Cash App Access: Two Separate Steps

I. Get an NCID

1. To register for the App, users must first contact the NCID administrator for your LEA or Charter School. If your NCID administrator isn't listed, call the NC DPI Support Center, 919-716-1840. Tell them you need NCID assistance; do not tell them you need Cash App assistance. **Note: You will need to request a different NCID for each PSU that you need to request cash for – the same NCID cannot request cash for multiple PSUs.**

2. If you already have an NCID associated with the LEA or school you currently work for, you can use it to register for the Cash App.

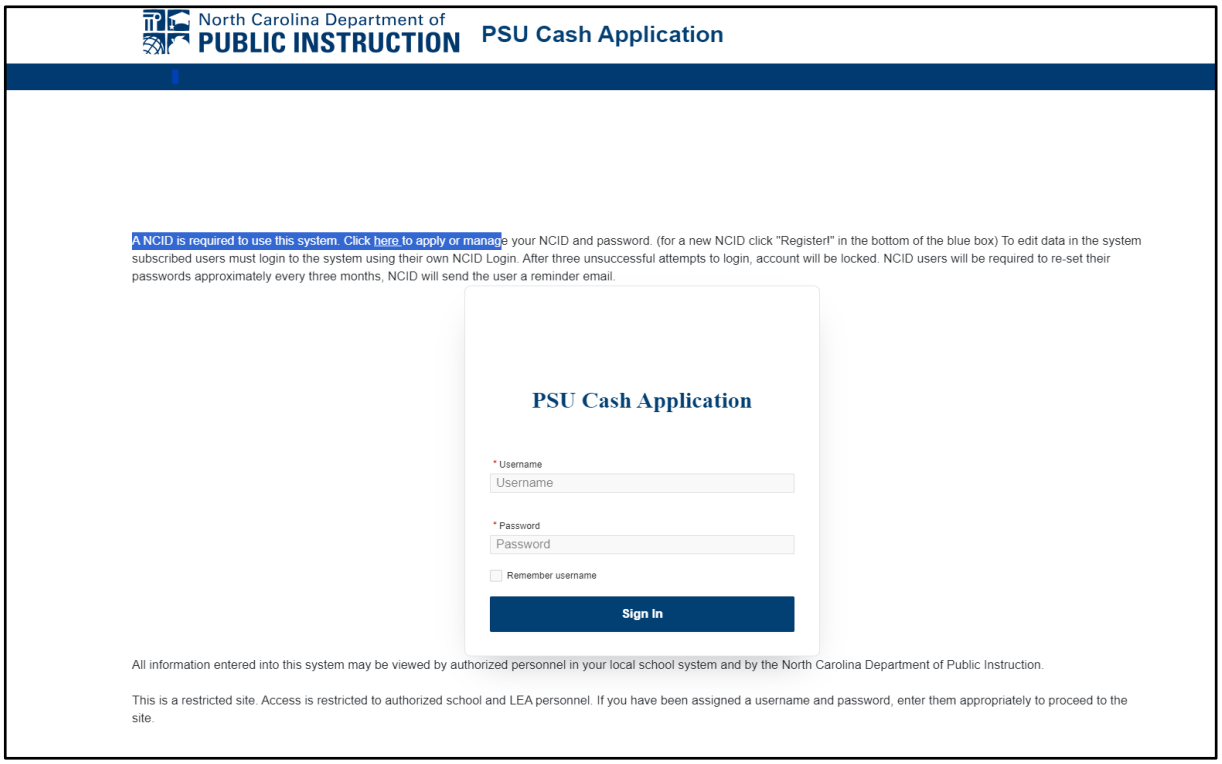
3. Your NCID password will expire every 90 days. NCID will send an email requesting that you re-set your password. If you do not re-set your password, your NCID will become disabled. Contact your PSU's NCID administrator if you are unable to reactivate your account.

4. If you enter it incorrectly you will be locked out of NCID and the Cash App.

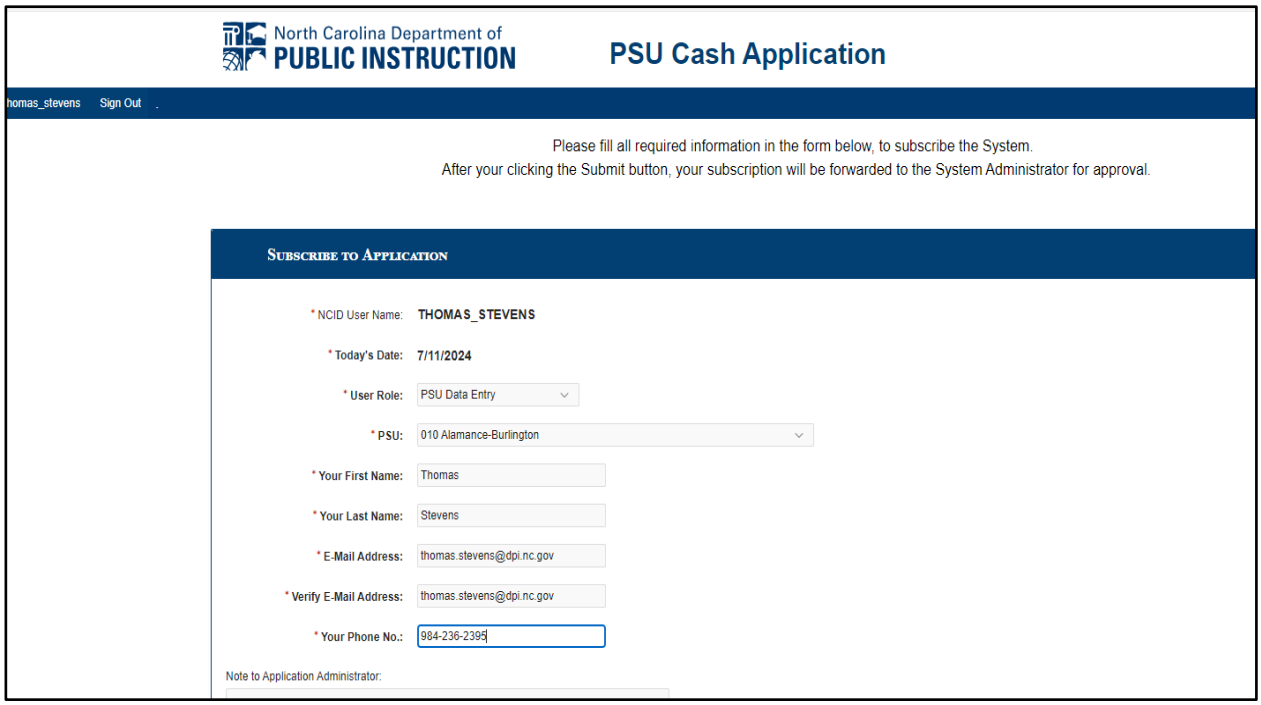
5. For help to reset your password or unlock your account, see the guides on the NCDIT website.

II. Register for PSU Cash App

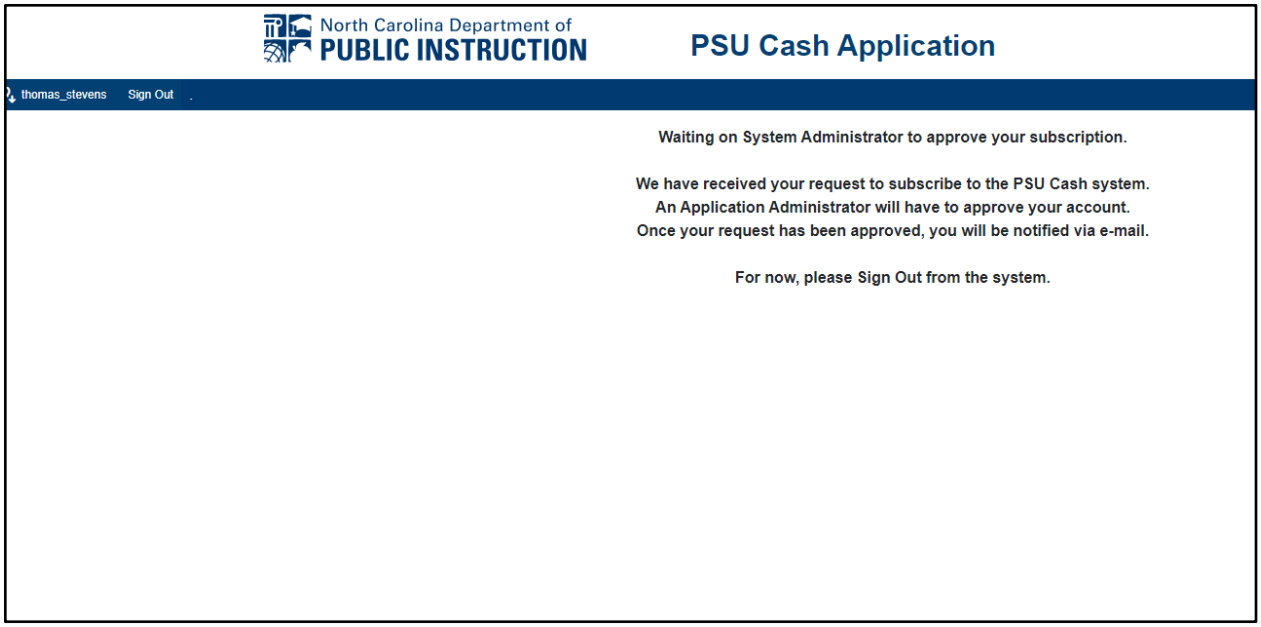
1. Click on the web link: https://schools.nc.gov/pca to register for the PSU Cash App. Log in with your NCID.



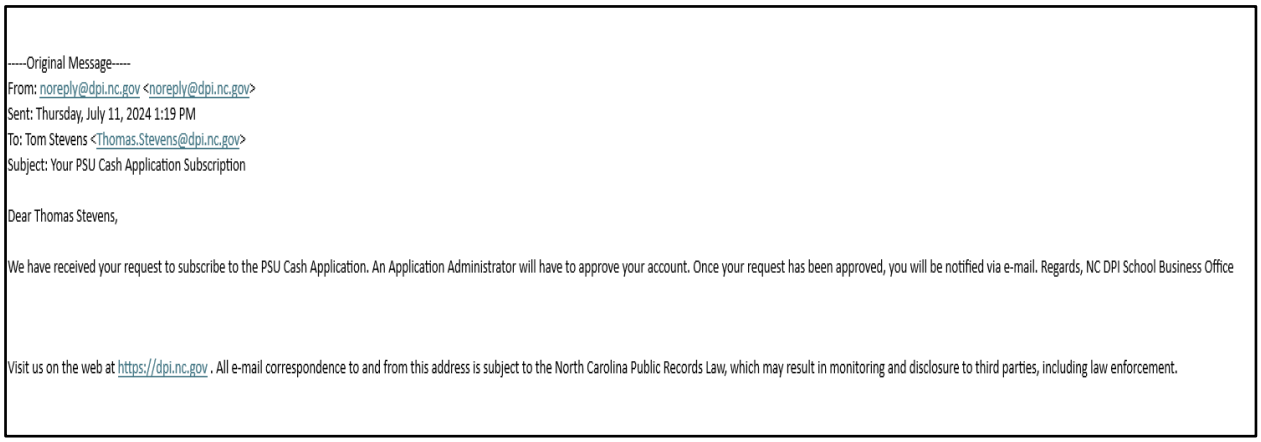
2. **Complete the fields and click submit.**



3. **You should see this message.**



4. **Once access is granted, you will receive an email.**



NOTES:

If you are a financial service provider for several PSUs you must have a unique NCID for each of those PSUs. This ensures we can track the person who is requesting cash in the systems and it is unique to allow only that PSU's data to be shown.

If you have any difficulties in getting registered please reach out to Evelyn.Gallegos@dpi.nc.gov and she will work with the Technology Services team to assist you.