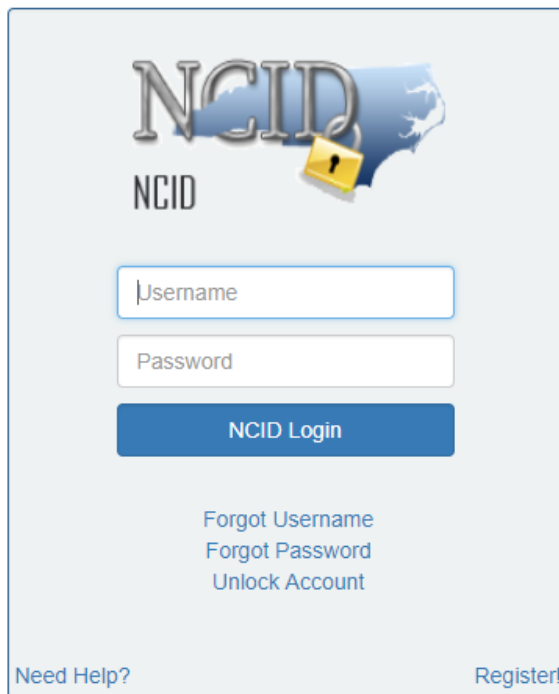


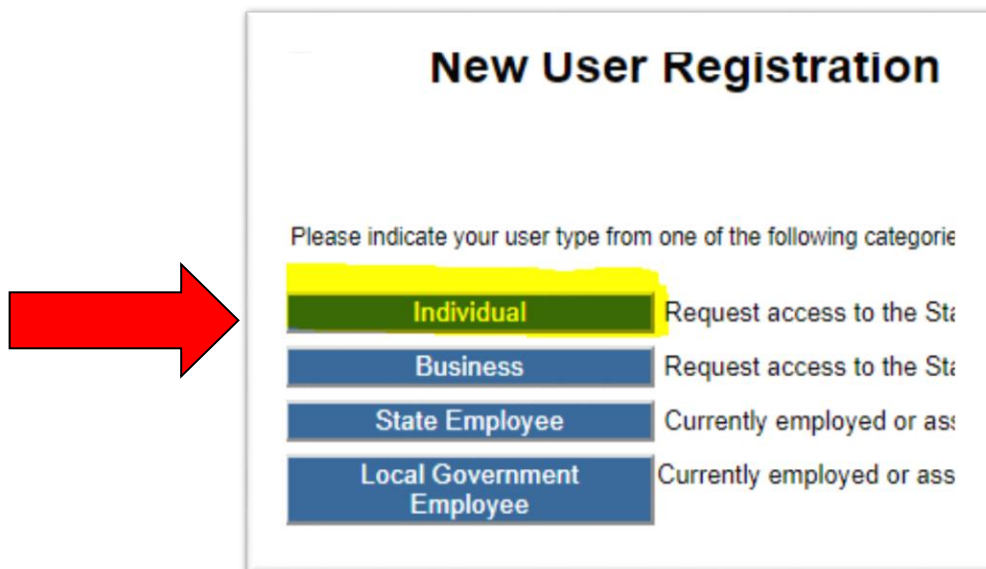
# Instructions for new North Carolina Identity Management (NCID) account for use with Image Trend Fire Bridge Software

You will need to set up an NCID account before you can access Fire Bridge on the Office of State Fire Marshal portal. This account must be established by the user before (s)he will be able to access the new OSFM 24 portal.

1. Go to <https://apps.ncdoi.com/f?p=301>
2. Select the "Register! Link"



3. Select the **Individual Account** and click on the "Submit button." (Individuals are not required to change password every 90 days)



4. Complete all of the required fields. We encourage you to add Mobile Number for when your account is locked, or password forgotten. When you are done, click on the "Continue" button.
- \*\*\*\*Be sure to write down your user ID, password and security questions for future use. OSFM does not have access to your password. \*\*\*\***
5. This account must be established for anyone who need access to Fire Bridge. When creating an NCID use an email that is owned and used only by you. Do not use a department or school email that you will lose control of when you leave the department/school.

Requested UserID\*

Prefix (Optional)

First Name\*

Middle Initial (Optional)

Last Name\*

Suffix (Optional)

Email Address\*


Confirm Email Address\*

Mobile Number (Optional)

New Password\*

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Can be changed no more often than once every 3 days.
- Must have at least 4 types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)
  - Other language characters not listed above
- New password may not have been used previously.

I'm not a robot  reCAPTCHA  
[Privacy - Terms](#)

6. Once you click continue, a 6 digit code will be sent to the email that you listed. Retrieve email and enter the code:

To verify your identity, a message has been sent to you. Please enter, in the box below, the six-digit code that has been sent to you.

Code

✓ Check Code    ✕ Cancel

7. You will next see this confirmation screen. Follow the directions on this screen to activate your NCID account.

Your new NCID account has been created. Please click on the continue button to complete the security questions and answers to activate your account. You will be redirected to the NCID login page (<https://ncidp.nc.gov/IDM>).

1. You will need to login with your new NCID account name and password
2. Select 5 different security questions and answers
3. Click on the "Save Answers" button to save your security questions and answers
4. You will be able to review the questions selected. You can change them or select "No Change"
5. At this point your account is active and you are logged out of NCID.

▶ Continue

If you forget your password or lock your account, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password or lock your account. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

▶

— Please select a question item from the list —

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— Please select a question item from the list —

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— Please select a question item from the list —

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— Please select a question item from the list —

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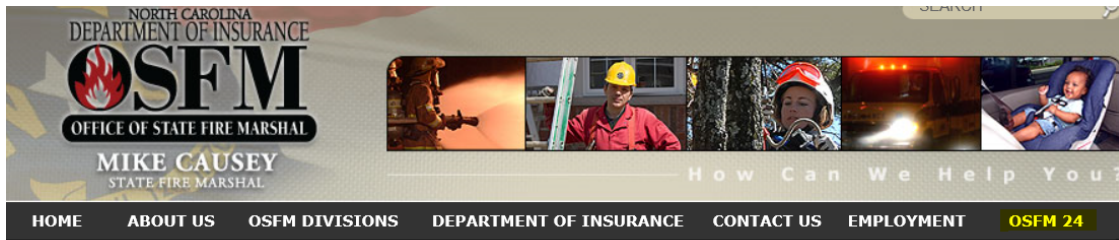
▶ Save Answers

**\*\*PLEASE WRITE DOWN ALL ANSWERS TO QUESTIONS, ALONG WITH NCID USERNAME AND PASSWORD. \*\***

- 8. Once you complete all questions, you have now successfully established a new NCID account. You are now ready to link this account with your department on the OSFM website through the OSFM 24 portal or by clicking the link below:

<https://apps.ncdoi.com/firebridge>

**\*NOTE: You must to go OSFM webpage to log in to NCID and be directed to Fire bridge. The NCID link will not take you to Fire bridge\***



## Office of State Fire Marshal

### OSFM 24

#### Online Services Portal

The Office of State Fire Marshal offers online services to a variety of professionals



9. You will see the login screen shown below. You will enter the new NCID username and password that you just created.

The image shows a login screen for NCID. At the top is the NCID logo, which includes the text "NCID" and a graphic of a map of North Carolina with a yellow padlock. Below the logo are two input fields: "Username" and "Password". Underneath these fields is a blue button labeled "NCID Login". Below the button are three links: "Forgot Username", "Forgot Password", and "Unlock Account". At the bottom left is a link "Need Help?" and at the bottom right is a link "Register!".

**\*NOTE: You must be set up in Fire Bridge by your fire chief before you can access the software.\***