Go to my.ncahec.net/login.php

Read the information provided on the right-side of the page under New Users.

- Read the information provided on the right side of the page, under New Users.
- Click the I Agree or I Disagree radio button.
- Click Next. Be aware that if you click I Disagree, you will not be able to create an account.
- Click Next.
Complete the screen shown below.

Click Next.

If you do not already have a MyAHEC account you will see the screen below.

Click Next.
On the next screen, you will be asked to create your Account Profile. The fields that are highlighted with an * are required.

After inputting your information, click **Create Account**

You will be asked to **confirm your email address and password**

Please confirm your email address and password

Email Address: 
Password: 
[Confirm] [Close]
Enter your information and **click confirm**.

You will see the following screen:

Please Check Your Email

An account activation email has been sent to [example@gmail.com](mailto:example@gmail.com) and should arrive momentarily. Please click on the activation link in the email **within 24 hours** to activate your new MYAHEC account.

**Please Read This!**

To receive your activation email, please ensure your email client will accept emails from [noreply@ncahec.net](mailto:noreply@ncahec.net). If your email client does not block emails and you do not see this email within a few minutes, check your junk mail or spam folder. If, after a few hours, you have still not received this email, visit the Help Center by clicking on the Help tab above and send us a message with your information. We will contact you to resolve the situation.

Look for the email from noreply@ncahec.net and follow the steps to activate your account.