

EBS Account Creation

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1) Signing up for an account

You will need a North Carolina ID (NCID) to access the online system (Enterprise Business System or EBS). EBS is where you will submit claims for payment and documentation.

Please use the same email address for both your NCID account and your EBS account. The email address used to make both accounts must match.

a. Sign up for NCID

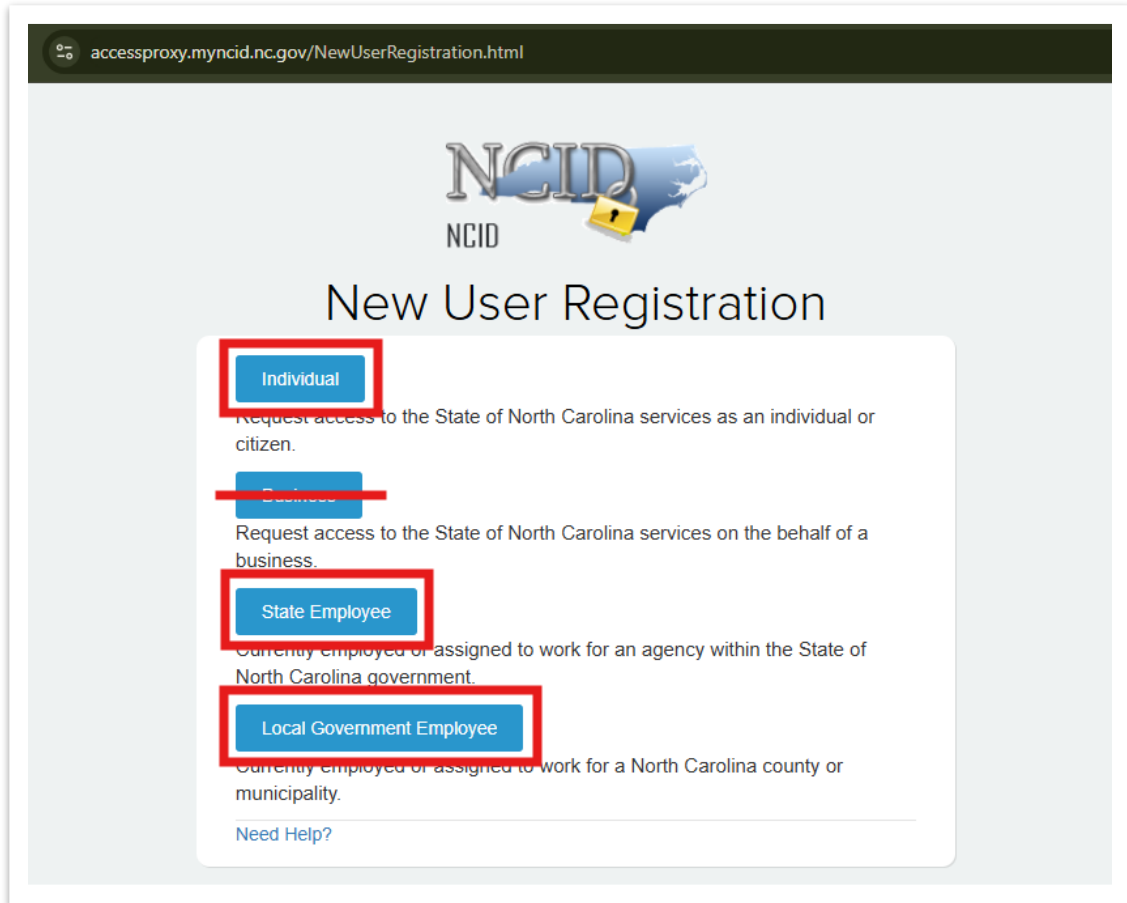
If you already have an NCID, let us know what your username is and we can connect it to your projects.

If you need an NCID, register here:

<https://accessproxy.myncid.nc.gov/NewUserRegistration.html>

If you work for a non-profit, register as an “Individual”.

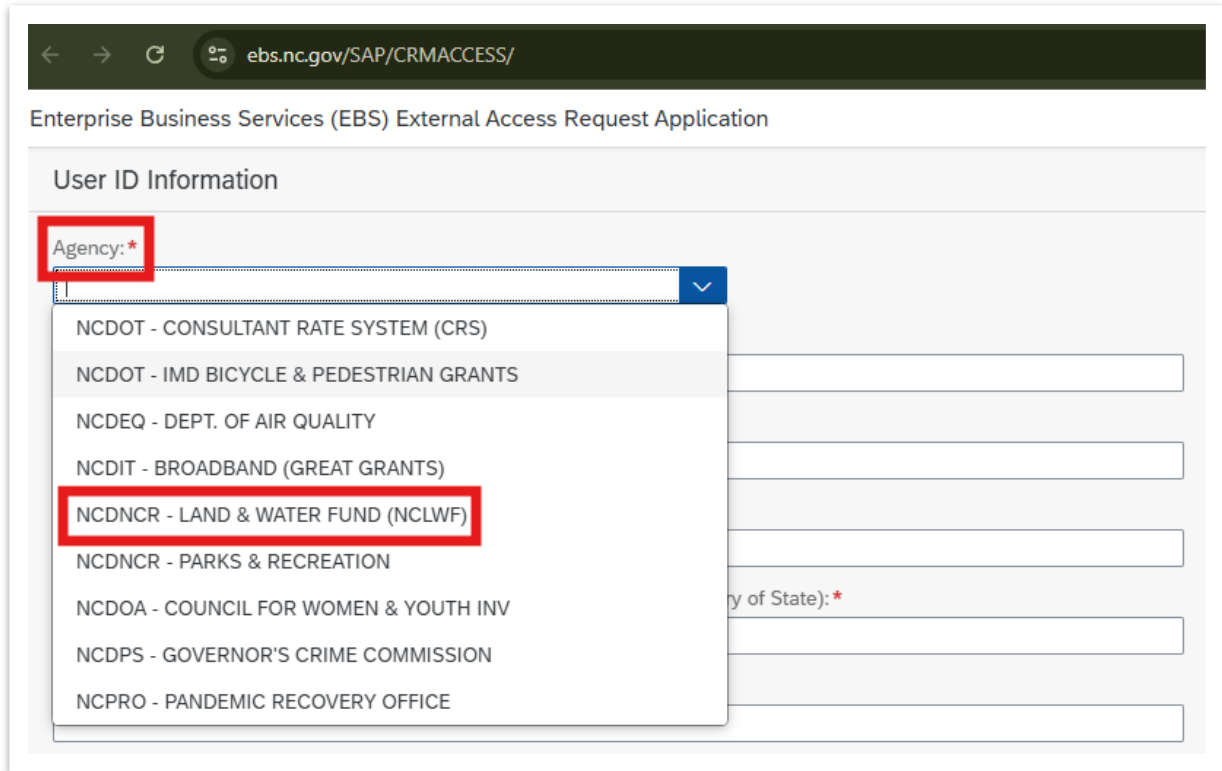
If you are a State Employee or a Local Government Employee, register using the corresponding button.



b. Sign up for EBS

Next, request access to EBS using the information you used for your NCID. You must use the same email address for both accounts!

Request EBS access here: <https://www.ebs.nc.gov/SAP/CRMACCESS/>



For “Agency”, select “NCDNCR – LAND & WATER FUND (NCLWF)”.

Be sure to use the same information (Name, email address, etc.) that you used for the NCID when applying for EBS access.



At the bottom, select “SUBRECIPIENT” under “Select Role(s) and/or Action(s)”.

Generate the code and copy and paste it as instructed, and click submit.

It may take a few days for your EBS account to be approved.

You may reset your NCID password here: <https://it.nc.gov/support/ncid>

2) Logging in

Go to <https://www.ebs.nc.gov/logon/index.html>

Log in. If you have trouble gaining access, check the Troubleshooting section at the end of this document.

Click the “DNCR Grants” box. If prompted, select the appropriate business role in the next window.

