First Time Users

Creating an NCID account:

In order to use the Commission’s subscription system, you must first create an account in the state’s central identity management system, NCID. In order to create an account, please go to: https://ncid.nc.gov/idmdash/#/default, click Register! and follow the prompts to create an account.

NOTE: You must keep track of your challenge question answers in order to reset this account at any time in the future. NCUC does not maintain user accounts. Any future account maintenance (password resets, etc.) can be done at https://ncid.nc.gov/idmdash/#/default.

Once account creation is complete, this user ID and password can be used to log into the NCUC Online Filing System.

For more information about creating an NCID account, please refer to section 2.2 Individual and Business Users in the online NCID Users Guide at:

Go to the user portal at:

https://starw1.ncuc.net/NCUC/page/NCIDLogin/portal.aspx

Login with your NCID username and password and click the login button.
Creating Electronic Notification Subscriptions

Electronic Notification Subscriptions can now be created for the following:

- By Company Type – for all filings, all orders or both
- By Docket – for all filings, all orders or both
- Notification can be set for delivery every 15 minutes or daily at 5pm EST.

Subscriptions by Company Type

Under “Select the Company Type”, use the drop down menu to find the correct type and click to select it. Use the checkboxes to subscribe to all filings, all orders or both. Under “Notification by Email”, select the frequency for delivery. Click the subscribe button.
Subscriptions by Docket and/or Company

To receive notifications for a docket or company, select the Search for Dockets tab. Search for, select and open the correct docket.

Go to the Subscribe menu under that docket number. Use the check boxes under “subscribe to docket” to select new filings and/or orders for the docket.

To subscribe to notifications for the related company on that docket, check the appropriate box to subscribe to new filing and/or new orders. Under Notify me by Email, select the frequency for delivery. Click the subscribe button.
Other Actions for logged in users

Additional actions are available for registered/logged in users:

My Filings: Displays all filings that the logged in user has submitted.
Manage Subscriptions: Used to update or unsubscribe to electronic subscriptions.
My Filings

Under Other Actions, click on the My Filings link. Filings for this user are displayed and may be sorted by status.

<table>
<thead>
<tr>
<th>Test</th>
<th>Test please delete</th>
<th>Test</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted: 7/23/2016</td>
<td>Status: Rejected</td>
<td>Date Submitted: 12/12/2017</td>
<td>Status: eFilingIncomplete</td>
</tr>
<tr>
<td>Date of status change: 7/26/2016</td>
<td></td>
<td>Date of status change: 12/12/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date of status change: 1/12/2017</td>
</tr>
</tbody>
</table>
Manage Subscriptions

Click on the File Online tab, and under Other Actions, click the Manage Subscriptions link.

Electronic Submissions

Submit Electronic Filing
Regulatory Fee Report
Regulatory Fee Filing History
Pay Account Balance

Other Actions

My Filings
Manage Subscriptions
All subscriptions that have been created by this account will be displayed. Modify selections by checking or unchecking the appropriate boxes. Click the Unsubscribe boxes to unsubscribe to the appropriate subscription types.