

Enterprise Business Services (EBS) Access – Request an NCID

Complete the following 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

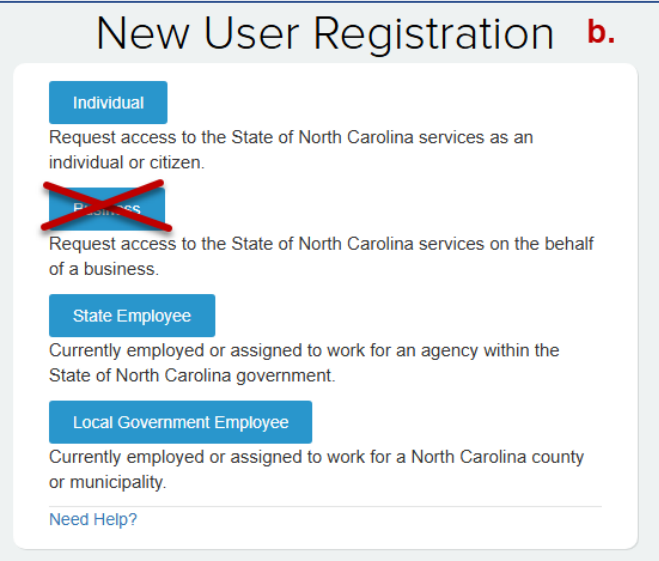
- a. Click **Register!**
- b. Select from the following categories, then proceed as directed.
 - Individual
 - State Employee
 - Local Government Employee

NCIDs must be for a specific individual.

- ✓ Do not select Business.
- ✓ Enter your First, Middle and Last name and your Email address.
- ✓ Do not create an account on behalf of someone else.
- ✓ Shared business or organization NCIDs will not be accepted for EBS use.
- ✓ NCIDs can be linked to multiple businesses/organizations in EBS. Do not create a new NCID for each grant program or organization supported. Use the same NCID for all EBS Access Requests.



Create only one NCID per individual.



Enterprise Business Services (EBS) Access – Complete LPMO Request Form

2. Complete an EBS External Access Request Form:

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

- Select **Agency** from the dropdown.
- Enter **NCID Username**.
- Complete **User Information**:
 - Name as found on the NCID
 - Organizational information and address
 - Individual's Phone and Email as found on the NCID
 - If **Remittance Address** differs, enter the Remittance address 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, Last Name or Email does not match your NCID *exactly*.
- ✓ You already have an active EBS Account under a *different* NCID. Use your *original* NCID on the EBS Access Request.

The screenshot shows the 'Enterprise Business Services (EBS) External Access Request Application' form. It is divided into two main sections: 'User ID Information' and 'Code Verification'. The 'User ID Information' section includes fields for Agency (dropdown), NCID Username, Last Name, First Name, Middle Name, Job Title, Organization Name, DBA, Organization Address, City, State, Zip Code, Phone, and Email. The 'Code Verification' section includes a dropdown for Role(s) and Action(s), a 'Generate(Refresh)' button, and a field for the generated code. A red arrow labeled 'c.' points to the 'User Information' section. A red box labeled 'a.' is next to the Agency dropdown. A red box labeled 'b.' is next to the NCID Username field. A red box labeled 'd.' is next to the Role(s) and Action(s) dropdown. A red box labeled 'e.' is next to the generated code field. A red box labeled 'f.' is next to the Submit button.

Your NCID, name and email must match the NCID exactly!

The fields in this section differ based on the Agency selected.

Enterprise Business Services (EBS) Access – Final Steps

- ❖ On average, EBS Access Requests take 3-5 business days to process.
- ❖ For the status of your Access Request, contact the EBS Grant Security Coordinator:
lpmo@ncdot.gov

Include the following information in your email:

- ✓ Name
 - ✓ Phone number
 - ✓ EBS Access Request Confirmation Number (Refer to page 2, step f.)
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- ❖ You will receive an ***EBS Welcome letter*** when your account is ready to use.
 - **Follow the First-Time logon instructions exactly as they are written.**
 - If you are unable to logon, contact EBS Support at EBSSupport@ncdot.gov.
 - ❖ **Government users** who access EBS via NCID, should change their password every 90 days:
<https://ncid.nc.gov>
 - ❖ **Non-Government users** who access EBS via myNCID, **MUST** change their myNCID password every 90 days: <https://myNCID.nc.gov>

Please note, Government and Non-Government users use different NCID websites to change passwords.