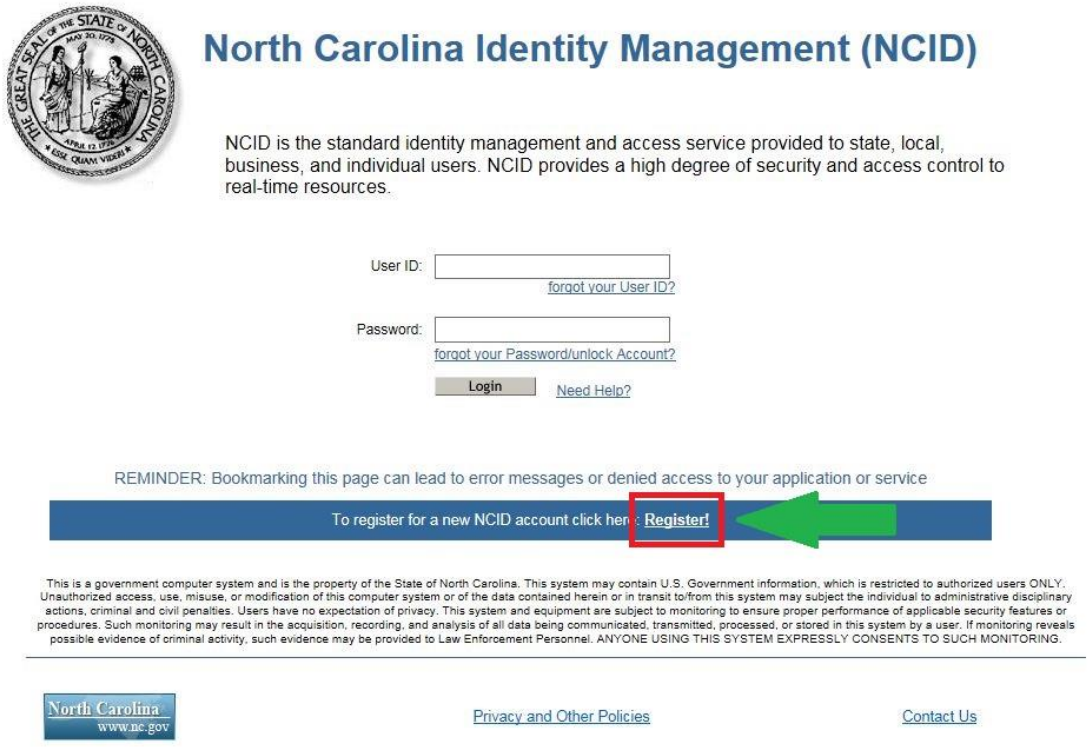
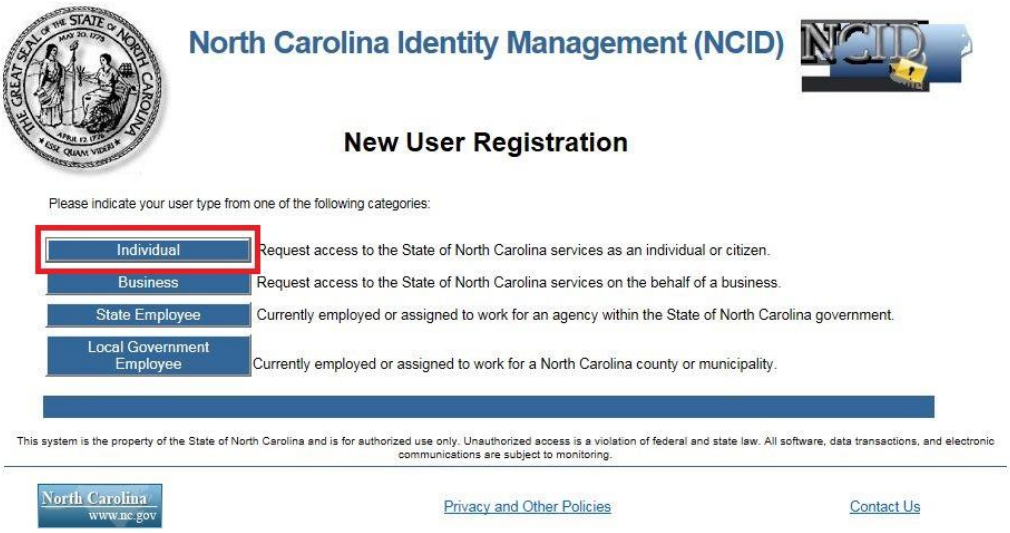
Steps for Creating an NCID for Non-US Companies

Step 1. Go to the NCID website: https://ncid.nc.gov

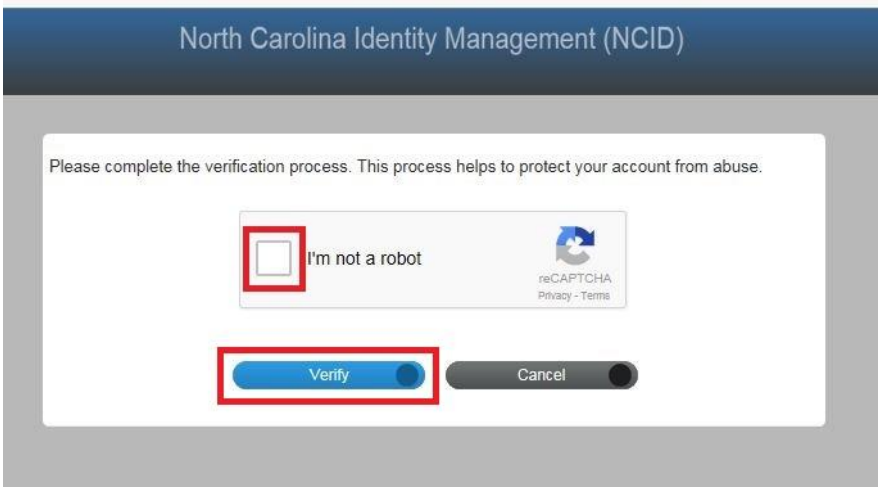
Step 2. Click "Register".



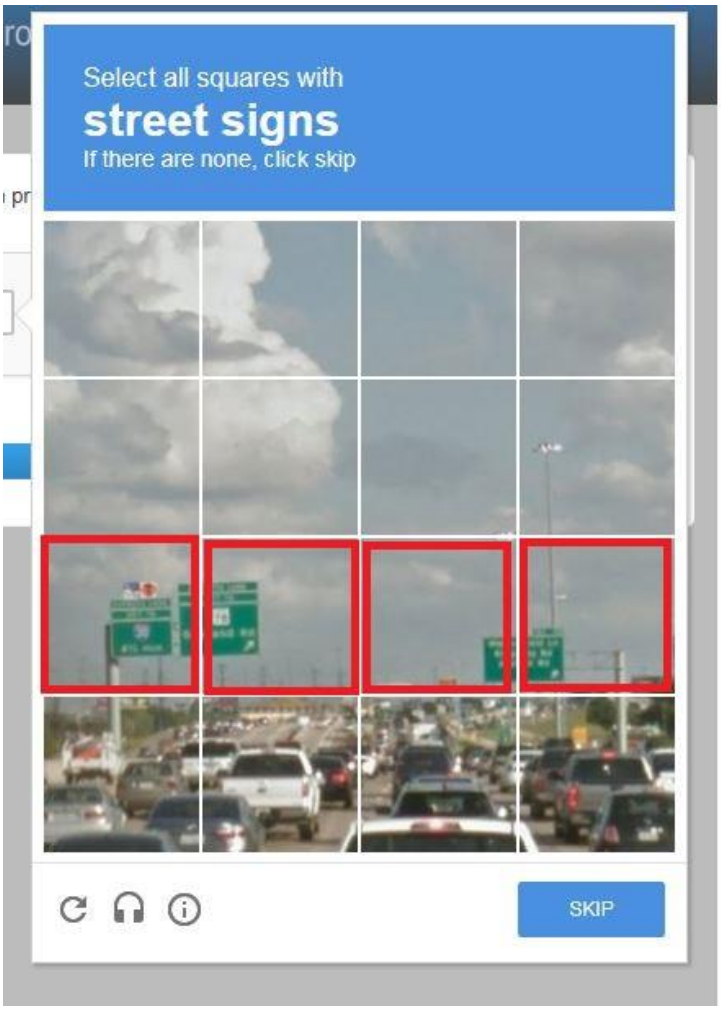
Step 3. Select "Individual" Account.



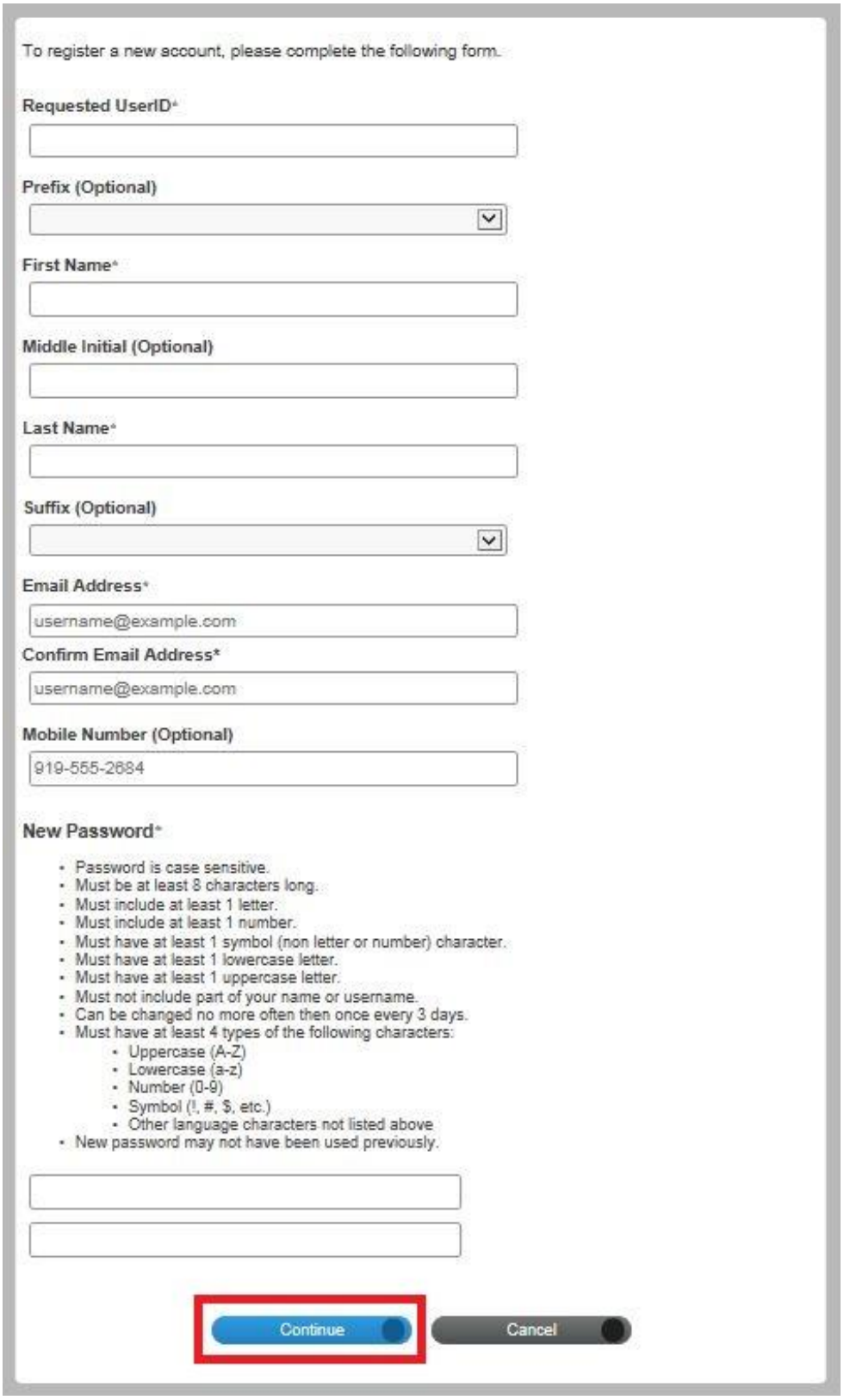
Step 4. Verify that you are not a spam robot. Click “Verify”.



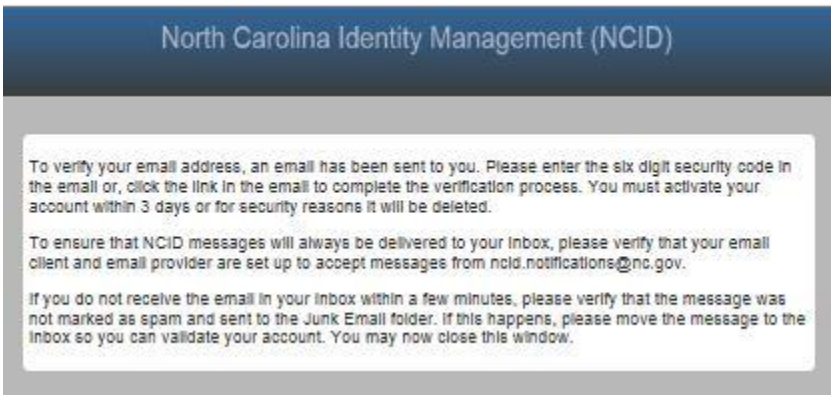
Step 5. Go through the verification process by clicking on the appropriate tiles.



Step 6. Input all requested information, including NCID username, name, email and password. Click "Continue" when finished.



Step 7. The next screen will be a message stating that an automated email was sent to verify the email address provided.

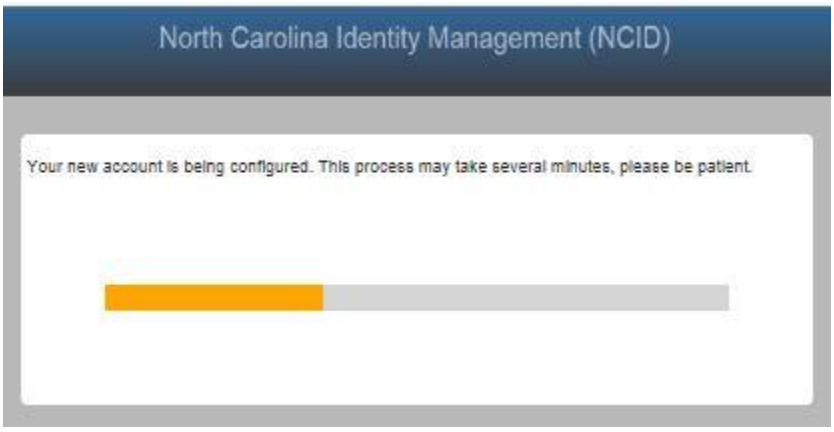


Step 8. Watch for an email with the subject "New NCID User Registration" from ncid.notifications@nc.gov.

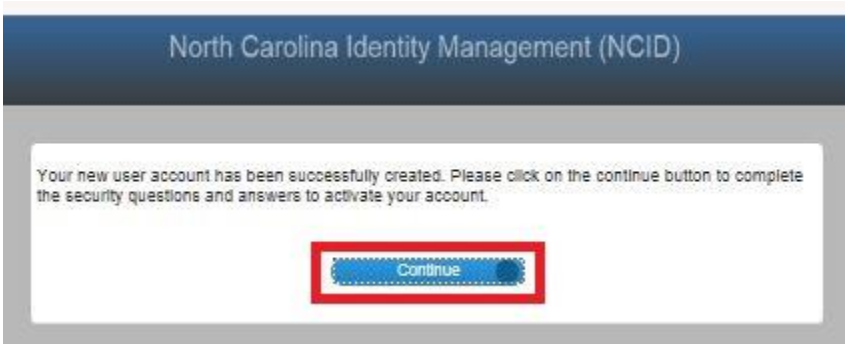
Note: This email may be directed to a junk folder or clutter inbox.

Step 9. Within 3 HOURS (not days) of receiving this email, click the link provided in the email.

Step 10. After logging in, a loading screen will appear as the NCID account is being configured.



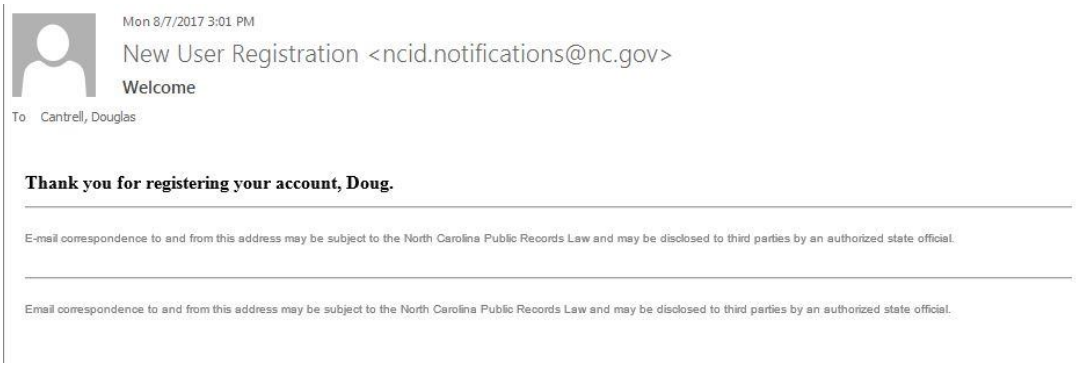
Step 11. After your NCID account is configured, a confirmation screen will appear stating the NCID account has been successfully created. Click "Continue" to proceed to the next step.



Step 12. After clicking "Continue" an automated email will be generated with the subject "New User Registration" from ncid.notifications@nc.gov.

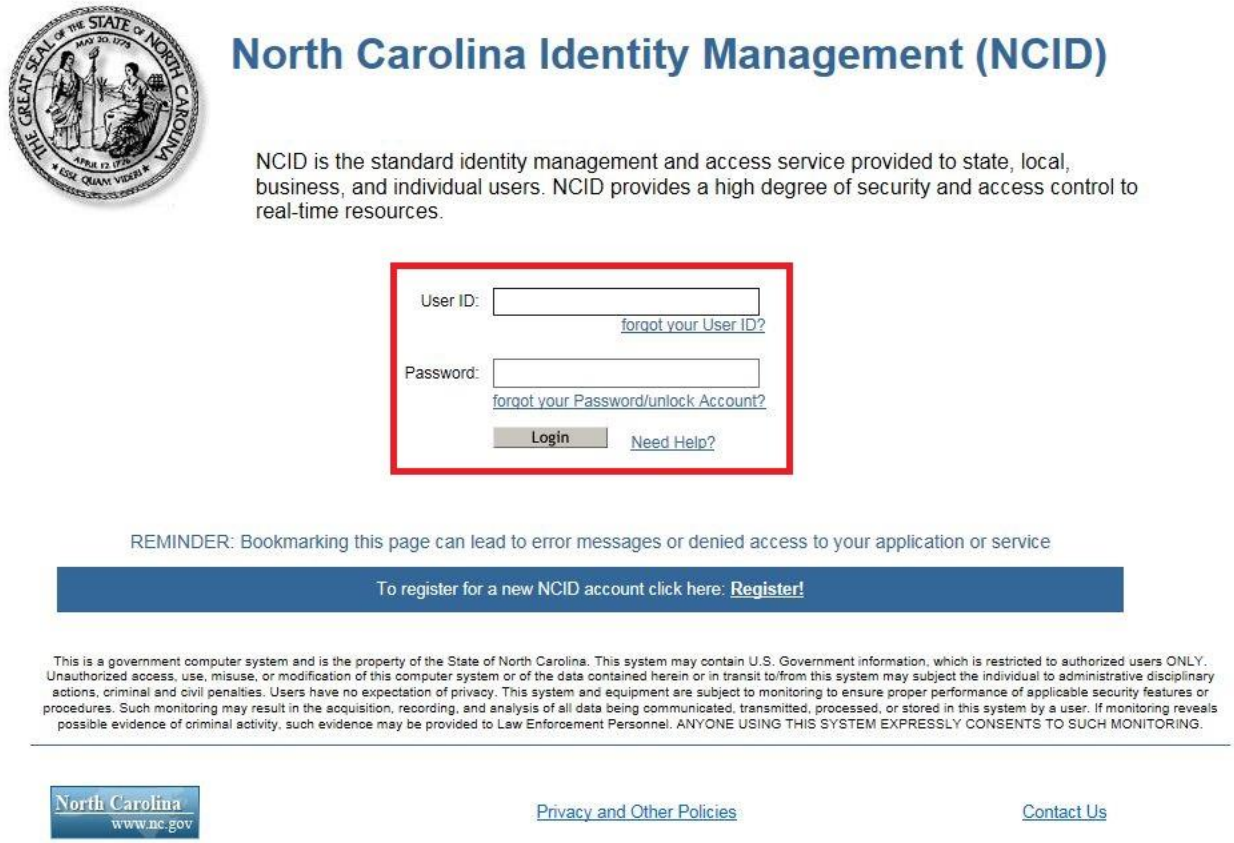
Note: This email may be directed to a junk folder or clutter inbox.

Note: Even though the email states that the NCID account has been registered, there are still additional steps that need to be completed to activate and register the NCID account.



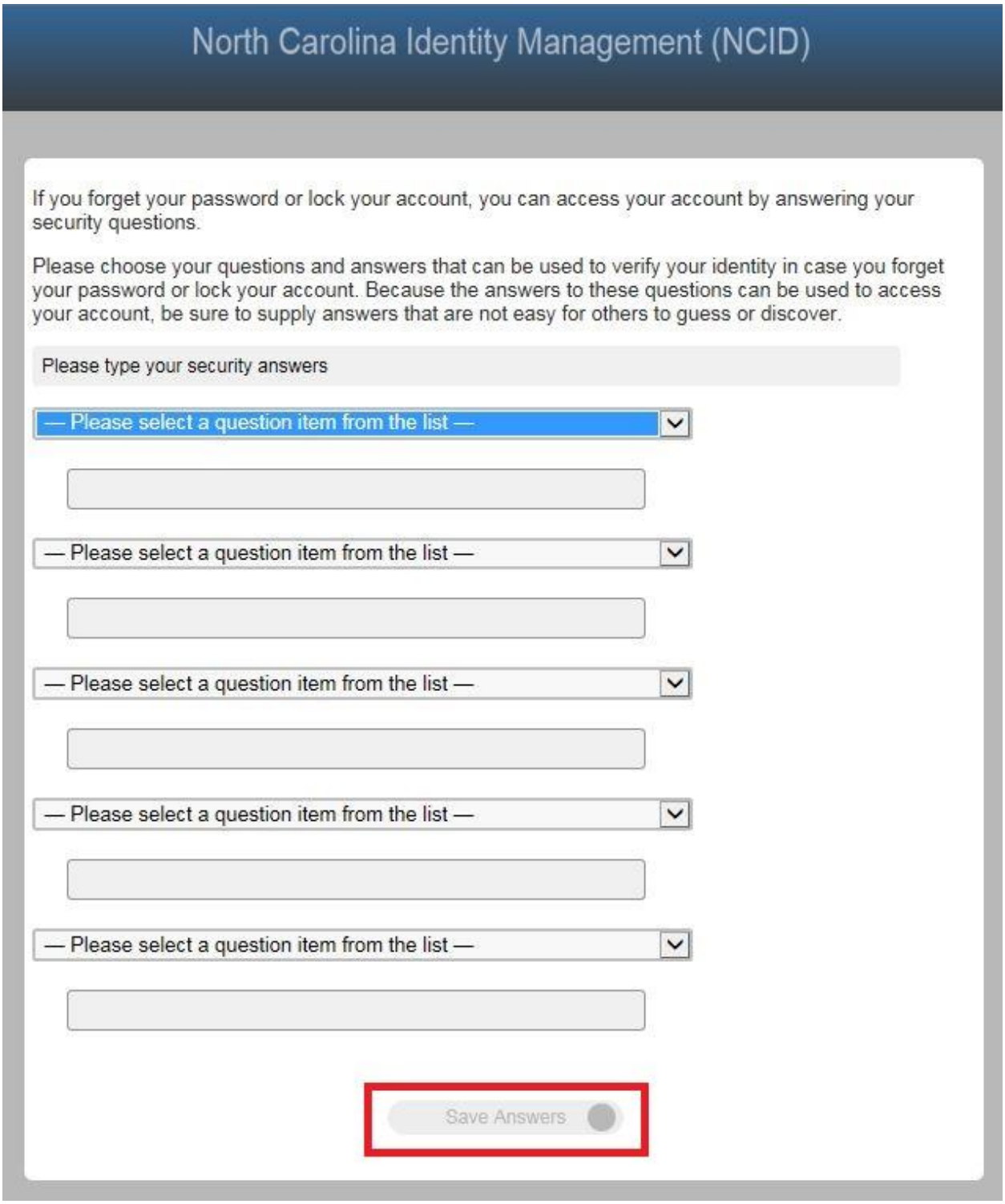
Step 13. After clicking "Continue" you will be re-directed to the NCID login screen. Enter the NCID username and password that was just created and click "Login".

Note: If you are not automatically re-directed, go to ncid.nc.gov to login.



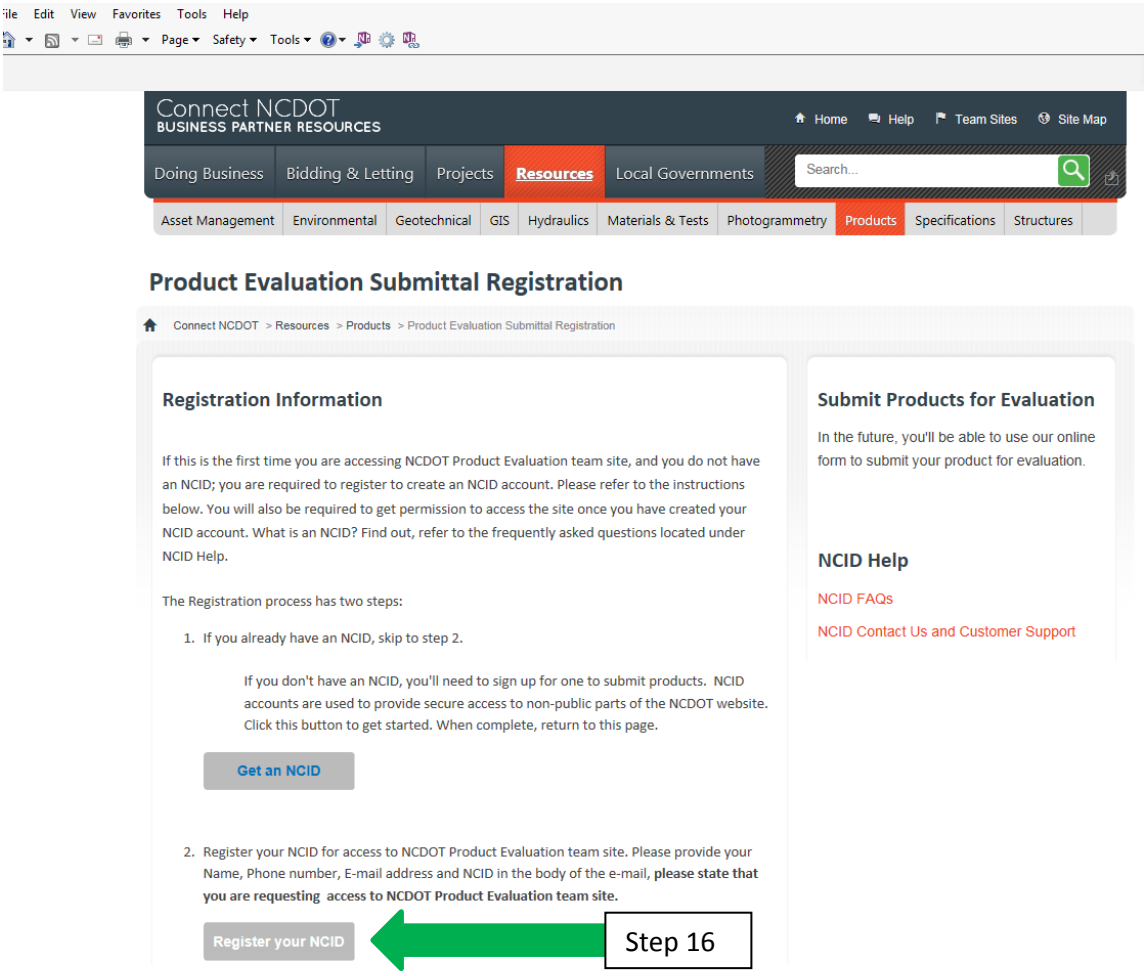
Step 14. Set up security questions for the NCID account, in case the password is lost or forgotten, and needs to be reset. Click on "Save Answers" once all of the security questions have been answered.

Note: None of the security question answers can be the same.



Step 15. After clicking “Save Answers”, the next screen that appears states the security questions have been successfully completed. Click “Continue” to proceed to the next step.

Step 16. Click the “Register your NCID” button at https://connect.ncdot.gov/resources/Products/Pages/Redirect-to-Register.aspx
Email the customer service team at the NCDOT Product Evaluation Program (productevaluation@ncdot.gov): “I am requesting access to NCDOT Product Evaluation website. My NCID username is _____.”



Step 17. The customer service team within the Product Evaluation Program will email you when you are granted access to the Product Evaluation website.

If you were unable to complete any of the above steps, or need further assistance with creating a NCID account, contact the Product Evaluation Team at productevaluation@ncdot.gov with the NCID username.