

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.

 **NORTH CAROLINA INDUSTRIAL COMMISSION**
Help Line: (800) 688-8349, (919) 716-1700, or info@ic.nc.gov
Fraud and Insurance Compliance Hotline: (888) 891-4895 or fraud@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 Public Safety Employees' Death Benefits 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...](#)

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



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HOME

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:

LOGIN

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

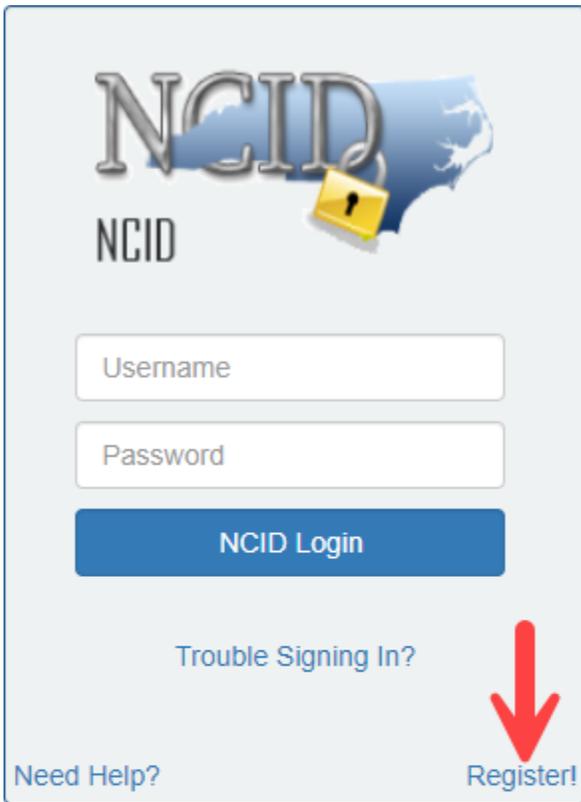
[First Time User? Click Here for Access](#)

[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 31.6.0 or later. Viewing with other browsers is not supported.

On the NCID home page, click the **Register!** link.



The image shows a login and registration interface for NCID. At the top, the text "NCID" is displayed in a large, stylized font, with a blue map of North Carolina and a yellow padlock icon integrated into the letters. Below this, the text "NCID" appears again in a smaller, standard font. There are two input fields: "Username" and "Password". A blue button labeled "NCID Login" is positioned below the password field. Below the login button, the text "Trouble Signing In?" is centered. At the bottom left, there is a link "Need Help?". At the bottom right, there is a link "Register!" with a large red arrow pointing downwards towards it.

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NCC742

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.



New User Registration

Individual

Request access to the State of North Carolina services as an individual or citizen.

Business



Request access to the State of North Carolina services on the behalf of a business.

State Employee

Currently employed or assigned to work for an agency within the State of North Carolina government.

Local Government Employee

Currently employed or assigned to work for a North Carolina county or municipality.

[Need Help?](#)

[Privacy and Other Policies](#)

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Enter all mandatory fields on the *North Carolina Identity Management New User Registration* form.

Register User

▪ DESIRED USERNAME

Test4TrainingNCIC

Prefix



▪ FIRST NAME

CCMS

Middle Initial

▪ LAST NAME

Test

Suffix



▪ EMAIL

ccmstest@ic.nc.gov

• EMAIL

ccmstest@ic.nc.gov

• CONFIRM EMAIL

ccmstest@ic.nc.gov

• TELEPHONE NUMBER

919-123-1234

Telephone Extension

MOBILE NUMBER (HIGHLY RECOMMENDED)

919-321-4321

• STREET LINE1

123 My Address

Street Line2

• CITY

Raleigh

• STATE

NC



• STATE

NC

• ZIP

27609

• PASSWORD 

.....

• CONFIRM PASSWORD

.....

Password Validation



Must be at least 8 characters long up to maximum of 64.



Must not include your First name, Last name or username.



Must have at least 3 of the 4-character types below:

- Uppercase (A-Z)
- Lowercase (a-z)
- Number (0-9)
- Special

to maximum of 64.



Must not include your First name, Last name or username.



Must have at least 3 of the 4-character types below:

- Uppercase (A-Z)
- Lowercase (a-z)
- Number (0-9)
- Special character like #,\$,@,%,&,etc
(Note: Space is not allowed)

Password Policy

- Password is case sensitive.
- Must not include a common word or commonly used sequence of characters such as "password", "ABC", "AAA", "123".

IMPORTANT: Please record your **Desired Username** (this is your NCID) and **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 (<https://myncid.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 all mandatory information, submit the form. You will receive a confirmation page:

Confirm User Registration?

• DESIRED USERNAME

Test4TrainingNCIC

Prefix

• FIRST NAME

CCMS

Middle Initial

• LAST NAME

Test

Suffix

Confirm User Registration?



- Special character like #,\$,@,%,&,etc
(Note: Space is not allowed)

Password Policy

- Password is case sensitive.
- Must not include a common word or commonly used sequence of characters such as "password", "ABC", "AAA", "123".

CANCEL

CONFIRM

Click **Confirm**. You will receive a message indicating that you will receive an email from which you can complete your NCID account registration.

The screenshot shows the 'Register User' page of the North Carolina Identity Management system. A green success message box is overlaid on the page, indicating that the registration process is complete and that the user should check their email to finish the process. The message states: 'SUCCESS Please check your email to complete the registration process or you will have to re-register again after 3 days'. The background shows the 'Register User' button and the North Carolina Identity Management logo.

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

Your email will look something like the below.

[External] New NCID User Verification



ncid.notifications@nc.gov

To SVC_NCIC.ccmstest

Reply

Reply All

Forward



Wed 9/20/2023 12:47 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Hello CCMS Test,

Thank you for requesting a North Carolina Identity Management (NCID) account. To complete your account registration, please confirm your email address by one of the following options within the next 3 days:

1) Click the following link <https://myncid.nc.gov/index.html#/code-verification?code=vxd8Vqi7rhvY5onDT5tV6Jg5fWqNp6xUuugcZHPYtabv3hcK8UCid8vO0wEKnszX1Z6pL9DoQS6xhgTCmUcaNA%3D%3D>



OR

2) Copy and paste the URL <https://myncid.nc.gov/index.html#/code-verification?code=vxd8Vqi7rhvY5onDT5tV6Jg5fWqNp6xUuugcZHPYtabv3hcK8UCid8vO0wEKnszX1Z6pL9DoQS6xhgTCmUcaNA%3D%3D> in a new browser window.



If you do not complete this verification process within 3 days, you will have to re-register for the NCID account.

If you did not request this new account, you do not need to take any action.

Regards,

NCID User Registration Team

Note: Replies to this email are not monitored. For any issues, please call the DIT Service Desk at 1-800-722-3946

Either click the link or copy and paste the URL into a new browser window as desired. A popup screen will display briefly indicating that your registration has been completed and that you can login in 5 minutes. A login screen will be displayed.



NCID

USERNAME *

[Next](#)

[Trouble Signing On?](#)

[Don't have an account? Register Now](#)

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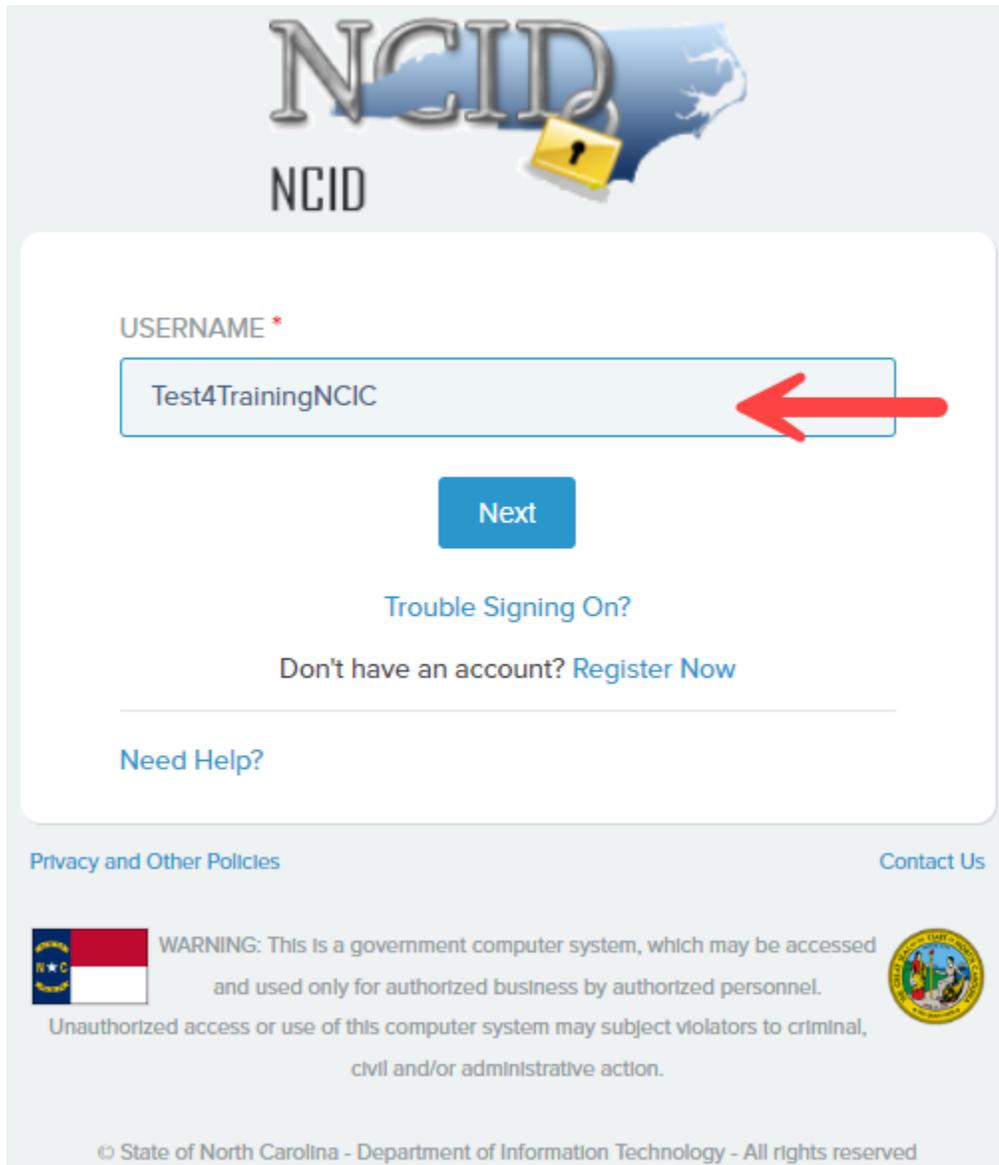


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Wait 5 minutes, then, log into NCID. Enter your NCID (username) and click **Next**.



The image shows the NCID login page. At the top, the text "NCID" is displayed in a large, stylized font, with a blue map of North Carolina and a yellow padlock icon to its right. Below this, the text "NCID" appears again in a smaller, plain font. The main content area is a white rounded rectangle containing a "USERNAME*" label, a text input field with the value "Test4TrainingNCIC", and a blue "Next" button. A red arrow points to the input field. Below the button are links for "Trouble Signing On?", "Don't have an account? Register Now", and "Need Help?". At the bottom of the page, there are links for "Privacy and Other Policies" and "Contact Us", a warning message with the North Carolina state flag and seal, and a copyright notice: "© State of North Carolina - Department of Information Technology - All rights reserved".

NCID

NCID

USERNAME *

Test4TrainingNCIC

Next

[Trouble Signing On?](#)

[Don't have an account? Register Now](#)

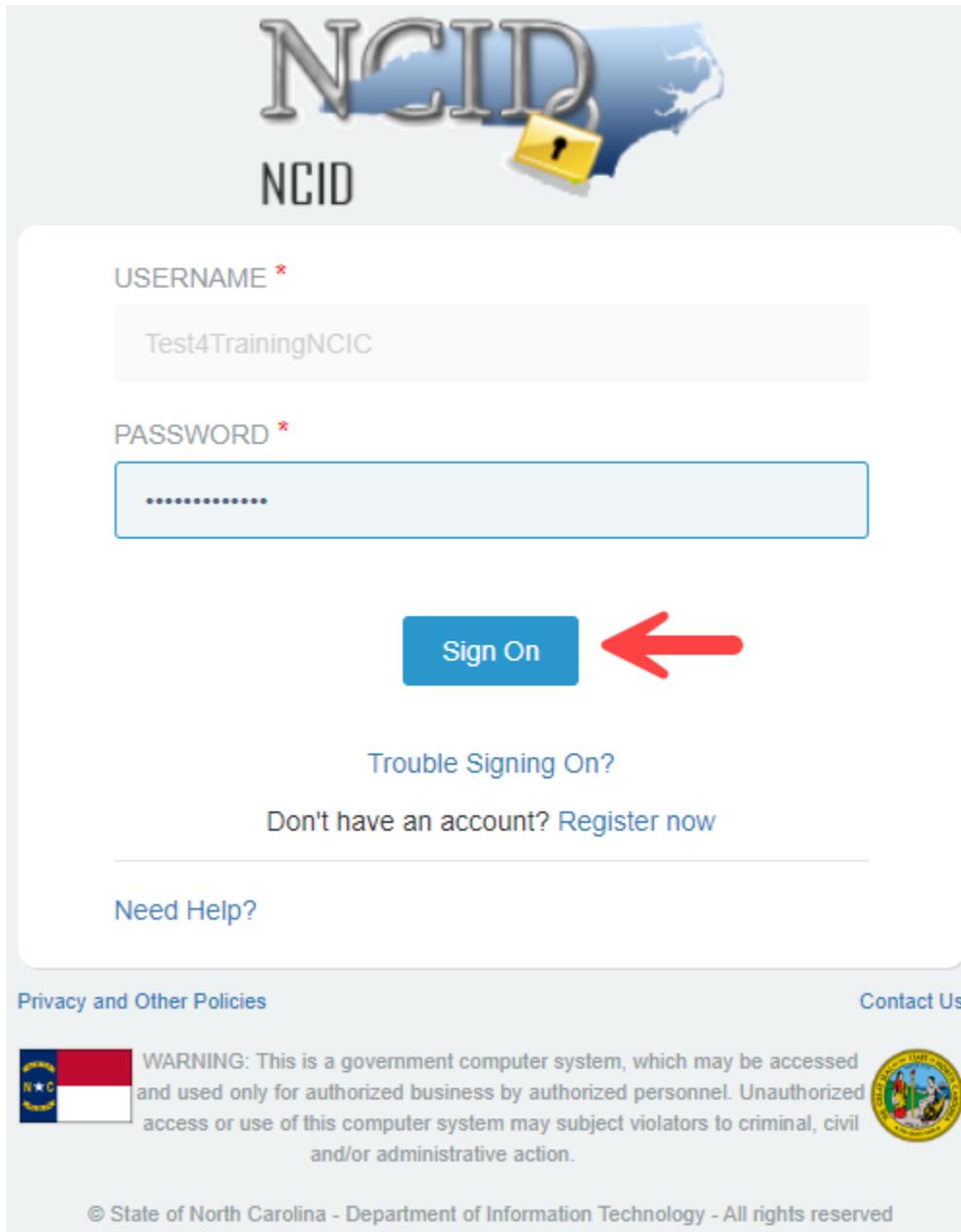
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Enter your password and click **Sign On**.



The image shows a login page for NCID. At the top, there is a logo with the letters 'NCID' in a large, stylized font, with a blue map of North Carolina behind it and a yellow padlock icon. Below the logo, the text 'NCID' is repeated in a smaller font. The main content area is a white box with a light blue border. It contains two input fields: 'USERNAME *' with the text 'Test4TrainingNCIC' and 'PASSWORD *' with a masked password '.....'. Below the password field is a blue 'Sign On' button, which is highlighted with a red arrow pointing to it from the right. Underneath the button are links for 'Trouble Signing On?' and 'Don't have an account? Register now'. At the bottom of the white box is a link for 'Need Help?'. Below the white box, there are links for 'Privacy and Other Policies' and 'Contact Us'. A warning message is displayed, accompanied by a small North Carolina flag icon and the state seal. The warning text reads: 'WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.' At the very bottom, there is a copyright notice: '© State of North Carolina - Department of Information Technology - All rights reserved'.

Navigate to the **Security Questions** tab.



Profile



CCMS Test (Test4TrainingNCIC)

Email
ccmstest@ic.nc.gov

Status
Active



- Profile Information
- Password
- Security Questions
- Group

USER NAME
Test4TrainingNCIC

EMAIL
ccmstest@ic.nc.gov



MOBILE NUMBER
919-321-4321



FIRST NAME

CCMS

Prefix

LAST NAME

Test

Suffix

SAVE

Click **Add**.

North Carolina Identity Management Test4TrainingNCIC

Profile



CCMS Test (Test4TrainingNCIC)

Email: ccmstest@ic.nc.gov Status: ✔ Active

Profile Information Password Security Questions Group

No Record Found

 ADD

Select questions, answer them, and click **Add**. You will need to be able to remember these if you ever forget your password!

North Carolina Identity Management Test4TrainingNCIC

Profile Information Password Security Questions Group

QUESTION	ANSWER
What is the middle name of your oldest child?	Bennett
What was the name of your first pet?	Scruffy
When you were first married, what was your zip code?	27911
In which city or town was your first job?	Silver Valley
What is your least favorite film of all time?	It

REMOVE ALL **RESET** **SAVE**

NOTE: This does NOT complete your EDFP account registration – just your NCID account registration. Please continue to the next step.

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 and click on the **Login** link in the upper right.



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Quick Links

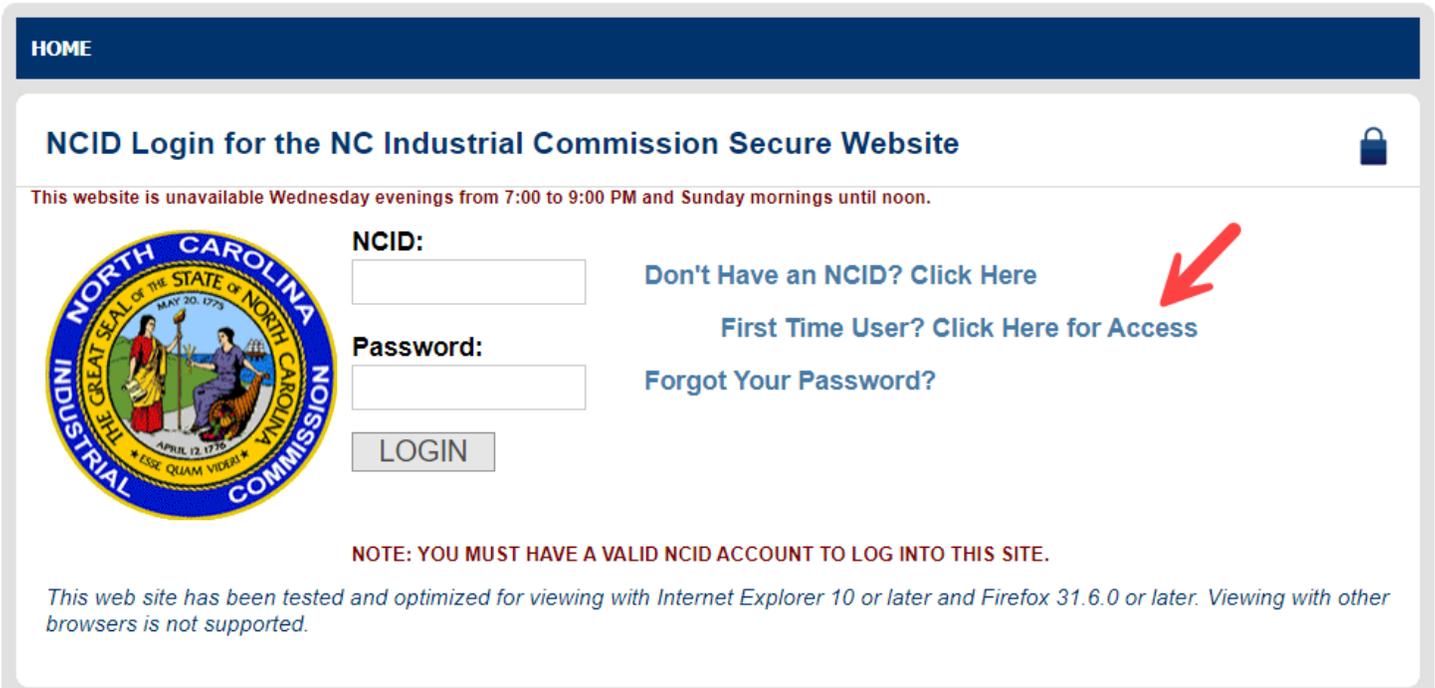
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Click on **First Time User? Click Here for Access.**



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NCID:

Password:

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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

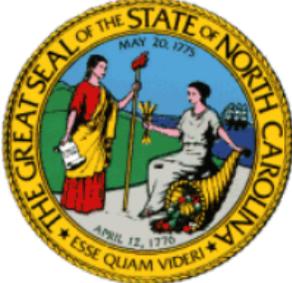
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HOME

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:



[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.

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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.