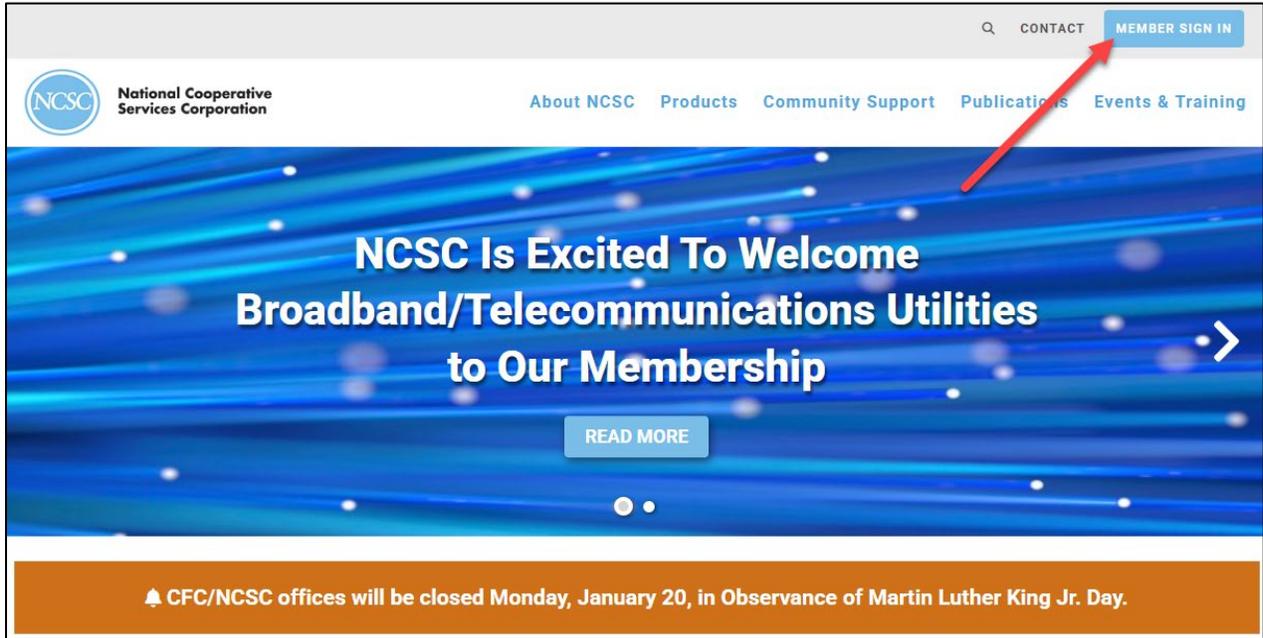


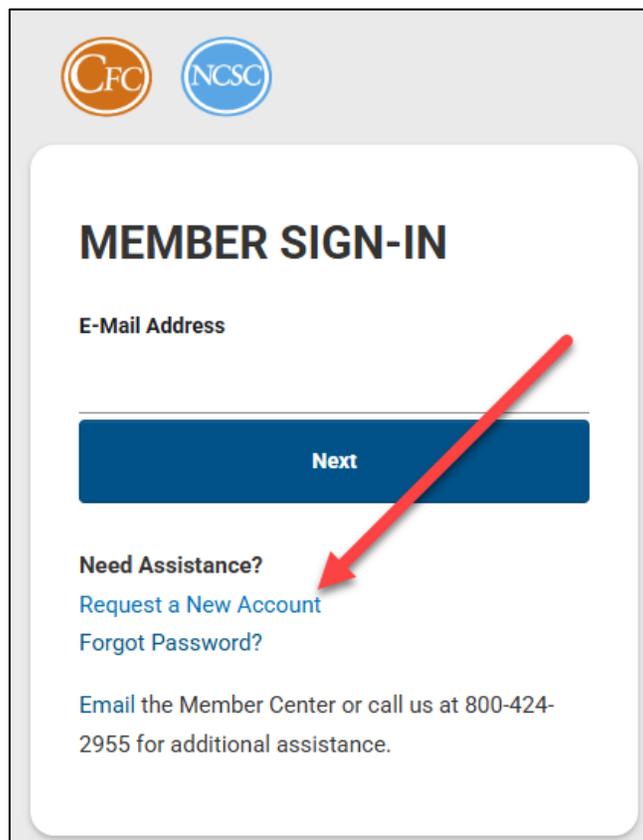


NCSC Website Account Request Guide

1. Go to www.NCSC.coop. Click **Member Sign In** at the top, right corner.



2. Click **Request a New Account**.



NCSC Telecom Website Account Request Guide

3. Fill in the **Email**, **Password** and **Confirm Password** fields.

Email and Password

Email*

Password*

- Passwords must contain at least 10 characters, including:
 - A lowercase letter
 - An uppercase letter
 - A number
 - A symbol (!@#%*&* including space)
 - No parts of your username

Confirm Password*

4. Fill in the **First Name** and **Last Name** fields.

Contact Information

Salutation

First Name*

Middle Initial

Last Name*

NCSC Telecom Website Account Request Guide

5. Fill in your **Company Name**, **Member ID**, **City**, **State** and **Phone Number**. You can include multiple Member IDs to have access to more than one business line. Your AVP/Account Manager can provide you with your Member IDs. When entering multiple IDs, please separate them by a comma.

Organization Information

Preferred Job Title

Company Name*
(Please enter the FULL Company name)

Member ID (if known)
(for example: AK002)

City*

State*

Phone Number*

6. Ignore the checkboxes in the following section. These features are still being worked on and are not yet available.

Web Access Request

* Website Access Only
Allows user to view basic member website information

Account Portfolio Access
Allows user to view account portfolio information specific to the designated organization.

Online Transactions Access
Allows user to conduct online transactions with CFC.

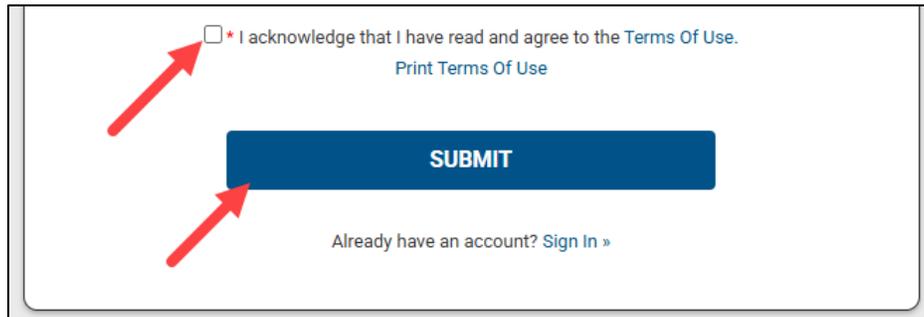
Paying Agent Service
Allows user to conduct online Paying Agent Service transactions with CFC.

User Access Rights
Allows user to view the CFC website access permissions of active member users for the designated organization.

These features are not available yet.

NCSC Telecom Website Account Request Guide

7. If you agree to the Terms of Use, please **check the box** to acknowledge your consent and click **submit**.



* I acknowledge that I have read and agree to the [Terms Of Use](#).
[Print Terms Of Use](#)

SUBMIT

Already have an account? [Sign In »](#)

8. You will receive an email confirmation that your account has been created within 1-2 business days. The account will initially be in a pending status.
9. The Member Center will follow up with you for final approval to move to an active status.

Thank you for signing up for the www.NCSC.coop website. Please reach out if you have any questions or concerns by calling your AVP/Account Manager directly or at 800-346-7095.