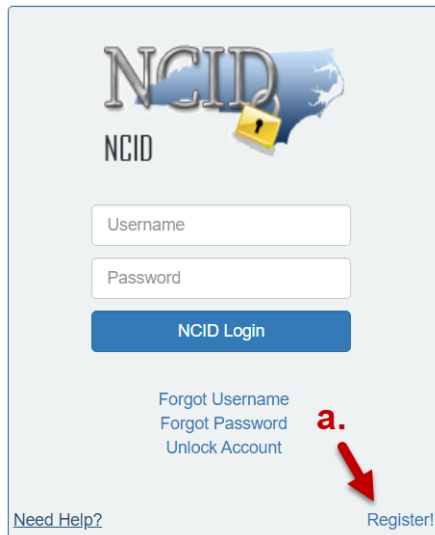


HOW TO REQUEST ENTERPRISE BUSINESS SERVICES (EBS) ACCESS

1. Register for an NCID Account: <https://ncid.nc.gov>. If you already have an NCID, continue with step 2.
2. Click "Register!"



3. Select Individual from the following categories. NCIDs must be for a specific individual.
 - Do not select "Business."
 - 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 someone else.
 - Shared business or organization NCIDs will not be accepted for EBS use.



4. Complete an EBS External Access Request Form at <https://www.ebs.nc.gov/sap/crmaccess/index.html>.
 - A. Select Agency responsible for the grant.
 - B. Enter NCID Username.
 - C. Enter current EBS User ID (if applicable).
 - D. Complete remaining user information:
 - Name as found on the NCID

- Organizational information
 - Individual's phone/email
 - List additional business information in the Comments section
- E. Select Role.
- F. Complete Code Verification.
- G. Click "Submit."

Enterprise Business Services (EBS) External Access Request Application

User ID Information

Agency:*
 a.

Enter your valid NCID Username below:*
 b. [If you do not have an NCID. Click on this link to create one.](#)

If you already log into ebs.nc.gov (Enterprise Business Services), enter your current User ID:
 c.

Last Name:*
 d.

First Name:*

Middle Name:

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

Organization Name 2 (DBA):

Organization Address:*

City:*

State (select from drop down):*

Zip Code:*

Phone:*

Email:*

Company/Business Tax ID:*

Comments:

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

Click the generate button to create a code:

Copy or type the code in the box :*
 f.

g.

Your NCID, Name and Email must match the NCID exactly!

Your request will be rejected if:

- Your NCID does not exist.
- Your first, middle and last name do not exactly match your NCID.
- NCIDs can be linked to multiple businesses/organizations in EBS.