NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Stop-Gap Solutions Program
Company Information (Response Form A)
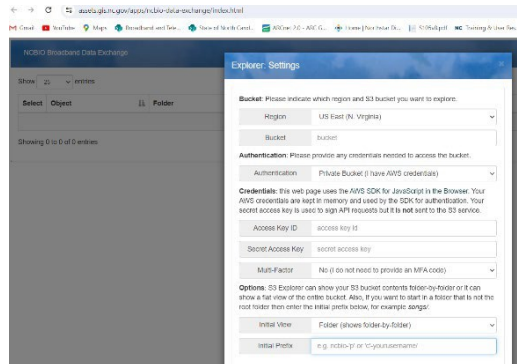# NCBIO Data Exchange

The purpose of this document is to outline the process for submitting response form A and applicable forms to the NCBIO data exchange.

The documents below are to be uploaded into the NCBIO data exchange folder assigned to your company. These are one-time documents that will not need to be uploaded for each project:

1. Stop Gap Response Form A (Company Information). This should be saved in an Adobe PDF format.
2. Byrd Anti-lobbying Certification.
3. No Overdue Tax Debts Certification.

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The instructions to access and utilize the data exchange are listed below:

1. Request NCBIO Data Exchange credentials from Stopgap@nc.gov . Please keep in mind there is one set of credentials per ISP, not per user.

2. Keep your credentials safe. Please contact NC BIO at Stopgap@nc.gov if you need to reset or retrieve credentials.

3. Click here to log into the Data Exchange. This is where you can view uploaded documents specific to your organization. All folders and data will be visible, including any data your organization may have uploaded in the past (such as mapping information) along with any data the office may have uploaded for other projects pertaining to your organization.

4. Utilize the log in information provided pursuant to your credential request to access your organizational folder. The following fields will require the following inputs:
- **Bucket:** *dit.cgia.ncbio.data*
- **Authentication:** Select *Private Bucket (I have AWS credentials)* from the drop-down menu
- **Access Key ID:** provided in your credential email
- **Secret Key ID:** provided in your credential email
- **Initial view:** this is preference, see all the items at once (bucket) or folder by folder (folder)
- **Initial Prefix:** (also referred path) *ncbio-p-(user ID provided in credential email) Ex: if the user ID for Bobs Internet was bobsinternet the initial prefix would be ncbio-p-bobsinternet*

- To change any preferences once inside the data exchange you select the cog wheel in the upper right-hand corner.

5. Once logged in, click the Stop-Gap Response form A link

*** An instructional video (https://assets.gis.nc.gov/apps/ncbio-data-exchange/ncbb-data-exchange-demo.mp4) has been created to demonstrate how to log in and use the web app. Keep in mind this video highlights uploading documents.