

## 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](#) and request an NCID. 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

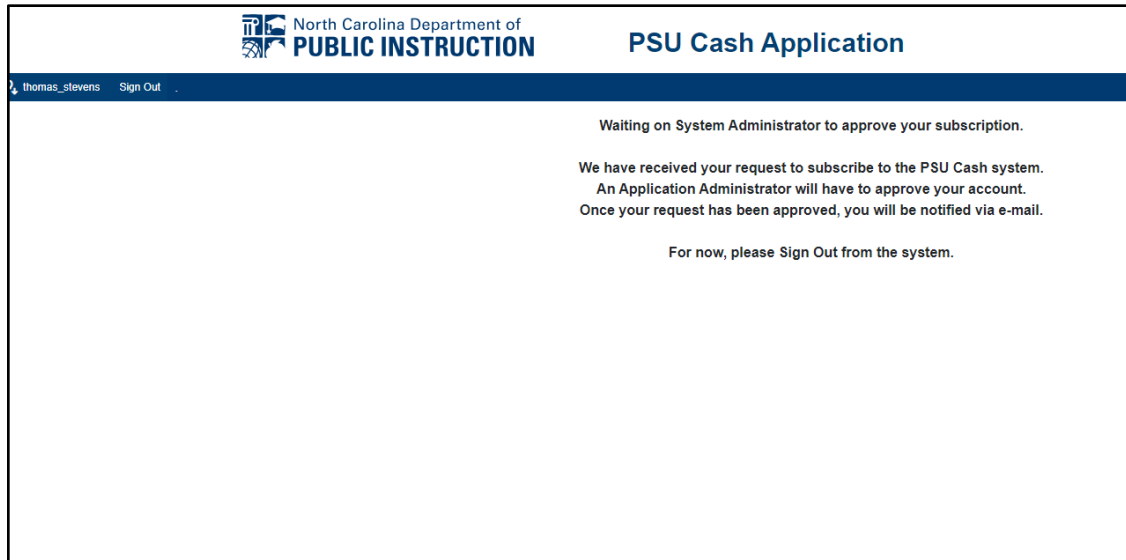
1. Click on the web link: <https://schools.nc.gov/pca> to register for the PSU Cash App. Log in with your NCID.

2. Complete the fields and click submit.

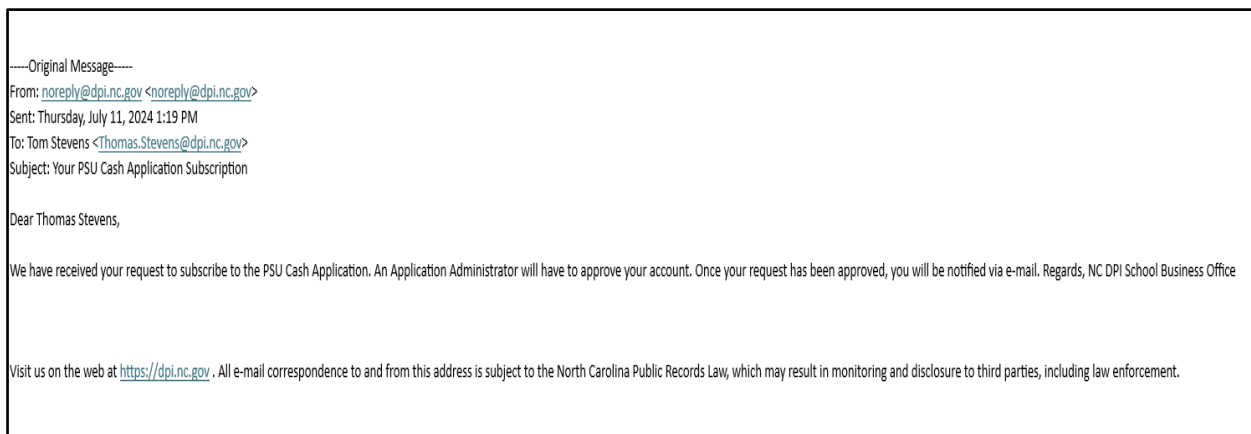
**NOTE:** In the User Role field, select the “PSU Data Entry” if you will be requesting cash for your PSU. If you only need to view cash, select “PSU Inquiry Only”. **If a PSU user selects any of the DPI user roles or does not enter their PSU number/name, their subscriber request will be automatically denied.**

If you have multiple NCIDs, you will be prompted to complete this page the first time you log in with each account. Be sure to remember which NCID you use to request access for each PSU.

**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](mailto:Evelyn.Gallegos@dpi.nc.gov) and she will work with the Technology Services team to assist you.