

## Instructions for Accessing ECERT Application

To access and use Public Water Supply Section's ECERT web application, you will need to have an NCID, and we will need to confirm that you are an authorized water system representative. Please use the following procedure:

1. Do you already have a NCID? If YES, you can skip to Step 3. If NO, go to Step 2.
2. Apply for a NCID by accessing the following website: <http://ncid.nc.gov/>  
You should have your NCID in 5 minutes. Then go to Step 4.
3. Do you already use your NCID to electronically submit Surface Water or Ground Water eMORs? If YES, you already have clearance to access the ECERT site on behalf of that water system(s). If NO, go to Step 4.
4. Submit your email request to access the ECERT application to [PWSS.CCR@ncdenr.gov](mailto:PWSS.CCR@ncdenr.gov) which includes your:
  - a. NCID username
  - b. First Name
  - c. Last Name
  - d. Email
  - e. Phone No.

We will expeditiously process your request, confirm that you are an authorized water system representative, and then email you when access has been granted.