

# Enterprise Business Services (EBS) External Access Request Procedure

You must complete both steps to request EBS access:

1. Register for an NCID Account: <https://ncid.nc.gov>  
*If you already have an NCID, continue with step 2*
  - a. Click **Register!**
  - b. Select from the **Individual**
  - c. Complete the **New User Registration** process as directed.

NCID  
NCID

Username

Password

NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help? Register!

Create only one NCID per individual.

**NCIDs must be for a specific individual!**

- ✓ Do not select Business.
- ✓ Enter your First, Middle and Last Name.
- ✓ NCIDs can be linked to multiple businesses/organizations in EBS
- ✓ Do not create an account on behalf of someone else.
- ✓ Shared business or organization NCIDs will not be accepted for EBS use.

North Carolina Identity Management

NCID

**New User Registration**

b. Please indicate your user type from one of the following categories:

<input checked="" type="radio"/> Individual	Request access to the State of North Carolina services as an individual or citizen.
<input type="radio"/> Business	Request access to the State of North Carolina services on the behalf of a business.
<input type="radio"/> State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
<input type="radio"/> Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

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## 2. Complete an EBS External Access Request Form:

<https://www.ebs.nc.gov/sap/crmaccess/index.html>

- Select Agency - **NCDOT – Consultant Rate Schedule (CRS)**.
- Enter **NCID Username**.
- Enter current **EBS User ID** (if applicable).
- Complete remaining **User Information**:
  - Name as found on the NCID.
  - Organizational information: **Enter business name**.
  - Individual's phone/email.
  - List additional business information in the Comments section.
- Select **Role**.
- Complete **Code Verification**.
- Click **Submit**.

### ***Your request will be rejected if:***

- ✓ Your NCID does not exist.
- ✓ Your First, Middle and Last Name do not exactly match your NCID.
- ✓ NCIDs can be linked to multiple businesses/organizations in EBS

The screenshot shows the 'Enterprise Business Services (EBS) External Access Request Application' form. The 'User ID Information' section includes fields for Agency (dropdown), NCID Username, current EBS User ID, Last Name, First Name, Middle Name, Organization Name, Organization Name 2 (DBA), Organization Address, City, State (dropdown), Zip Code, Phone, and Email. A 'Comments' text area is also present. Below this is a 'Select Role(s) and/or Action(s)' dropdown and a 'Generate(Refresh)' button. A 'Code Verification' section with a 'Copy or type the code in the box' field is at the bottom. A red arrow labeled 'd.' points to the name fields. A red callout box on the right contains the text: 'Your NCID, Name and Email must match the NCID exactly!'. Red letters 'a.' through 'f.' are placed near various form elements: 'a.' near the Agency dropdown, 'b.' near the NCID Username field, 'c.' near the current EBS User ID field, 'e.' near the Role dropdown, and 'f.' near the Generate(Refresh) button.