Grants Management Access Authorization

The new Grant Management System requires a NCID/myNCID User ID and Password for access in the system. Complete Section 1 to request EBS access which will allow you to view but not submit any information connected to a Grant. If you are going to perform work within the Grants System (i.e. submit an application, submit a claim, or make changes to an agreement), you must complete Sections 1 and 2. A separate form will be required for each User requesting access. Scan, attach and email the form to the PTD Security Coordinator at **fmccullen@ncdot.gov**.

Section 1 - User ID Information

First Name: *   Last Name: *

Agency: *

Agency Address: *

Title: *

Telephone: *   Ext: Fax:

Email: *

NCID: *

If you do not have an NCID, click on the appropriate link below:
- State Government Employees
- Local Government Employees
- Individual (Business Users, Federal Government, Non-State/Local Govt Consultants)

NCIDs are **user specific and cannot be shared**. The NCID/myNCID account should be **under your name and email address**, not your business or organization. The email address on the NCID/myNCID must match the email address listed above. Otherwise, your request will be rejected.

Section 2 – Role Requests

Please check below each role you will be responsible for submitting.

Create/Submit Final Application

Create/Submit Claims for Reimbursement

Create/Submit Change Request

I certify information above is accurate and I am the authorized person to perform the duties listed.

Print Name: *

Signature:

Agency Head/Authorized Official Signature:

As agency head/authorized official, I understand that granting roles to someone permits them to sign documents for this agency.