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.

![Welcome to the North Carolina Industrial Commission!](image)
Click on **Don't Have an NCID? Click Here**.

**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:**

Don't Have an NCID? Click Here

Password:

First Time User? Click Here for Access

Forgot Your Password?

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

This website 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:

- **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.

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

![Verification Process](image)

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/](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:
username@domain.com

Confirm Email Address:
username@domain.com

Telephone Number:
919-555-1234

Telephone Extension (Optional)

Mobile Number (Optional)
919-555-1397

Street - Line 1:

Street - Line 2 (Optional)

City:

State:
NC

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 30 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/](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.
Enter your answers to all of the security questions. When the answers meet the requirements, select 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.
**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**.
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.