



BECOMING AN NCIR PROVIDER ORGANIZATION

Access to the North Carolina Immunization Registry (NCIR) is limited to medical providers, K-12 schools, and universities located in North Carolina or neighboring states.

Follow the 4 steps below to register for an NCIR only account! Contact us at ncirhelp@dhhs.nc.gov if you have any questions along the way.

Step 1: Determine eligibility

Prior to registering for an NCID account, contact the North Carolina Immunization Branch by calling 1-877-873-6247 or emailing us at NCIRHelp@dhhs.nc.gov. We will verify if your organization is eligible to have an NCIR account.

****Please Note:** Registering for an NCID account does not grant you access to NCIR. Please DO NOT register for an account until your organization has been approved for access to NCIR.**

Step 2: Agreements and training

Once you are determined to be eligible, we will send an NCIR only agreement, this must be signed by an licensed provider or responsible party. Please email the completed NCIR agreement to NCIRHelp@dhhs.nc.gov.

We will also send training PowerPoints for the primary and secondary administrators along with a test to complete.

Step 3: Create an NCID

Once the primary and secondary administrators have taken and passed their test, they can register for an NCIR/NCID username and password as a **BUSINESS** user. You must email the usernames to NCIRHelp@dhhs.nc.gov.

Step 4: Access NCIR

The primary and secondary users will be entered into NCIR. Once complete, they will receive an email letting them know that they can start using NCIR.

