

# 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) Click on the link in the verification email from NCID Management and activate your NCID account.
- 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 ITS Service Desk:

Email: [its.incidents@its.nc.gov](mailto:its.incidents@its.nc.gov)

Phone: 919-754-6000 or toll free at 1-800-722-3946

For more information, visit the website at <http://www.its.nc.gov/support/default.aspx>.

Support for EDFP – If you have trouble registering for an EDFP account (step 3), contact CCMS Support:

Email: [ccmssupport@ic.nc.gov](mailto: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](http://www.ic.nc.gov) and click on the **Login** link in the upper right.

**NORTH CAROLINA INDUSTRIAL COMMISSION**  
Help Line: (800) 688-8349, (919) 807-2501, or [infospec@ic.nc.gov](mailto:infospec@ic.nc.gov)  
Fraud and Insurance Compliance Hotline: (888) 891-4895 or [fraudcomplaints@ic.nc.gov](mailto:fraudcomplaints@ic.nc.gov)

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### Welcome to the North Carolina Industrial Commission!

The Industrial Commission administers the Workers' Compensation Act, the Tort Claims Act, the Childhood Vaccine-Related Injury Act, the Law Enforcement Officers', Firemen's, Rescue Squad Workers', and Civil Air Patrol Members' Death Benefit Act, the Act to Compensate Individuals Erroneously Convicted of Felonies, and the Eugenics Compensation Program. Our mission is to ensure all parties are treated fairly and equally in accordance with North Carolina State Law.

[More...](#)

### Quick Links

- NEW! - Drug Formulary Study Report**
- Injured on the Job?**
- Hearing Calendars**
- Eugenics Claims Questions
- NEW! - Clerk's Office**
- NEW! - Employee Classification**
- Fraud Investigation

Click on **Don't Have an NCID? Click Here.**



# NORTH CAROLINA INDUSTRIAL COMMISSION

Help Line: (800) 888-8349, (919) 807-2501, or [infospec@ic.nc.gov](mailto:infospec@ic.nc.gov)  
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You are here: [Home](#) [Secure Login Page](#)

## HOME

### NCID Login for The NC Industrial Commission Secure Web Site

This Web Site 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 8 or later and Firefox 31.6.0 or later. Viewing with other browsers is not supported.*

Select **Business.**



## North Carolina Identity Management (NCID)



### New User Registration

Please indicate your user type from one of the following categories:

<input type="button" value="Individual"/>	Request access to the State of North Carolina services as an individual or citizen.
<input checked="" type="button" value="Business"/>	Request access to the State of North Carolina services on the behalf of a business.
<input type="button" value="State Employee"/>	Currently employed or assigned to work for an agency within the State of North Carolina government.
<input type="button" value="Local Government Employee"/>	Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

[North Carolina](#)  
[www.nc.gov](http://www.nc.gov)

[Privacy and Other Policies](#)

[Contact Us](#)

Complete the *New User Registration* form and click **Continue** to create your new account.

**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.

To register a new account, please complete the following form.

**Requested UserID\***

**Prefix (Optional)**

**First Name\***

**Middle Initial (Optional)**

**Last Name\***

**Suffix (Optional)**

**Email Address\***

**Confirm Email Address\***

**Telephone Number\***

**Street - Line 1\***

**Street - Line 2 (Optional)**

**City\***

**State\***

**Zip\***

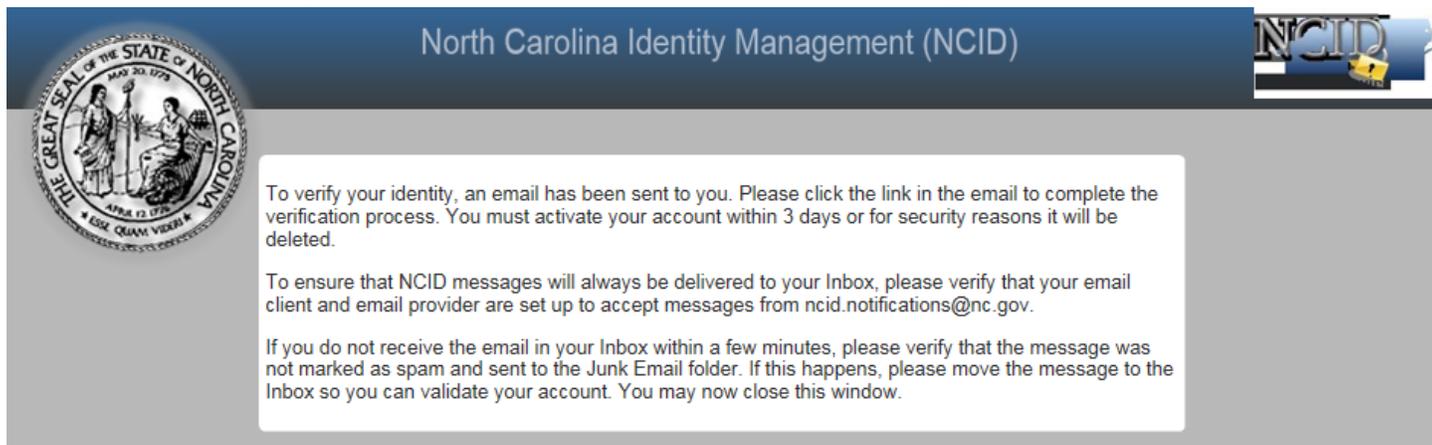
**New Password\***

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or username.
- Can be changed no more often than once every 3 days.
- Must have at least 4 types of the following characters:
  - 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: Good 



Close this window and proceed to the email account submitted on the registration form.



North Carolina Identity Management (NCID)

To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.

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.

If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account. You may now close this window.

## STEP 2: SELECT THE “CLICK HERE” LINK IN THE EMAIL TO ACTIVATE YOUR NCID ACCOUNT

After your request for an NCID has been processed, you will receive a verification email from NCID Management.

Within this email is a link. Clicking the link provides NCID Management with verification that the email address you entered on the *New User Registration* form is valid. You must select the **CLICK HERE** link within 3 days of receiving the email or your NCID registration will be deleted.

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

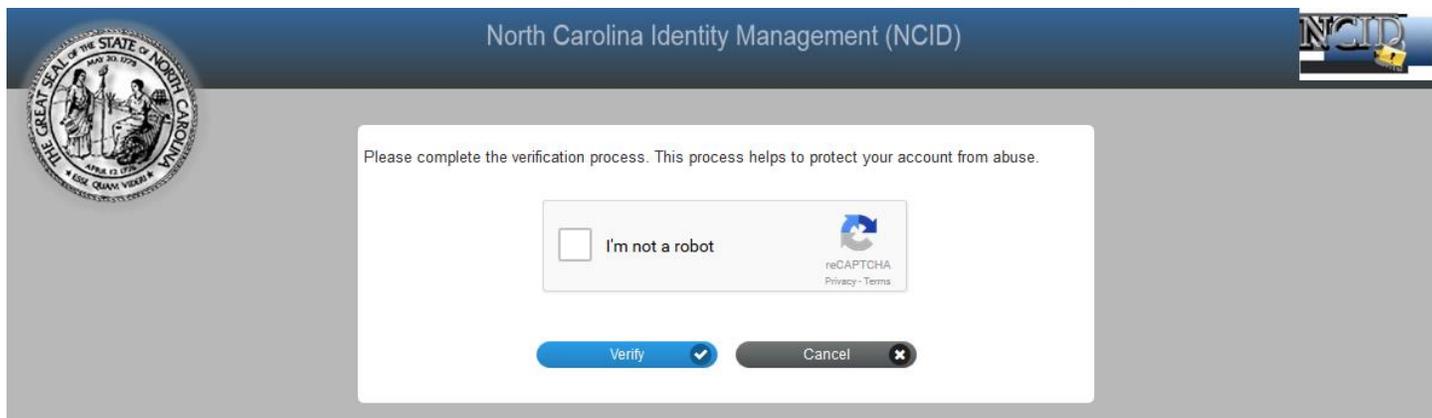
Email: [its.incidents@its.nc.gov](mailto:its.incidents@its.nc.gov)

Phone: 919-754-6000 or toll free at 1-800-722-3946

You will receive a New NCID User Verification email that reads as follows:

*Thank you for requesting a new NCID account. To continue with your account registration, please [click here](#) to complete the request.*

Select the **CLICK HERE** link, click the box **I’m not a robot**, then choose the required images and verify.



North Carolina Identity Management (NCID)

Please complete the verification process. This process helps to protect your account from abuse.

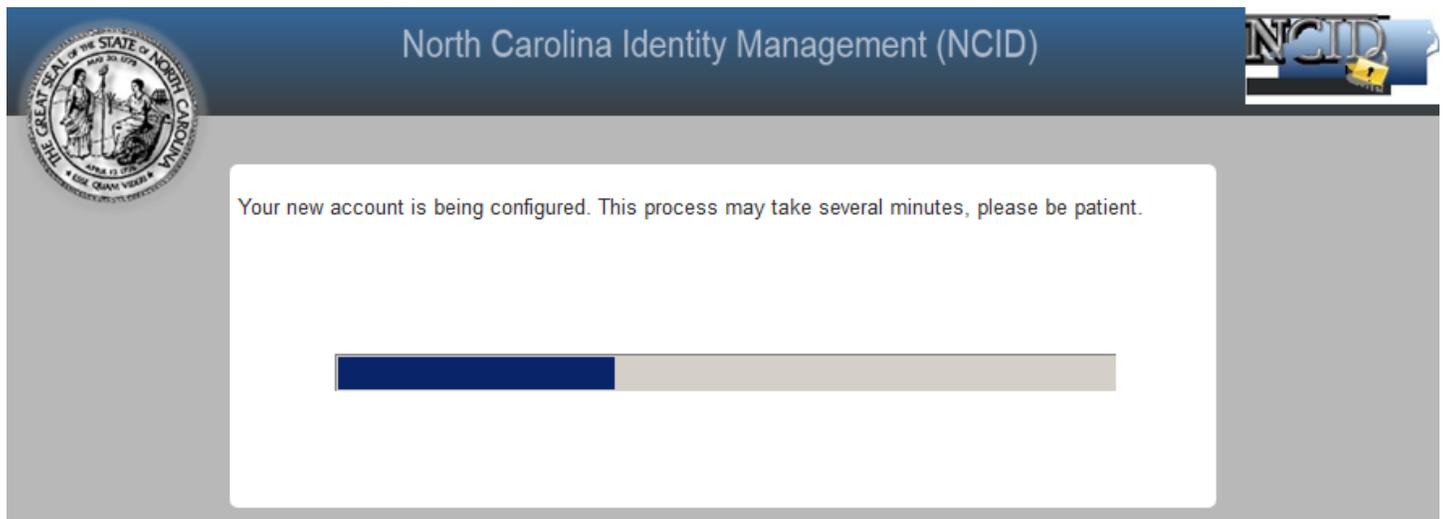
I'm not a robot

reCAPTCHA  
Privacy - Terms

Verify ✓

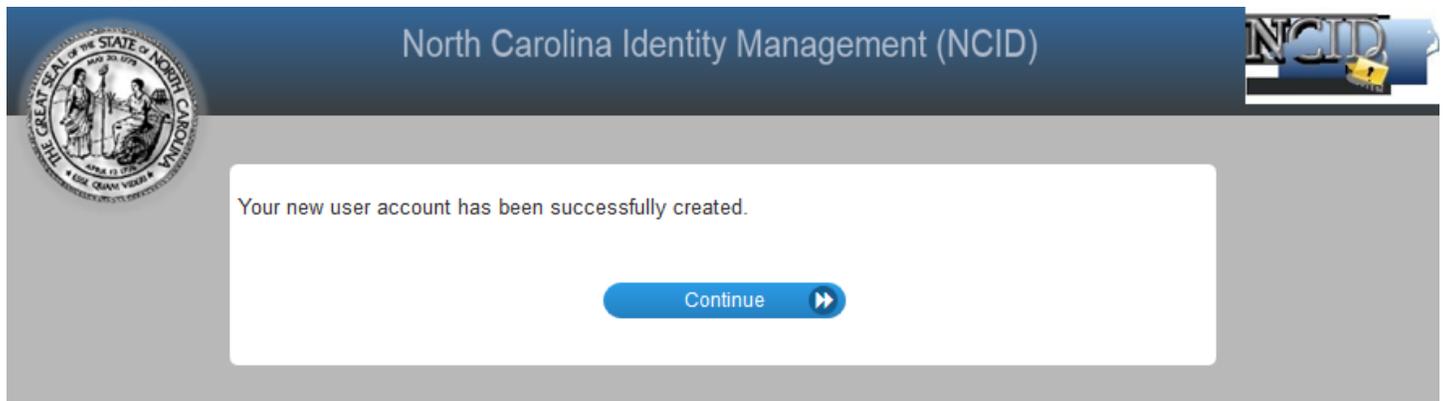
Cancel ✕

After a successful verification, your new account will be created.



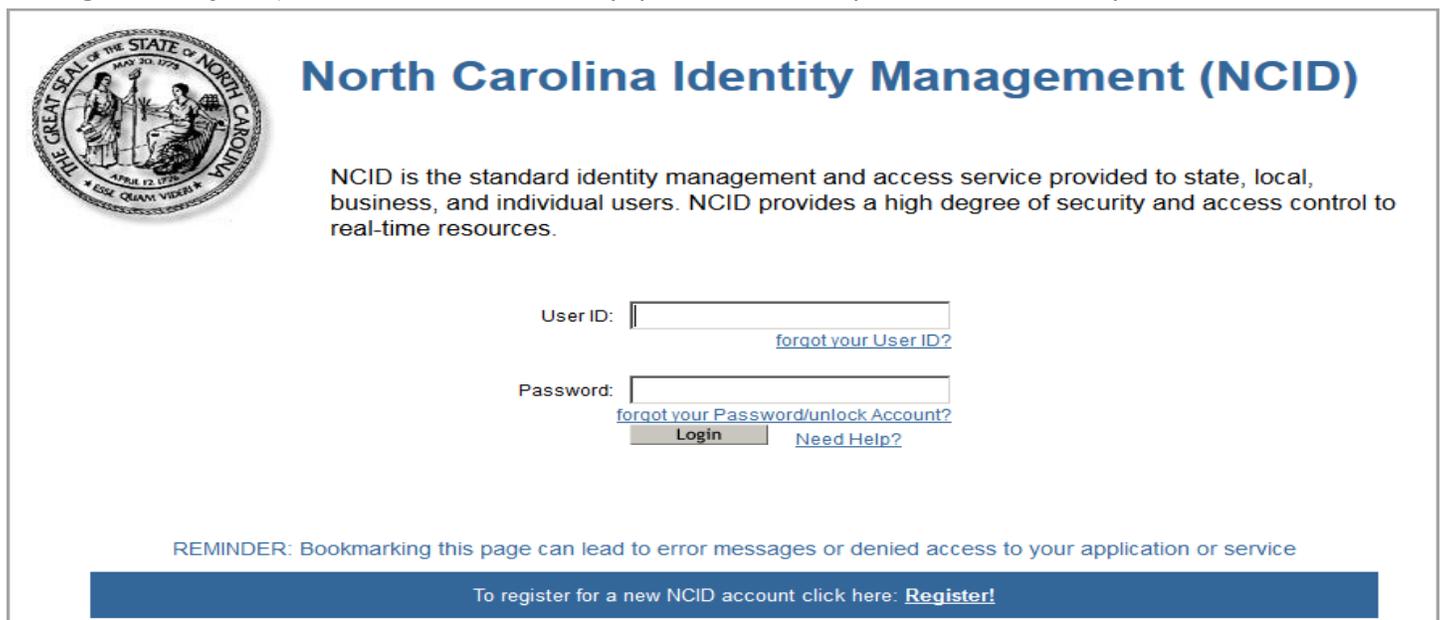
The image shows a screenshot of the North Carolina Identity Management (NCID) website. At the top left is the Great Seal of the State of North Carolina. The header reads "North Carolina Identity Management (NCID)". A message box in the center states: "Your new account is being configured. This process may take several minutes, please be patient." Below the message is a progress bar that is approximately one-third full.

Select **Continue**.



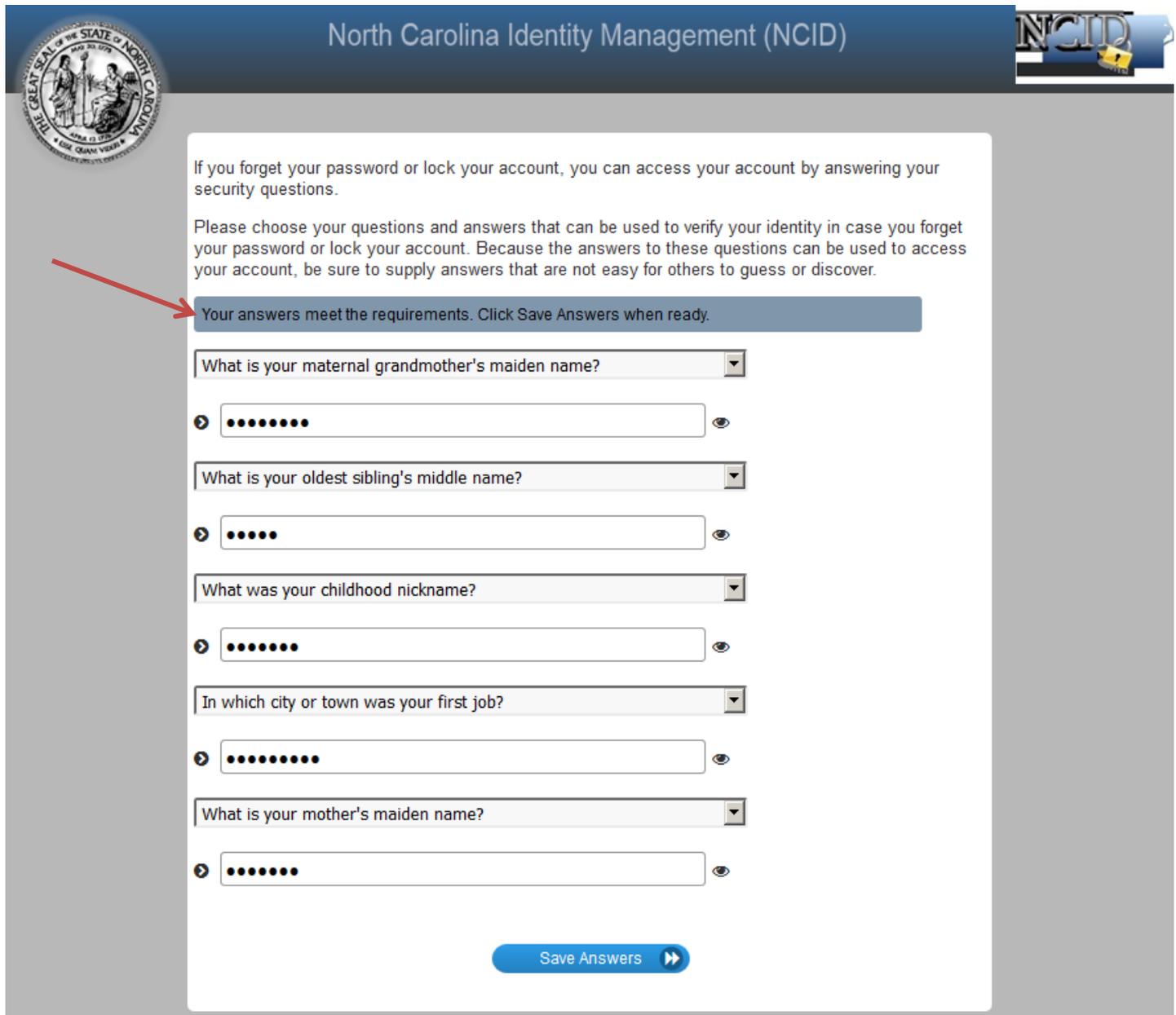
The image shows a screenshot of the North Carolina Identity Management (NCID) website. At the top left is the Great Seal of the State of North Carolina. The header reads "North Carolina Identity Management (NCID)". A message box in the center states: "Your new user account has been successfully created." Below the message is a blue button with the text "Continue" and a right-pointing arrow.

The *North Carolina Identity Management (NCID)* page will open. If this page does not display, click the following link <https://ncid.nc.gov/> to display the page. Enter the NCID (UserID) and Password (*recorded from the registration form*), then answer the security questions to complete the activation process.



The image shows a screenshot of the North Carolina Identity Management (NCID) login page. At the top left is the Great Seal of the State of North Carolina. The header reads "North Carolina Identity Management (NCID)". Below the header is a paragraph: "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." Below this paragraph are two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is a link: "forgot your User ID?". To the right of the "Password:" field is a link: "forgot your Password/unlock Account?". Below the "Password:" field are two buttons: "Login" and "Need Help?". At the bottom of the page is a blue banner with the text: "REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service" and "To register for a new NCID account click here: [Register!](#)".

Enter your answers to all of the security questions. When the answers meet the requirements, select **Save Answers**.



The image shows the NCID Security Questions Setup page. At the top left is the Great Seal of the State of North Carolina. The header reads "North Carolina Identity Management (NCID)". On the right is the NCID logo. The main content area contains the following text:

If you forget your password or lock your account, you can access your account by answering your security questions.

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.

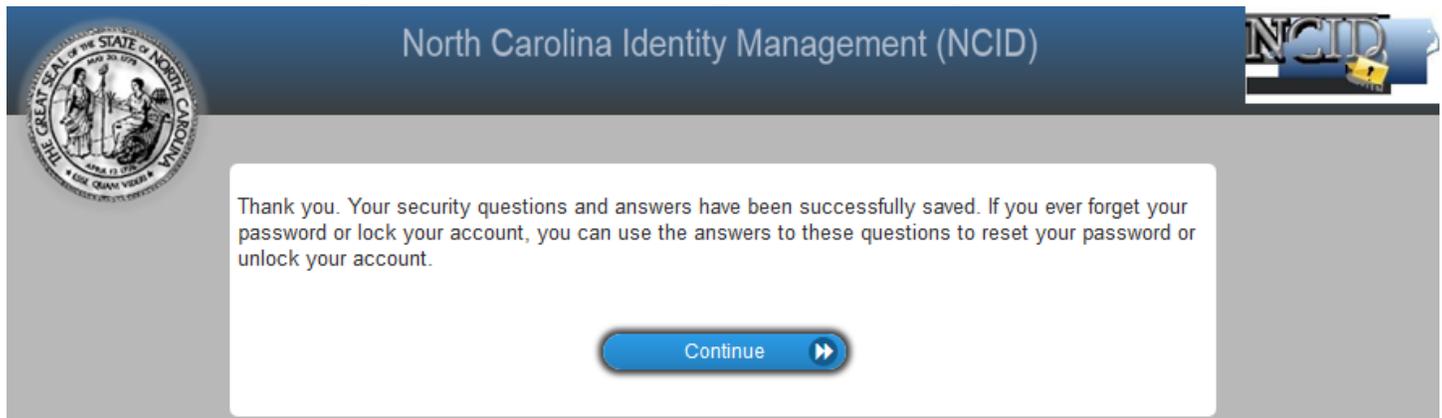
A red arrow points to a blue notification bar that says: "Your answers meet the requirements. Click Save Answers when ready."

Below the notification bar are five security questions, each with a dropdown menu and a corresponding text input field with a password strength indicator (dots) and a visibility toggle (eye icon):

- What is your maternal grandmother's maiden name? (Input: 7 dots)
- What is your oldest sibling's middle name? (Input: 5 dots)
- What was your childhood nickname? (Input: 7 dots)
- In which city or town was your first job? (Input: 8 dots)
- What is your mother's maiden name? (Input: 7 dots)

At the bottom of the form is a blue button labeled "Save Answers" with a right-pointing arrow.

NCID activation is now complete. Select **Continue** to logout of the NCID system.



The image shows the NCID Confirmation page. At the top left is the Great Seal of the State of North Carolina. The header reads "North Carolina Identity Management (NCID)". On the right is the NCID logo. The main content area contains the following text:

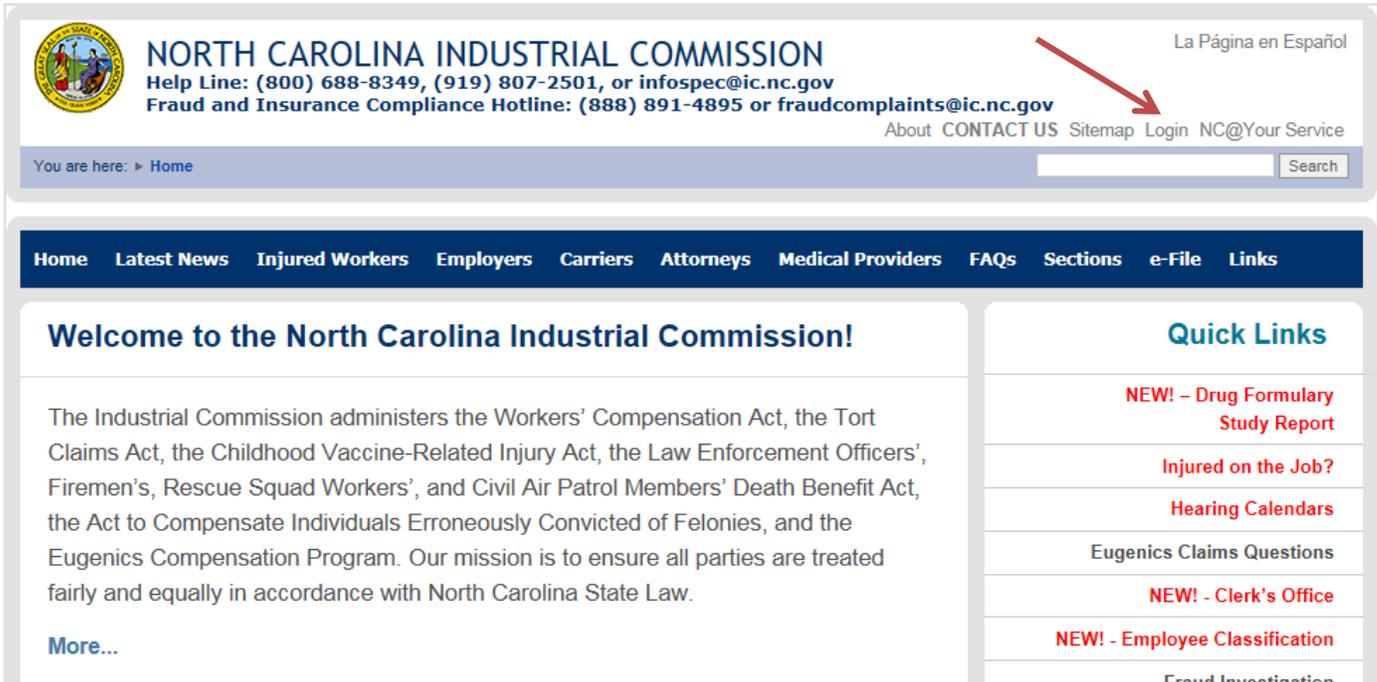
Thank you. Your security questions and answers have been successfully saved. If you ever forget your password or lock your account, you can use the answers to these questions to reset your password or unlock your account.

At the bottom of the form is a blue button labeled "Continue" with a right-pointing arrow.

### STEP 3: REGISTER WITH 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.



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Enter your NCID on the *Request for Access to Online Services* page and click **Submit**



**NORTH CAROLINA INDUSTRIAL COMMISSION**  
Workers' Compensation HELP: (800) 688-8349 or (919) 807-2501

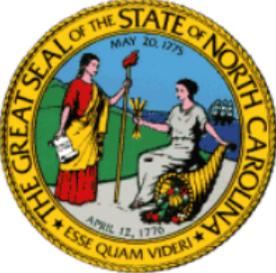
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**HOME**

### Request for Access to Online Services



Access to NC Industrial Commission online services requires a valid NCID. Please enter your NCID below to request access to these services.

**NCID:**

**SUBMIT**

[Don't Have an NCID? Click Here](#)

**NOTE: YOU MUST HAVE A VALID NCID ACCOUNT TO REGISTER FOR THESE SERVICES**

By requesting access to these online tools, you agree to provide the N.C. Industrial Commission with additional personal information that will allow us to verify your identity, proof of employment, and any additional information required to verify your need for access to these online tools. Further, by accessing these online tools, you agree under penalty of law to abide by the North Carolina Identify Theft Protection Act and other laws relating to Confidential Records held by the North Carolina Government.

*This web site has been tested and optimized for viewing with Internet Explorer 7 or 8 and Firefox 3 or later. Viewing with other browsers is not supported.*

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.