

NCUC Subscription User Guide

First Time Users

Creating an NCID account:

In order to use the Commission's subscription system, you must first create an account in the state's central identity management system, NCID. In order to create an account, please go to: <https://ncid.nc.gov/idmdash/#/default>, click Register! and follow the prompts to create an account.

NOTE: You must keep track of your challenge question answers in order to reset this account at any time in the future. NCUC does not maintain user accounts. Any future account maintenance (password resets, etc.) can be done at <https://ncid.nc.gov/idmdash/#/default>.

Once account creation is complete, this user ID and password can be used to log into the NCUC Online Filing System.

For more information about creating an NCID account, please refer to section 2.2 Individual and Business Users in the online NCID Users Guide at:


<https://files.nc.gov/ncdit/documents/files/NCID-NG-User-Guide.pdf>

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Go to the user portal at:

<https://starw1.ncuc.net/NCUC/page/NCIDLogin/portal.aspx>

Login with your NCID username and password and click the login button.



North Carolina
Utilities Commission

[Recent Orders](#) [Recent Filings](#) [Search for Orders](#) [Search for Documents](#) [Search for Dockets](#) [Agency Calendar](#) [Show Cart](#) [Subscribe to Company Type](#) [File Online](#) [Login](#)

NCID Login

Login to create/renew filings or manage your account

* Username: *Username Required

* Password: *Password Required

* indicates a required field

NOTE: Register and Forgot Password buttons will redirect you to the NCID website.
You must register with NCID before logging into this page, and then use your NCID login here.

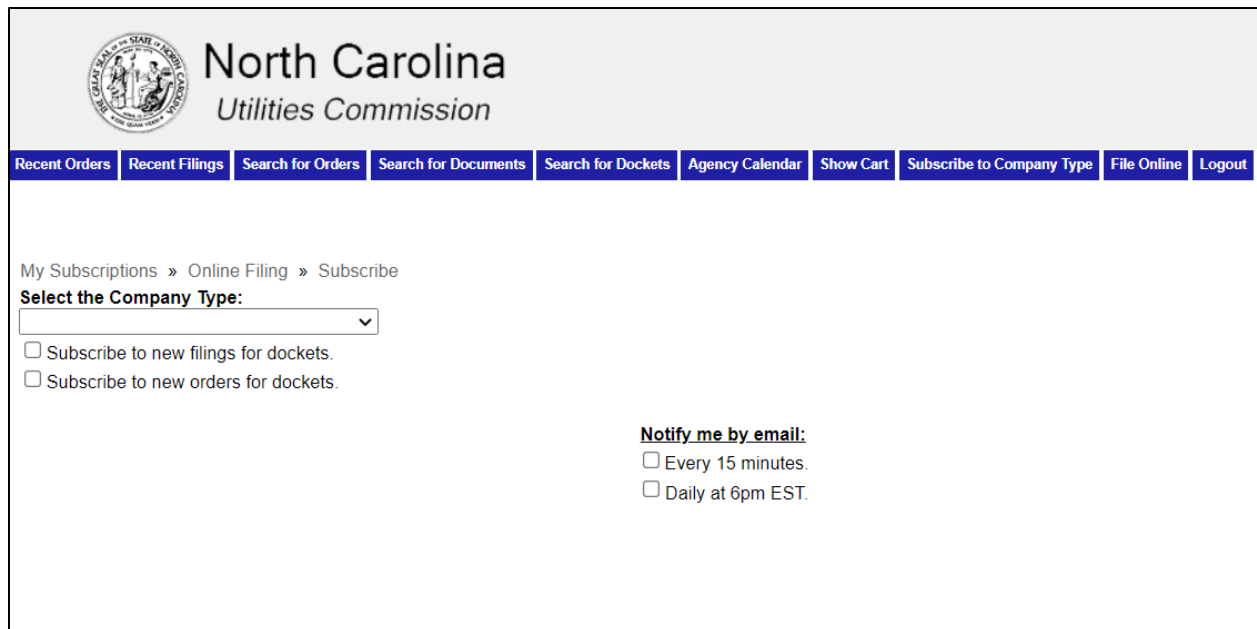
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Creating Electronic Notification Subscriptions

Electronic Notification Subscriptions can be created for the following:

- By Company Type – for all filings, all orders or both
- By Docket – for all filings, all orders or both
- Notification can be set for delivery every 15 minutes or daily at 6pm EST.

Subscriptions by Company Type



The screenshot shows the North Carolina Utilities Commission website. At the top left is the state seal. To its right is the text "North Carolina Utilities Commission". Below this is a navigation bar with buttons for "Recent Orders", "Recent Filings", "Search for Orders", "Search for Documents", "Search for Dockets", "Agency Calendar", "Show Cart", "Subscribe to Company Type", "File Online", and "Logout". The "Subscribe to Company Type" button is highlighted. Below the navigation bar, the breadcrumb trail reads "My Subscriptions » Online Filing » Subscribe". Underneath, there is a section titled "Select the Company Type:" followed by a dropdown menu. Below the dropdown are two checkboxes: "Subscribe to new filings for docket." and "Subscribe to new orders for docket.". To the right of these checkboxes is a section titled "Notify me by email:" with two checkboxes: "Every 15 minutes." and "Daily at 6pm EST."

Under “Select the Company Type”, use the drop down menu to find the correct type and click to select it. Use the checkboxes to subscribe to all filings, all orders or both. Under “Notification by Email”, select the frequency for delivery. Click the subscribe button.

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Subscriptions by Docket and/or Company

The screenshot shows the North Carolina Utilities Commission website. At the top, there is a navigation bar with the following tabs: Recent Orders, Recent Filings, Search for Orders, Search for Documents, Search for Dockets, Agency Calendar, Show Cart, Subscribe to Company Type, File Online, and Logout. Below the navigation bar, the breadcrumb trail reads: Dockets » Subscribe » Docket WR-3760 Sub 0. The main heading is "Docket WR-3760 Sub 0". Below this heading, there are four tabs: Details, Documents, Service List, and Subscribe. The "Subscribe" tab is active. Under the "Subscribe to Docket:" section, there are two checkboxes: "Subscribe to new filings for the docket(s)." and "Subscribe to new orders for the docket(s)". Below this, there is a section titled "Subscribe to Related Companies" which contains a table with the following data:

Company Name	Company Type	Subscribe to New Filings	Subscribe to New Orders
Park & Abbey Associates, LLC	WR – Water Resellers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NP Abbey, LLC	WR – Water Resellers	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is a section titled "Notify me by email:" with two checkboxes: "Every 15 minutes." (checked) and "Daily at 6pm EST." (unchecked). A "Subscribe" button is located in the bottom right corner of the form.

To receive notifications for a docket or company, select the Search for Dockets tab. Search for, select and open the correct docket.

Go to the Subscribe menu under that docket number. Use the check boxes under “subscribe to docket” to select new filings and/or orders for the docket.

To subscribe to notifications for the related company on that docket, check the appropriate box to subscribe to new filing and/or new orders. Under Notify me by Email, select the frequency for delivery. Click the subscribe button in the lower right corner of the screen.


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Other Actions for logged in users

Additional actions are available for registered/logged in users:

My Filings: Displays all filings that the logged in user has submitted.

Manage Subscriptions: Used to update or unsubscribe to electronic subscriptions.



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Dockets » Online Filing

Online Filing

Electronic Submissions

[Submit Electronic Filing](#)
[Regulatory Fee Report](#)
[Regulatory Fee Filing History](#)
[Pay Account Balance](#)


Other Actions

[My Filings](#)
[Manage Subscriptions](#)

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My Filings

Under Other Actions, click on the My Filings link. Filings for this user are displayed and may be sorted by status.



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Dockets » Online Filing » My Filings

My Filings

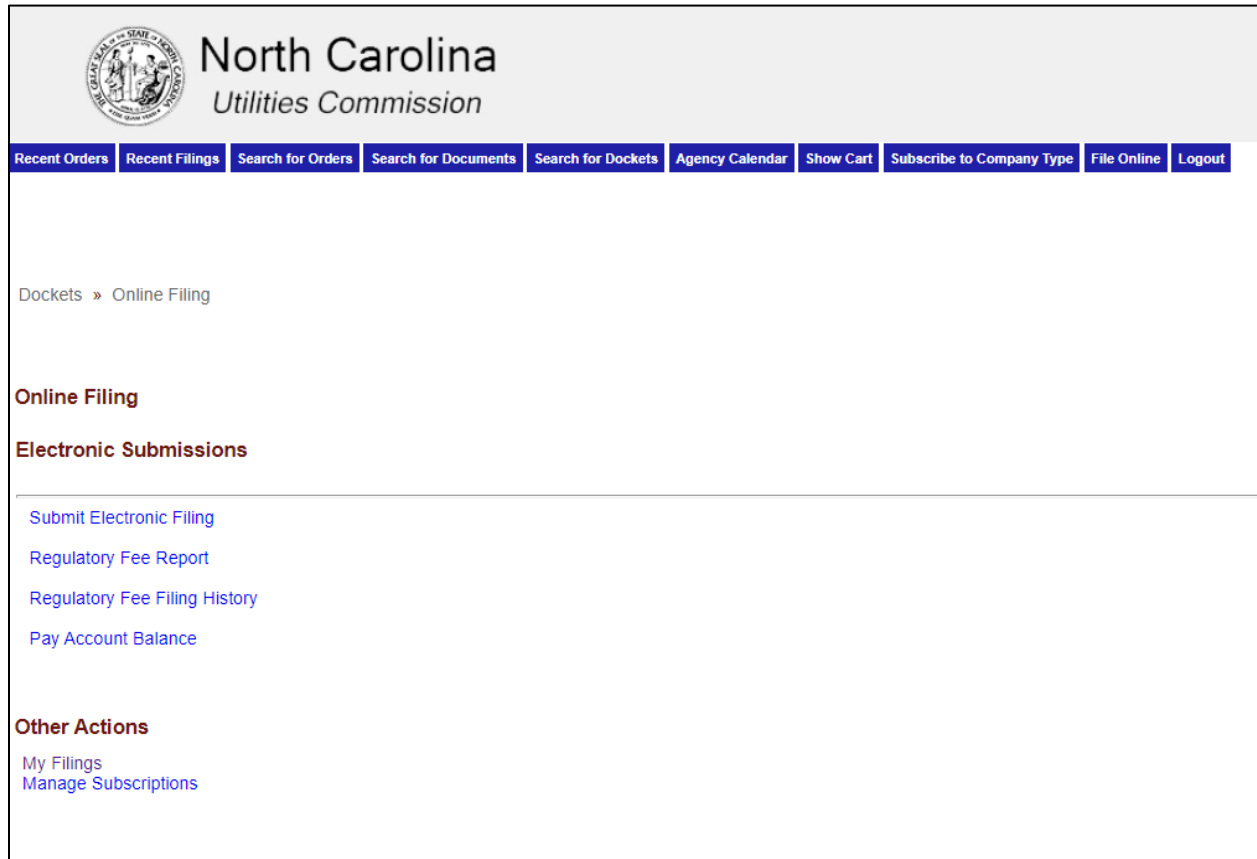
Requested Approved Receiving In Progress Rejection In Progress Rejected Pending Rejection eFilingIncomplete Show All

test please delete Date Submitted: 7/25/2018 Status: Rejected Date of status change: 7/26/2018
test Date Submitted: 12/12/2017 Status: eFilingIncomplete Date of status change: 12/12/2017
test Date Submitted: 1/12/2017 Status: eFilingIncomplete Date of status change: 1/12/2017

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Manage Subscriptions

Click on the File Online tab, and under Other Actions, click the Manage Subscriptions link.



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[Dockets](#) » [Subscribe](#) » [Online Filing](#) » [My Subscriptions](#)

My Current Subscriptions

You may unsubscribe to any current subscriptions or modify email notifications.

Current Company Type Subscriptions

Company Type	New Filings	New Orders	Email every 15 Min	Email Daily At 6pm EST
G – Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EMP – Electric Merchant Plants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Unsubscribe to all new filings for Company Types
 Unsubscribe to all new orders for Company Types

All subscriptions that have been created by this account will be displayed. Modify selections by checking or unchecking the appropriate boxes. Click the Unsubscribe boxes to unsubscribe to the appropriate subscription types.