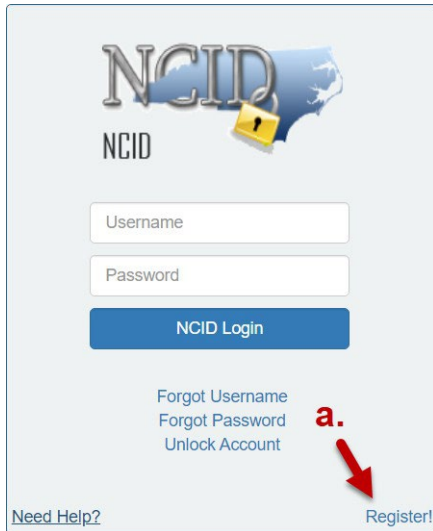


How to Request Enterprise Business Services (EBS) Access

SECTION 1

1. Register for an NCID at ncid.nc.gov. If you already have an NCID, continue Section 2.
2. Click "Register!"



3. Select "Individual" from the following categories. NCIDs must be for a specific individual.
 - Do not select "Business."
 - Please create your username with your last, first and middle names, or some combination thereof. Include numbers if necessary. **Do not create your NCID username as the name of your business or a business entity.**
 - 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 another individual using their name for NCID (i.e., business owner, manager, business name).**
 - Shared business or organization NCIDs will not be accepted for EBS use.
 - Contact the [NCDIT Service Desk at 919-754-6000](mailto:ncid@nc.gov) or [1-800-722-3946](tel:1-800-722-3946) for support with registering for an NCID.



North Carolina Identity Management

New User Registration

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

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

SECTION 2

1. Complete an EBS External Access Request Form at ebs.nc.gov/sap/crmaccess/index.html.
2. In the first drop down tool bar titled "Agency,*" choose "**NCDIT-BROADBAND PROGRAMS.**" Complete the required fields in the form.
 - The following fields in EBS Access Request must match exactly with the information registered with NCID. If it does not match, the Access Request will be rejected.
 - First, Middle, and Last Name
 - Email
 - Organization Name (Legal Name of Entity - Registered with the N.C. Secretary of State): If the organization is not registered with the NC Secretary of State or if the organization name does not match with the [N.C. Secretary of State's Office business registration site](https://www.ncsos.gov/business-registration), the Access Request will be rejected.
 - DBA (DBA or Individual's Consulting Firm): Name of the organization's DBA or if applicable, the organization may identify the consulting firm assisting with the application or grant administration.
 - If using a consultant, please have the organization registered with the EBS submit a letter on letterhead from the authorized representative giving permission for the consultant to access their EBS account. The organization must also provide the last 4 digits for the EIN to verify the account access.
 - Tax ID: Federal Tax ID or Employer Identification Number (EIN) is a unique nine-digit number assigned by the IRS to business entities for identification purposes. This should be connected to the organization registered with the NC Secretary of State's Office.
 - Comments: Please indicate if your NCID should be or is associated with another organization within NC-DIT Broadband Programs EBS access.
 - "Select Role(s) and/or Action(s)": The user can choose their role in the EBS as either
 - a. DISPLAY ONLY – User only has access to view applications or grant record information. The user will not have access to edit any records.
 - b. SUBMIT APPLICATIONS & MANAGE GRANTS – User will have full access to the application(s) and grant record(s).
3. Click "Generate (Refresh)" button to create a code and copy or type the code in the designated box.
4. Click the "Submit" button in the bottom right-hand corner.
5. Contact ebssupport@ncdot.gov for support with the registering for access to EBS.

Disclaimers

- If you share EBS usernames, you are violating the N.C. Department of Transportation's IT policy and the SAP licensing agreement and may have your company's EBS access revoked.
- EBS Support will not assist you if you request assistance for another individual's account.
- Per the contracting agreement with NCDIT, authorized EBS users are responsible for notifying the grant program manager:
 - If there are any changes that could affect their access to the EBS.
 - When an employee no longer needs EBS Access for their organization. NCDIT may also revoke access for users if we become aware of their departure prior to the official notification.