1. After completing login with your NCID credentials, the NC CSS Portal home page appears.  
2. Select the link for NC Child Support Portal.
3. From the portal landing page, click “Select Application” drop-down.
4. Select “Case Management” module and click.

7. Uploaded Documents search page appears.

8. Select desired search criteria from drop down.
9. Enter desired search criteria.  10. Click search.  11. Select desired line#.

14. The document will open based on your browser settings. Click return to search criteria button to perform a new search.

Documents can be accessed for 60 days on the portal. Work all DOCS worklist in a timely fashion.