

# NCIR REGISTRATION ROADMAP FOR NON-VFC PROVIDERS

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 these steps to register for an NCIR account. Contact us at [ncirhelp@dhhs.nc.gov](mailto:ncirhelp@dhhs.nc.gov) for assistance.

## Step 1: Determine Eligibility

Contact the North Carolina Immunization Program (NCIP) at 1-877-873-6247 or [NCIRHelp@dhhs.nc.gov](mailto:NCIRHelp@dhhs.nc.gov) to determine if your organization is eligible for an NCIR account.

**\*\*Important: Do not** register for an account until your organization has been approved for access to NCIR.\*\*

## Step 2: Complete Agreement and Training

Once eligibility is determined:  
You'll receive an **NCIR-only agreement** which must be signed by a licensed provider or responsible party. Email the completed agreement to [NCIRHelp@dhhs.nc.gov](mailto:NCIRHelp@dhhs.nc.gov).

You'll also receive training materials and a short test for primary and secondary administrators to complete and pass.

## Step 3: Create an NCID

Once primary and secondary administrators have passed their test, they can register for an NCIR/NCID username and password as a **BUSINESS user**. Once registered, email the username to [NCIRHelp@dhhs.nc.gov](mailto:NCIRHelp@dhhs.nc.gov).

## Step 4: Access NCIR

After entering the usernames into the system, the NCIR team will send a confirmation email indicating access to NCIR is active and ready for use.

