

Upload and Pay User Instructions

How to Get Started




The screenshot shows the North Carolina Industrial Commission website. At the top, there is a header with the commission's logo, name, and contact information. A red circle highlights the "Login" link in the top right navigation bar. Below the header is a main navigation bar with links for HOME, LATEST NEWS, Injured Workers, Employers, Carriers, Attorneys, Medical Providers, FAQ's, SECTIONS, and LINKS. The main content area features a welcome message, a large image of the North Carolina state flag and skyline, and a section for "Injured On The Job?" with a "CLICK HERE" link. There is also a "Hearing Calendars" section with links to "Full Commission Calendars" and "Deputy Commissioners' Calendars".

The North Carolina Industrial Commission requires that the filing fees of some documents be paid prior to processing. This includes the Compromise Settlement Agreement (also known as the CSA or Clincher) and the Forms 21, 24, 26, and 26A. These documents may now be uploaded directly to the Industrial Commission and paid electronically.

The Industrial Commission accepts payments in the form of Electronic Checks, VISA, and MasterCard on a secure web site.

The Industrial Commission Home Page is www.ic.nc.gov. This is your starting point. You may have referenced this web site in the past to obtain Workers' Compensation forms or to find the latest news related to the Industrial Commission.

In the upper right of this page is a link labeled Login. Clicking this link will present the Industrial Commission's secure login site.




NORTH CAROLINA INDUSTRIAL COMMISSION
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](#) [Secure Login Page](#)

HOME

NCID Login for The NC Industrial Commission Secure Web Site 



NCID:

Password:

LOGIN

[Forgot Your Password?](#) [Don't Have an NCID? Click Here](#)
Request Authorization to Access NCIC Applications
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 7 or 8 and Firefox 3 or later. Viewing with other browsers is not supported.

This is the Login Page. This is a secure web site which requires you to enter your NCID and your password to gain access to software that enables you to conduct business with the Industrial Commission.

Your password is case sensitive, so type it carefully.

When you have entered your NCID and Password, click on the LOGIN button to begin your upload process.

Complete the Upload Forms Page

NCIC Upload Forms and Documents

User:nciotest

* IC Number DOE, JOHN V. Unknown

*Select a Document Type:

Compromise Settlement Agreement / Clincher (\$ 375.00) C:\temp\EDFP PDFs\Cl

☒ This document has attachments

*Select Attachments:

Medical Records	C:\temp\EDFP PDFs\M	<input type="button" value="Browse..."/>	<input type="button" value="delete"/>
Medical Records	C:\temp\EDFP PDFs\M	<input type="button" value="Browse..."/>	<input type="button" value="delete"/>
Correspondence	C:\temp\EDFP PDFs\Cc	<input type="button" value="Browse..."/>	<input type="button" value="delete"/>
Select a Document Type		<input type="button" value="Browse..."/>	
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In order to upload documents to the Industrial Commission, you must have an IC File Number. You cannot file a Form 19 to open a file at the same time as you are filing a form that requires up-front payment, such as a Clincher. File the Form 19 first, then when you are notified of the IC File Number, you can upload the Clincher.

Enter your IC File Number in the IC Number field and tab out of that field. This will display the names of the Plaintiff and the Defendant. Check these pieces of information to ensure you have entered the correct IC File Number.

Next, select the type of document you are filing. There are a limited number of choices because only a few filings require up-front payment.

After selecting the type of document, use the Browse button to locate the file on your local network. The file must be in Adobe® PDF format.

If you will be submitting attachments for this document, check the box indicating this. This will provide you placeholders for the attachments. In that placeholder, select the type of attachment you have.

Finally, use the Browse button to locate the file on your local network. Most files must be in Adobe® PDF format, however, if you are submitting a Proposed Order, that file must be submitted in Microsoft® Word format.

Continue until you have added all attachments for this document. You can add as many attachments as you need, but each attachment must be 75MB or less in size.

If you do decide you do not want to upload any documents today, click on the Exit button to log out of the Electronic Document and Fee Portal application and return to the NCIC Home Page.

But, to continue, click Upload to upload these documents and then view the Uploaded Attachment List. Depending upon the number and size of your attachments, this may take some time.

Review the Uploaded Attachments Page

Upload Documents

NCIC Uploaded Attachments

User:nciostest

* IC Number 714190 DOE, JOHN V. Unknown

Attachments To: Compromise Settlement Agreement / Clincher (\$ 375.00) Clincher.pdf Fee for this document: \$375.00

Delete ?	Attached Document Type	File Name
<input type="checkbox"/>	Medical Records	Medical Records.pdf
<input type="checkbox"/>	Medical Records	Medical Expense List.pdf
<input type="checkbox"/>	Correspondence	Correspondence.pdf

Add More Attachments Delete Attachments

Accept Cancel Exit

The Uploaded Attachments page summarizes the attachments you selected on the previous page. This gives you an opportunity to ensure you have uploaded all of the correct attachments for this document.

Review the list of attachments displayed. Did you get the right attachments? Did you miss any necessary attachments?

If you have attached a document that should not have been attached, you can use the checkbox to identify the document you do not need, and click the Delete Attachment button.

If you missed a document that you should have attached, you must click the Add More Attachments button to return to the Upload Forms Page, and continue to attach the missed document or documents.

If there is something wrong or if you decide you should not have uploaded these documents today, you can click Cancel. This document and these attachments will be removed from the Industrial Commission's computer system, but will leave any other documents and attachments you uploaded previously.

At any time, you can change your mind and decide not to process any uploads today. Click on the Exit button and all of the documents and attachments you have uploaded, but

have not yet paid the filing fees for, will be deleted from the Industrial Commission's computer system.

If you have all of the necessary attachments and want to continue, click the Accept button. This indicates you agree that the document, filing fee, and attachments that are shown on this page are correct.

Review the Summary Page

Upload Documents

NCIC Document Summary

User:ncictest

Delete ?	IC Number	Document Type	Fees	Total Attachments	View
<input type="checkbox"/>	714190	Compromise Settlement Agreement / Clincher (\$ 375.00)	\$375.00	3 Attachments	Show Attachments

Upload Next Document Delete Documents

Grand Total Due: \$375.00

Pay Now Exit

On the Document Summary Page, you can see all of the documents you have uploaded. Each document is identified by the IC File Number and the Document Type. In addition, the filing fee for each document is listed with a Grand Total Due toward the bottom of the page.

The number of attachments is listed and you can use this as a quick check to determine if the correct number of attachments was captured. If this appears to be incorrect, you can click the Show Attachments button which will list all of the attachments for a double check.

To upload another document and its attachments, click on the Upload Next Document button to go to the Upload Documents Page and start the process again with a new document to upload. You can upload as many documents and attachments as you like.


If, on this page, you see a document that should not have been uploaded, click in the checkbox associated with that document and click on the Delete Document button. This will remove that document and all its attachments from the Industrial Commission's computer system. You can easily upload that document again later.

If you decide not to pay the filing fees today, you can click Exit to return to the NCIC Home Page. Doing so will delete all of the documents and all of their attachments from

the Industrial Commission's computer system, and you will have to upload all of them again when you are ready to submit them.

Otherwise, click on the Pay Now button. This will direct you to the Payment Method Page to begin the electronic payment.

Complete the Payment Method Page


**NORTH CAROLINA INDUSTRIAL COMMISSION**

Payment Method

Please Review your Invoice Information:

* Indicates required field

Invoice To Process
Invoice Number: 169047
IC File Number:
Carrier / Attorney File Number:
Account Holder: Devagiri Anil
Amount: \$375.00

Choose method of payment
☐ Pay by electronic check
* Account Type:
☒ Pay by credit card


Need Help with this screen? Contact NCIC Support by phone (automated Voice Mail) at (919) 807-2695 or email us at ccmssupport@ic.nc.gov

The purpose of the Payment Method page is to identify how you plan to pay your invoice. Will you use an electronic check, which will deduct the invoice amount from your checking or savings account, or will you use a credit card? The Industrial Commission accepts both VISA and MasterCard.

But, before you make that selection, you should verify the data at the top of the page. Also, does the amount listed on this page match the amount shown as the Grand Total Due on the previous page? If not, you should call the Industrial Commission at 919-807-2695 for assistance.

Once you have verified that the data is correct, you can make your Payment Method selection at the bottom of the screen. To do this, click in one of the circles to indicate either electronic check or credit card – if you click in one circle and want to change your mind, just click in the other circle. If you choose electronic check, you also need to use the drop-down box to indicate if the account is a personal account or a business account.

At any time, you can change your mind and decide not to pay the invoice today. Click on the Exit button and the payment transaction will be halted.

But, to continue paying, you need to click on the Next button. This takes you to the Payment Information Page, where you can enter your account numbers.

Enter Credit Card Information

Payment Method	
*Name as it Appears on Card:	<input type="text" value="John Doe"/>
*Card Number:	<input type="text" value="4111 1111 1111 1111"/>
*Expiration Date: * Month	<input type="text" value="04"/> <input type="text" value="2012"/>
<div><input type="button" value="Bac"/> <input type="button" value="Next"/> <input type="button" value="Exit"/></div>	

When you are paying by Credit Card, the Payment Information Page gives you have another opportunity to compare the amount displayed on the screen with the Grand Total Due. If the amounts do not match, you should call the Industrial Commission at 919-807-2695 for assistance.

At the bottom of the page, you must enter the Name as it Appears on the Credit Card, the Card Number, and the Expiration Date. You may need to scroll down to see these fields.

The Card Number is 16 digits long. You can enter this as one long string of numbers or you can break it up into 4 numbers of 4 digits each with spaces in between. This is how it appears on your card, and is sometimes easier to enter this way.

The Expiration Date is entered by using the drop-down lists for month and year. Some credit cards show a month-day-year expiration date and others show a month-year. You only need to enter the month and year, even if your card shows a day.

Then, click Next to see the Payment Review Page.

Enter eCheck Information

Billing Address	
First Name:	<input type="text" value="John"/>
M.I.:	<input type="text"/>
Last Name:	<input type="text" value="Doe"/>
Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select State"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
E-Mail:	<input type="text"/>

Payment Details	
*Payment Amount: 375.00	
<small>Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking date your payment will be executed on the next available banking day. Current date payments received 4:00 PM MT will be executed on the next valid banking date.</small>	

Payment Method	
*Account Number:	<input type="text" value="1111111111"/> What's This?
*Re-Type Account Number:	<input type="text" value="1111111111"/>
*Routing Number:	<input type="text" value="121000358"/> What's This?
*Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
<div><input type="button" value="Back"/> <input checked="" type="button" value="Next"/> <input type="button" value="Exit"/></div>	

When you are paying by Electronic Check, you must enter the First and Last Names of the payor in the Billing Address at the top of the page.

In the center of the page is the invoice amount. If you forgot to compare the invoice amount on the previous page, you can check it now to make sure it matches the amount from the Grand Total Due. If the amount does not match, you should call the Industrial Commission at 919-807-2695 for assistance.

Then, at the bottom of the page, you must enter the name of the bank account owner - this might be a company and not a person. You must also enter your account number and the routing number. These numbers are printed on your paper checks. But, if you don't

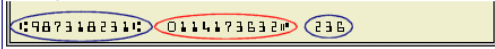
know where to find your account number and routing numbers, click on the What's This link to the right of the Account Number field to see a sample check.

eCheck Help

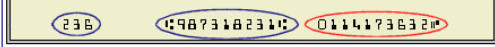
In order to pay directly from your bank account, you'll need to provide us with your bank account number and bank routing number. You will find both of these numbers on the checks issued for your account.

Routing numbers are always 9 digits long. Account numbers may be up to 17 digits long. The check # is always 3 digits long and can be ignored. Some banks list the routing number first on the check, while other banks list the account number first. Below are examples of both types of checks with the account number circled in red:

Example Check 1



Example Check 2




If you are still unsure, you should call your financial institution to get assistance. You can close this page using the 'X' in the upper right.

Finally, indicate the type of account you are using to pay the invoice by clicking the circle for either Checking or Savings. If you make a mistake, you can click the other choice to correct it.

If you decide not to pay today, you should click the Exit button and the payment transaction will stop.

When you are ready, click Next to see the Payment Review Page.

Review Before you Pay

Payment Review	
Please review your payment information below and click the "Pay Now" button when ready. If your information is not correct, please click the "Back" button and make any corrections before proceeding.	
Address	
Billing Address: John Doe	
Payment Method	
Credit Card  John Doe x1111 04/12	
Payment Amount	
Amount: \$375.00	
Total: \$375.00	
Back	Pay Now
Exit	

Need Help with this screen? Contact NCIC by phone (automated Voice Mail) at (919) 807-2695 or email us at ccmssupport@ic.nc.gov

This is the Payment Review Page. This is your last chance to review the information before your bank account is debited or your credit card is charged. If you decide not to pay at this time, click Exit and the payment process will be cancelled.

If there is an error in your data entry, you can click Back to return to the previous page and correct your error.

But, if everything looks OK, you should click Pay Now. It will take a few seconds to process the payment and once that is completed, you will get a receipt.

Keep your Receipt

Upload Documents

NCIC Invoice Payment Receipt

North Carolina Department of Commerce
Industrial Commission
Accounts Receivable Section
4340 Mail Service Center
Raleigh, North Carolina 27699-4340

Received of:
Devagiri Anil
ncic attorney

Transaction # 656 Authorization Code 991187
Amount Paid \$375.00 Confirmation # 11110200431420
Date Tendered 11/02/2011 Payment Type VISA

Invoice	IC File #	Case	Form	Fee	Carrier/Atty File #
E-169047	714190	DOE, JOHN V. Unknown	Compromise Settlement Agreement / Clincher (\$ 375.00)	\$375.00	

Your payment has been successfully processed. An Email with the confirmation receipt has been sent to :
anil.devagiri@ic.nc.gov

Exit

Print

Upload More Documents

This is your receipt. The Industrial Commission keeps a copy of this receipt for its records. And, a copy in PDF format has already been emailed to the email address associated with your NCID. When you receive that email, you can print it, forward it, or save it to your local network.

The receipt identifies the person who paid the invoice, as well as the company who owns the bank account or credit card that was used. It also shows information specific to the payment such as the Invoice Number, IC File Number, Form that was filed, and Amount Paid. Lastly, it includes information related to the payment, such as the Confirmation Number and Authorization Code.

At this point, you can choose to upload additional forms or you may simply close your web browser.