

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 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) 807-2501, or infospec@ic.nc.gov
Fraud and Insurance Compliance Hotline: (888) 891-4895 or fraudcomplaints@ic.nc.gov

La Página en Español

About CONTACT US Sitemap Login NC@Your Service

You are here: ► Home

Home Latest News Injured Workers Employers Carriers Attorneys Medical Providers FAQs Sections e-File Links

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.

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- 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.**



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[About Us](#) [Contact](#) [Login](#) [NC@Your Service](#)


You are here: [Home](#) [Secure Login Page](#)

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:

[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.

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.

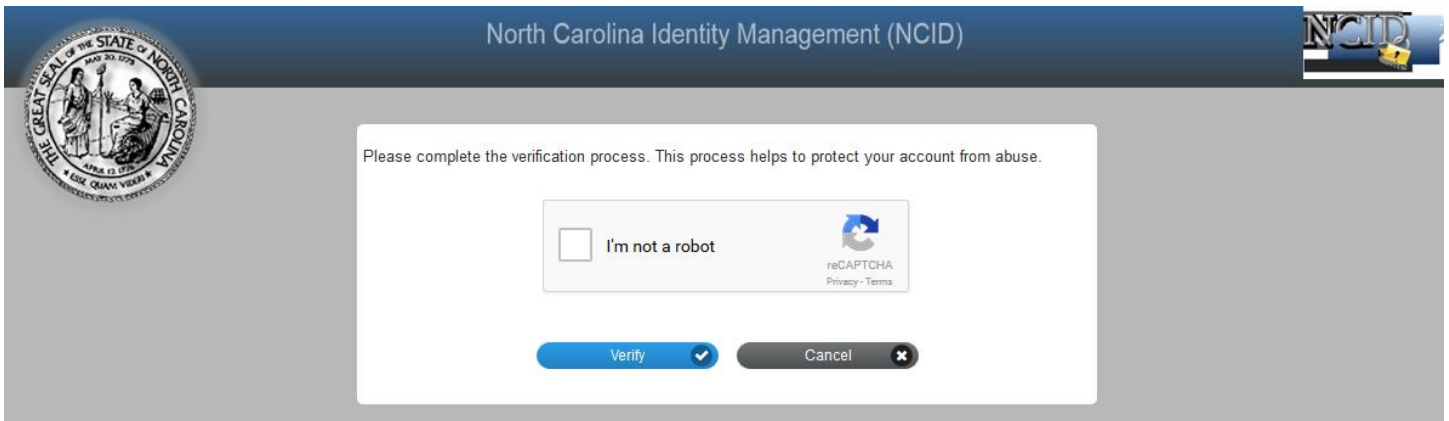
This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.



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Click the **I'm not a robot** box, then choose the required images and verify.



After a successful verification, you will be presented with the *New User Registration* form. Complete the 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.

If you forget your password, you can reset it yourself from the NCID page (<https://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.



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*

Telephone Extension (Optional)

Mobile Number (Optional)

Street - Line 1*

Street - Line 2 (Optional)

City*

State*

Zip*

New Password*

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 letter.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- 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.

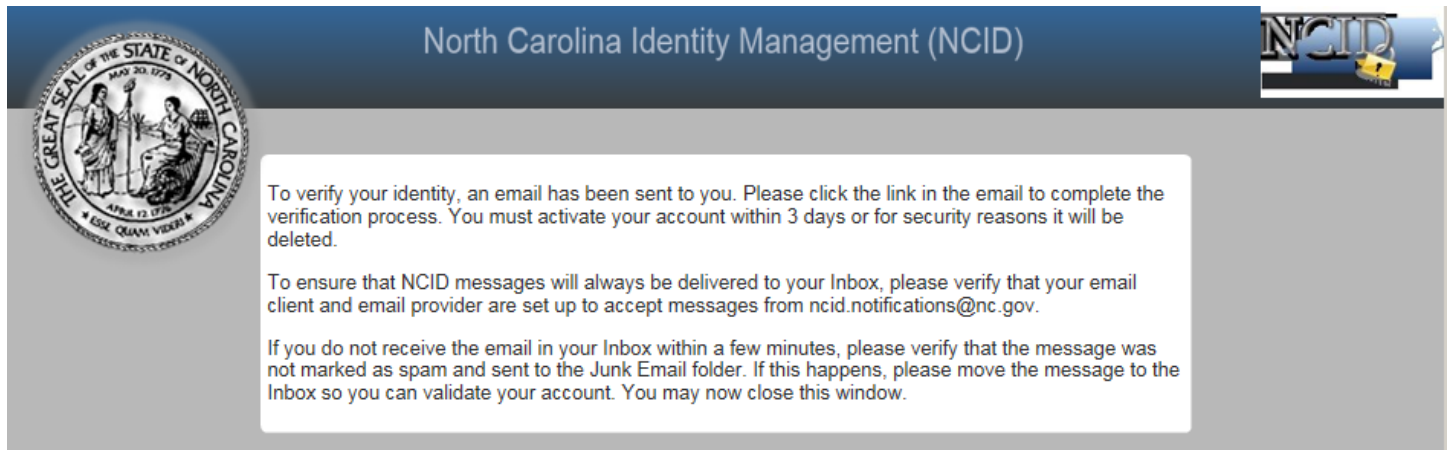
Continue



Cancel



A message displays letting you know that a verification email has been sent. Close this window and proceed to the email account entered on the registration form.



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 Service Desk.

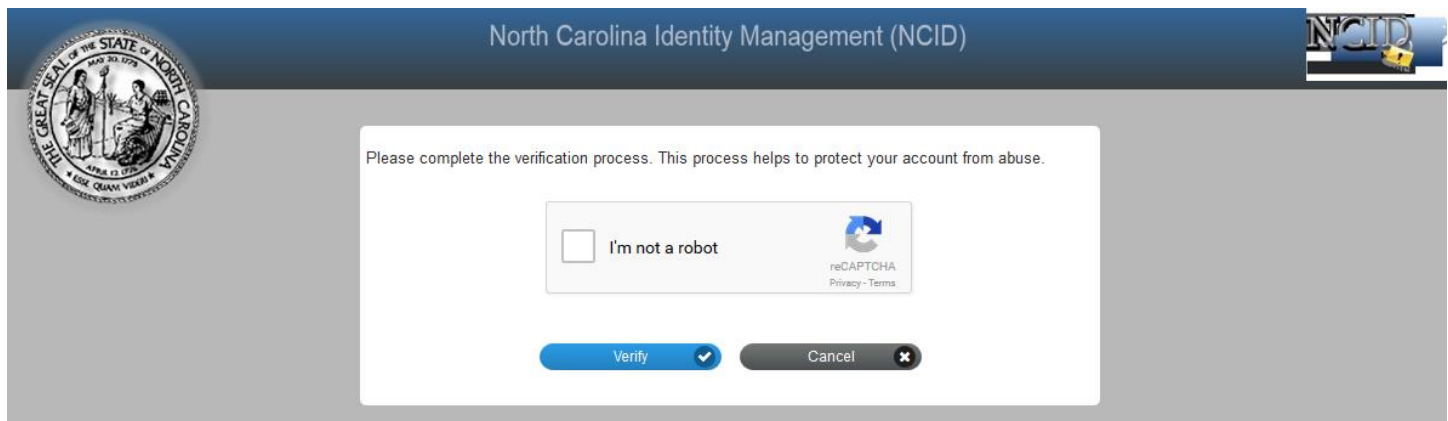
Email: dit.incidents@its.nc.gov

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

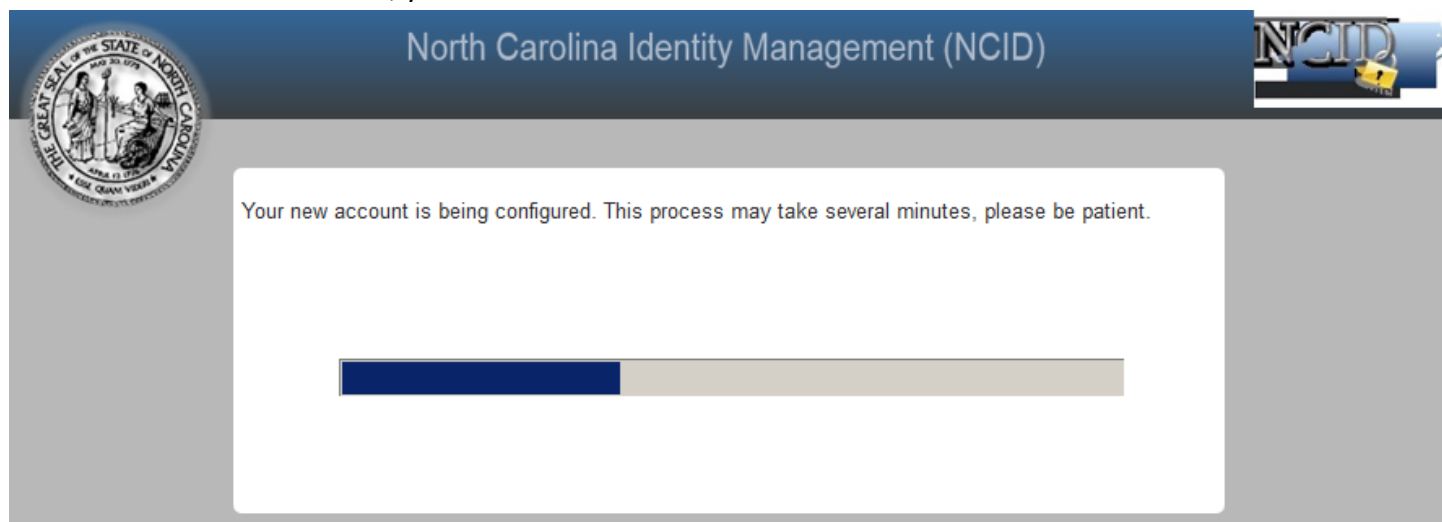
You will receive a New NCID User Verification email that reads as follows:

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

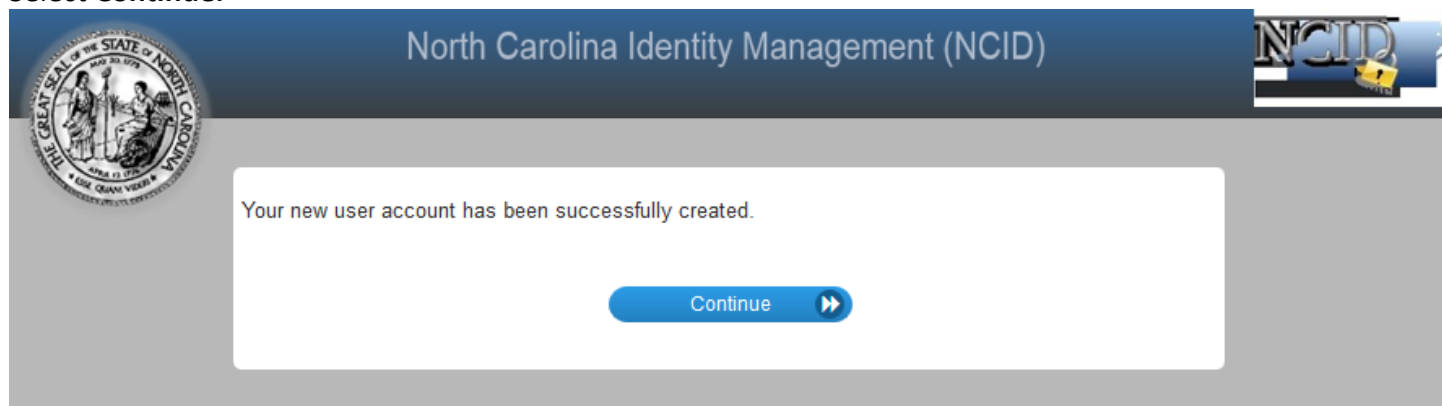
Select the **CLICK HERE** link, click the **I’m not a robot** box, then choose the required images and verify.



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



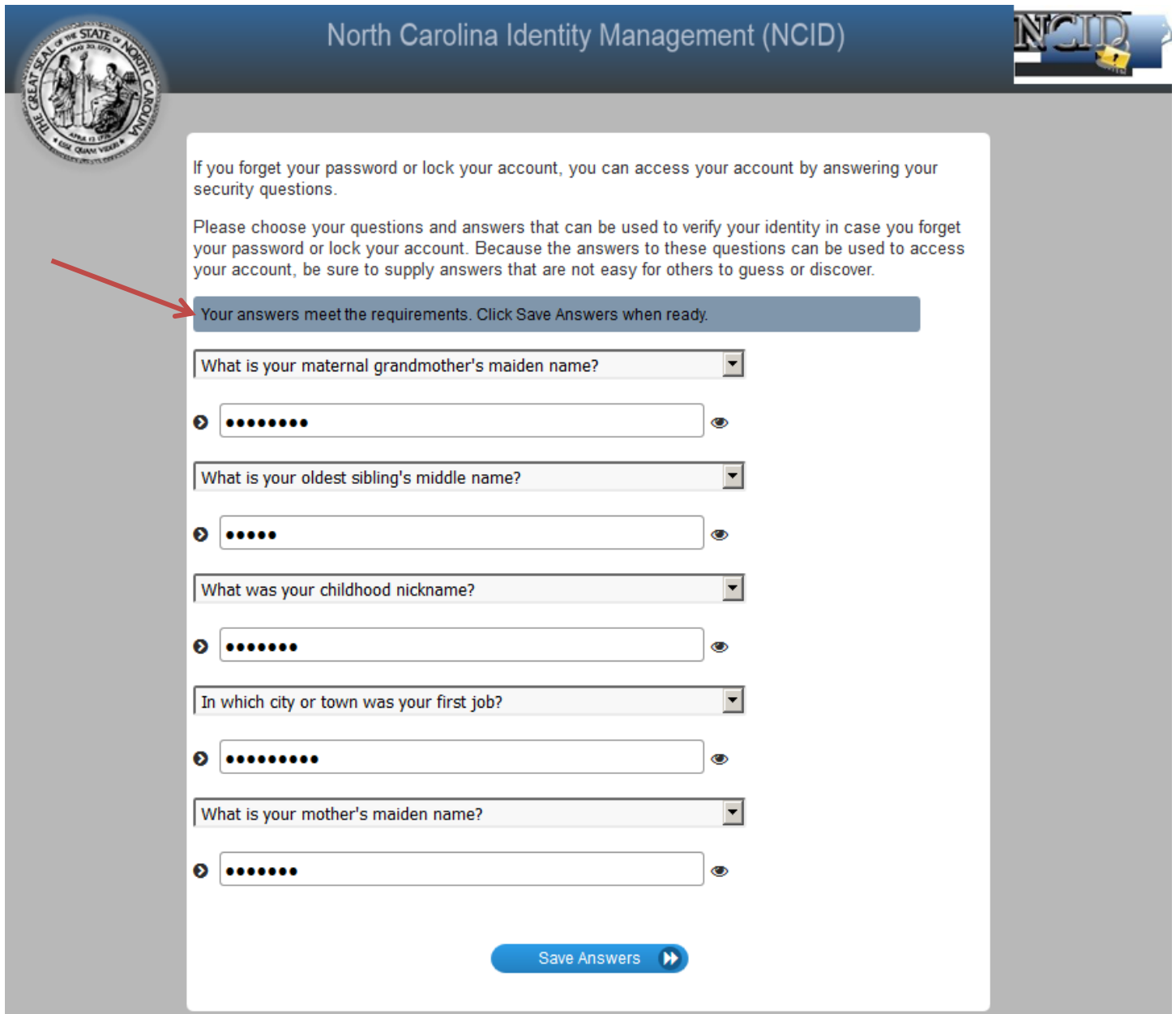
Select **Continue**.



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.

This screenshot shows the NCID login page. The header includes the NCID logo and the title "North Carolina Identity Management (NCID)". The Great Seal of the State of North Carolina is on the left. Below the header, a paragraph describes NCID as a standard identity management and access service. The login section contains two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is a link "forgot your User ID?". Below the "Password:" field is a link "forgot your Password/unlock Account?". At the bottom of the login section are two buttons: "Login" and "Need Help?". A "REMINDER" note at the bottom states: "Bookmarking this page can lead to error messages or denied access to your application or service". A blue bar at the very bottom contains the text: "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 North Carolina Identity Management (NCID) security questions screen. 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, there is a message: "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 message box that says "Your answers meet the requirements. Click Save Answers when ready." Below this, there are five security questions, each with a dropdown menu and a text input field with masked characters (dots). The questions are: "What is your maternal grandmother's maiden name?", "What is your oldest sibling's middle name?", "What was your childhood nickname?", "In which city or town was your first job?", and "What is your mother's maiden name?". At the bottom right, there is a blue button labeled "Save Answers" with a right-pointing arrow.

North Carolina Identity Management (NCID)

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.

Your answers meet the requirements. Click Save Answers when ready.

What is your maternal grandmother's maiden name?

.....

What is your oldest sibling's middle name?

.....

What was your childhood nickname?

.....

In which city or town was your first job?

.....

What is your mother's maiden name?

.....

Save Answers

IMPORTANT: If you forget your password, you will need the answers to these security questions in order 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.



North Carolina Identity Management (NCID)



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.

Continue

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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La Página en Español

About CONTACT US Sitemap Login NC@Your Service

You are here: ▶ Home

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[More...](#)

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- Hearing Calendars**
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- NEW! - Clerk's Office**
- NEW! - Employee Classification**
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Click on **First Time User? Click Here for Access.**



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[La Página en Español](#)

[About Us](#) [Contact](#) [Login](#) [NC@Your Service](#)

You are here: [Home](#) [Secure Login Page](#)

HOME

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



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Workers' Compensation HELP: (800) 688-8349 or (919) 807-2501


La Página en Español

About Us Contact Login NC@Your Service

You are here: [Home](#) [Request Access](#)

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.