



How to Transfer an EPR Plan to a New NCID

- ⚙ Each plan is registered to one user’s NCID
- ⚙ If the registered user is no longer going to be administering the plan, the plan must be transferred to another user.

Step 1 Get An NCID for New User	<p><i>If you have an NCID, go to Step 2.</i></p> <p>If you do not have an NCID, start here.</p> <ol style="list-style-type: none"> 1. Go to https://ncidp.nc.gov/pmf/Registration.html 2. Choose individual account and click Submit. 3. Complete the requests on the NCID website that ask for the following information: <ul style="list-style-type: none"> ○ requested user ID (first initial and last name eg. jsmith) ○ name ○ email address ○ password ○ Answer to a few questions that will verify your identity. You choose the questions you want to answer. If you forget your NCID or your NCID needs to be reset, you will be asked to answer those questions for security purposes. 4. Submit your request. 5. Watch for an email from ncid.notifications@nc.gov. 6. Confirm your request within 3 days. This completes your NCID registration.
Step 2 Log in to the EPR Tool with New User’s NCID	<ol style="list-style-type: none"> 1. Go to https://rmp.nc.gov/ccf/ . 2. Click the down arrow, and then click “Get Started”. 3. Log in using your NCID and password. 4. DO NOT create a new plan. 5. Click the “Cancel” button. 6. Click “Logout” at the top of the page. <p>This step registers the new user NCID with the tool.</p>
Step 3 Email details to Technical Support	<ol style="list-style-type: none"> 1. Email Technical Support at lwilson@espassociates.com 2. Your subject line should read: <i>Request to transfer EPR Plan to new NCID</i> 3. Provide the following information in the body of your email: <ul style="list-style-type: none"> A. Old user’s email address B. Old user’s NCID username C. New user’s email address D. New user’s NCID username E. Your contact information