

## Through NC Medical Board:

Go to the medical board website <http://www.ncmedboard.org/>

- 1) Look under the “Quick Links” menu and click on the second option, “Update Licensee Info Page”.
- 2) Scroll down to the bottom of this page and sign in using your File ID# and DOB. If you have forgotten your File ID#, just click the box that says “Recover File ID” to retrieve this information. All you need to retrieve is the last 4 digits of your social security number and your DOB.
- 3) Once you have successfully logged into the licensee page you will look for the menu option “Training and CSRS”. Once you click this option scroll down to the section on the CSRS. There will be a blue “Click Here” button to register for the NC CSRS.
- 4) Fill out the required information and submit. The password must be exactly 8 characters with one capital letter and one number. Do NOT use any symbols.

*\*Health Information Designs, Inc. will notify you by e-mail with your confirmation login information. Please be sure to add nccsrs-info@hidinc.com to your email contacts or acceptance list to prevent your notification emails from being rejected or sent to your spam folder.*

## Through NC Board of Nursing:

Go to the NC BON website: <http://www.ncbon.com/>

- 1) Hold mouse over tab “Licensure/Listing”
- 2) Go to section headed “Advanced Practice Registered Nurse”
- 3) Click “Controlled Substance Reporting System”
- 4) Follow instructions to sign up online  
\*Note that the CSRS registration is accessed within the **NCBON Nurse Gateway** and you will first be directed there from the CSRS registration link.

Direct Link: <http://www.ncbon.com/dcp/i/licensurelisting-advanced-practice-registered-nurse-controlled-substances-reporting-system>

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## Through NC Board of Pharmacy:

Go to the NC BOP login website: <http://www.ncbop.org/>

- 1) On left-hand side click “Pharmacist” link
- 2) Go to section under it labeled “Pharmacy login”
- 3) Enter information to log in
- 4) You will be asked “Are you currently employed in a Pharmacy?”  
Click “Yes” and you will see a pre-populated CSRS Application
- 5) Fill out empty fields and thoroughly read the Privacy Statement
- 6) Click “Submit”

Direct Link:

<https://www.ncbop1.org/NCBOPCE/login.aspx?ReturnUrl=%2fNCBOPCE>

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