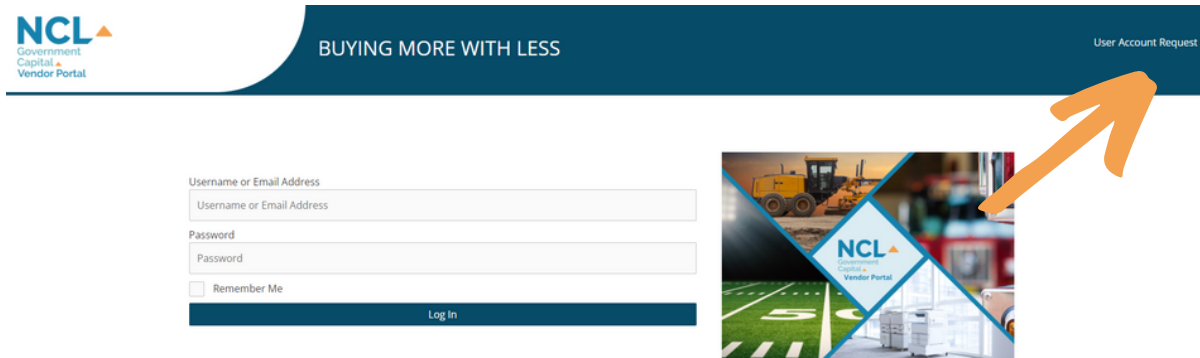


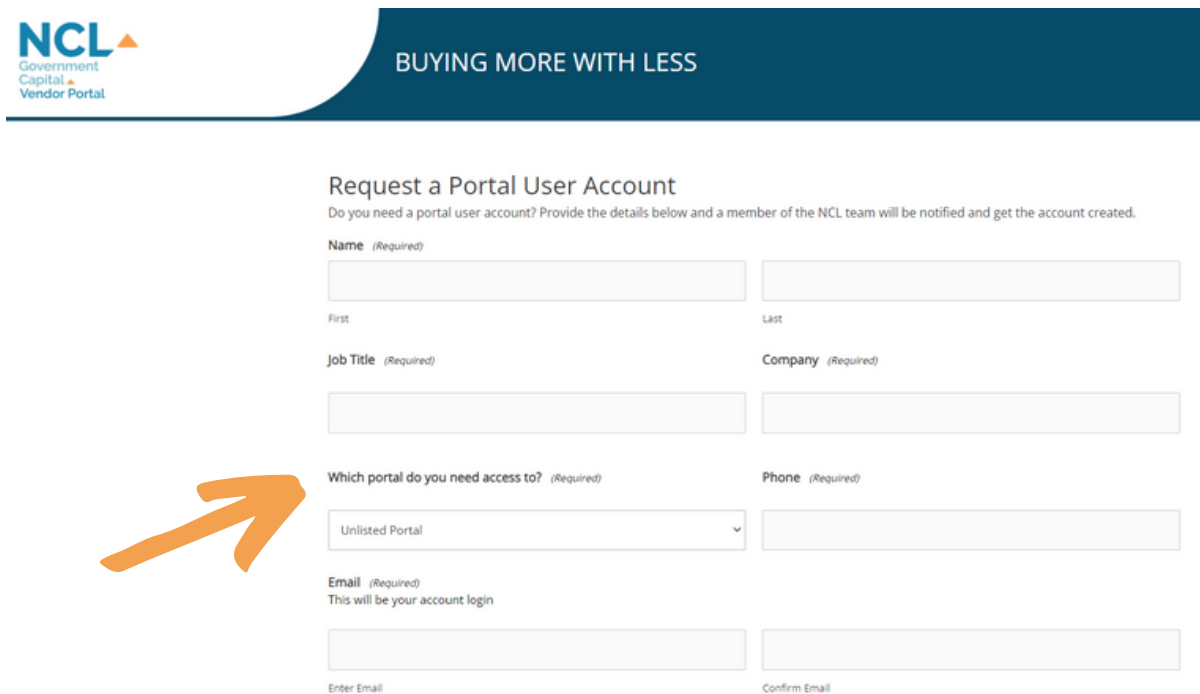
# CREATING YOUR NCL VENDOR PORTAL ACCOUNT

## STEP 1: VISIT [PORTAL.NCLGOVCAP.COM](https://portal.nclgovcap.com)



**Click “User Account Request” in upper right corner**

## STEP 2: FILL OUT REQUEST FORM



**For “Which portal do you need access to” existing partners are listed with drop down menu or select “Unlisted Portal” and a new portal will be created upon approval**

## STEP 3: ACCOUNT APPROVAL

**User account will be approved and followed with a welcome call/email from NCL representative**