ServiceNow - ARPA Portal Registration Guide

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ServiceNow ARPA Portal

How to register for use of the ARPA Portal:

1. Navigate to the ARPA Portal: [https://ncgov.servicenowservices.com/sp_arpa](https://ncgov.servicenowservices.com/sp_arpa)
   a. You will be routed to the ARPA Portal
2. Once in the Home Page:
   a. Click “Register”.
   b. A form will load requesting: “First Name”, “Last Name”, and “Email”.
   c. Populate all fields and click “Sign Up”.
Account Verification Email

- Once you “Sign Up”, you will receive an email to “Verify Account”.
- Once received, click the “Verify Account” link in the email.
Username & Password Email

• After verifying your account, you will receive a second email that will contain:
  • Your Username: This will be used to log in.
  • A link to set your ARPA Portal Password

• Once received, click the “Set a new Password” link in the email.
Reset Password

- After clicking the “Set a new Password” link in the email:
  - You will be redirected to the Reset Password page.
  - Follow Password instructions posted
  - Type in your new password two times.

- Click “Reset Password.

- This will redirect you to the ARPA Home Page.
Log in to the ARPA Portal

- From the ARPA Home Page, click “Log in”
- Input your given Username and your password.
- Click “Log In”.
- You will now be able to use the ARPA Portal.
  - First step is to “Create Vendor Profile”