

**Confirm Email Address**
- ccmstest@ic.nc.gov

**Telephone Number**
- 919-807-2695

**Telephone Extension (Optional)**
- 

**Mobile Number (Optional)**
- 919-555-1397

**Street - Line 1**
- 430 N Salisbury Street

**Street - Line 2 (Optional)**
- 
IMPORTANT: Please record your Requested UserID (this is your NCID) and New Password entered on this form; the verification email will not contain this information.

If you forget your password, you can reset it yourself from the NCID page (ncid.nc.gov). There is a link under the login fields for resetting your password (forgot your Password/unlock Account?). If you cannot reset your password, contact the ITS Service Desk by phone (919-754-6000 or 1-800-722-3946 and choose option 1) and ask them to reset your password for you. NC Industrial Commission staff do not have the necessary permissions to assist you with NCID password issues.
Once you have entered at least all mandatory fields on the *North Carolina Identity Management New User Registration* form, click the **I'm not a robot** box, then choose the required images and verify.

[Image of reCAPTCHA]

After a successful verification click **Continue** to create your new account.

[Screen showing reCAPTCHA verification]

A screen displays for you to input the six-digit security code that the NCID system has sent via email to the address specified on your registration form.

[Screen showing security code input field]

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**

[Screen showing security code input field]

- ✅ Check Code
- ✗ Cancel
You will get an email indicating the security code. **Note:** The security code is NOT your NCID. Your NCID is the **Requested UserID** you specified when completing the registration form.

If you do not receive an email from NCID Management, contact the Service Desk.

Email: dit.incidents@its.nc.gov
Phone: 919-754-6000 or toll free at 1-800-722-3946
**STEP 2: COMPLETE YOUR NCID REGISTRATION**

Once you receive the email (which should be within minutes), enter the code in the box and click **Check Code**.

**Note:** Be sure to check your Junk mail folder if you cannot find the email.

Click **Continue** on the next popup.
A screen will indicate the progress.

Your new account is being configured. This process may take several minutes, please be patient.

Once complete, the following screen displays with instructions for completing your NCID account. Click **Continue**.

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://ncid.nc.gov/IDM).

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.

**Continue**
This takes you to the NCID login page. Login with your NCID and password.
Once you have logged in, you will be presented with options for your security questions. Select security questions from each drop-down and enter answers. You must complete all of them. When the answers meet the requirements, select **Save Answers**.

**IMPORTANT:** If you forget your password, you will need the answers to these security questions to reset it. Please record your security questions and answers (along with your password) and store the information in one or more secure locations.
NCID activation is now complete. Select **Continue** to logout of the NCID system.

Thank you. Your security questions and answers have been successfully saved. If you ever forget your password or lock your account, you can reset your password or unlock your account by answering your security questions.

[Continue]

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**STEP 3: REGISTER WITH THE NCIC FOR AN EDFP ACCOUNT**

Once you have an active NCID, register with the NCIC for an EDFP account.

Access the *North Carolina Industrial Commission Home* page at [www.ic.nc.gov](http://www.ic.nc.gov) and click on the **Login** link in the upper right.
Click on First Time User? Click Here for Access.

NCID Login for the NC Industrial Commission Secure Website

This website is unavailable Wednesday evenings from 7:00 to 9:00 PM and Sunday mornings until noon.

NCID: 

Password: 

Don't Have an NCID? Click Here

First Time User? Click Here for Access

Forgot Your Password?

NOTE: YOU MUST HAVE A VALID NCID ACCOUNT TO LOG INTO THIS SITE.

This web site has been tested and optimized for viewing with Internet Explorer 10 or later and Firefox 31.0.0 or later. Viewing with other browsers is not supported.
Enter your NCID on the *Request for Access to Online Services* page and click **Submit**.

Within 3 days, you will receive an email from the NCIC confirming that your setup is complete and you may begin uploading documents and forms.