



DIVISION OF
AVIATION

Process for External EBS Access Requests

March 2026

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Step 1: Register for an NCID Account

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

Create only one NCID per individual.



NCID continued:

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.

Step 2: Request Enterprise Business Services (EBS) Access

Enterprise Business Services (EBS) External Access Request Procedure

2. Complete an EBS External Access Request Form:

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

- Under Agency, select *NCDOT – AVIATION (AVI)* from the dropdown.
- Enter *NCID Username (see Step 1)*.
- Complete *User Information*:
 - Name as found on the NCID
 - Organizational information and address
 - In the DBA field, enter Airport Local ID and/or Consulting Firm
 - If Consultant for multiple airports, this form has to be completed for each Airport Local ID
 - Individual's Phone and Email as found on the NCID
 - List additional business information in the Comments section

Enterprise Business Services (EBS) External Access Request Application

User ID Information

Agency: *
 a. ▾

Enter your valid NCID Username below: *
 b.

***NOTE: If you do not have an NCID, click on the appropriate link: .**

[State Government Employees](#)
[Local Government Employees](#)
[Individual \(Business Users, Federal Government, Non-State/Local Govt Consultants\)](#)

Last Name: *

First Name: *

Middle Name (Enter N/A if not applicable): *

Organization Name (Legal Name of Entity - Registered with the NC Secretary of State): *

DBA (DBA, Individual's Consulting Firm or Airport Code) :

Organization Address: *

City: *

State (select from drop down): *

Zip Code: *

Phone: *

Email (as found on NCID): *

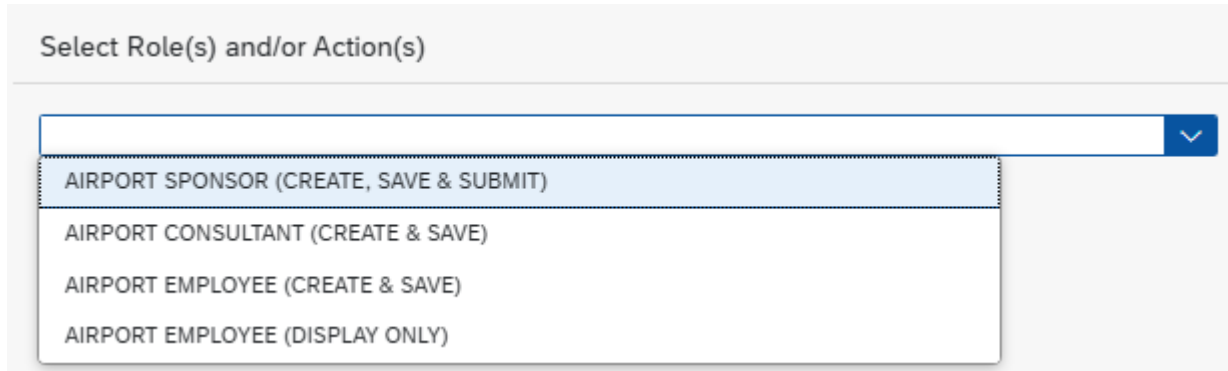
Comments:

c. ↑

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

EBS External Access Request (continued)

d. Select *Role*.



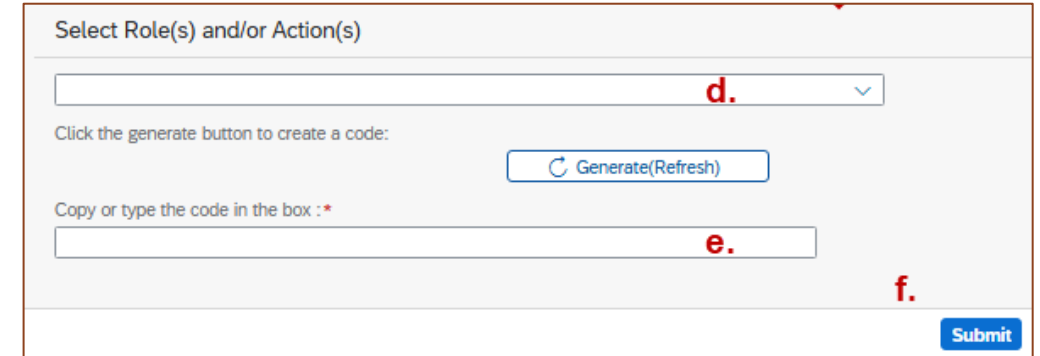
Select Role(s) and/or Action(s)

AIRPORT SPONSOR (CREATE, SAVE & SUBMIT)

AIRPORT CONSULTANT (CREATE & SAVE)

AIRPORT EMPLOYEE (CREATE & SAVE)

AIRPORT EMPLOYEE (DISPLAY ONLY)



Select Role(s) and/or Action(s)

d.

Click the generate button to create a code:

Generate(Refresh)

Copy or type the code in the box : *

e.

f.

Submit

e. Click the Generate (Refresh) button to create a code to complete *Code Verification*. *Copy or type code in box e*. This proves you're not a robot.

f. Click *Submit* and write down *EBS Access Request Confirmation code*. It is a 10-digit number that starts with an 8.

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.

EBS External Access Request Final Steps

- ❖ On average, EBS Access Requests take 3-5 business days to process.
- ❖ For the status of your Access Request, contact NCDOT Aviation's EBS Grant Security Coordinator:
ext-tlyarborough1@ncdot.gov
Include the following information in your email:
 - ✓ Name
 - ✓ Phone number
 - ✓ EBS Access Request Confirmation Number (Refer to slide 7, step f.)
- ❖ 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.