

NORTH CAROLINA  
ASSOCIATION OF  
INSURANCE AGENTS



# How to Login to the Auto System

Presented by:  
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# Accessing the Web Portal

URL:

<https://autoweb.ncaia.com>

Google Chrome is the preferred web browser to use

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Enter your credentials in the fields below

User ID 

Password 

In consideration of access to NCAIA, I hereby acknowledge and agree with [Terms&Conditions](#).

**LOG IN**

If you do not know your login and password - contact us at [AgentHQ@ianc.com](mailto:AgentHQ@ianc.com)  
Please allow up to 24 hours to process claims.

[Recover Password](#)

[Click here if you have not setup an account in the new system yet](#)

NORTH CAROLINA  
**DEPARTMENT OF INSURANCE**  
**OSFM**  
OFFICE OF STATE FIRE MARSHAL  
**MIKE CAUSEY**  
STATE FIRE MARSHAL

# Login Page

ONLY IF YOU HAD A LOGIN  
IN THE OLD SYSTEM

The first time you login to the system, you will use your current login information. The system will prompt you to change your user and password

You will be redirected to enter your old login information

Enter your credentials in the fields below

User ID 

Password 

In consideration of access to NCAIA, I hereby acknowledge and agree with [Terms&Conditions.](#)

**LOG IN**

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IF YOU DID NOT HAVE A LOGIN IN THE OLD SYSTEM  
YOU WILL NEED TO EMAIL FOR A LOGIN

Enter your user id and password that you had in the old auto system; then click old system login

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Enter your old system credentials in the fields below

User ID

Password

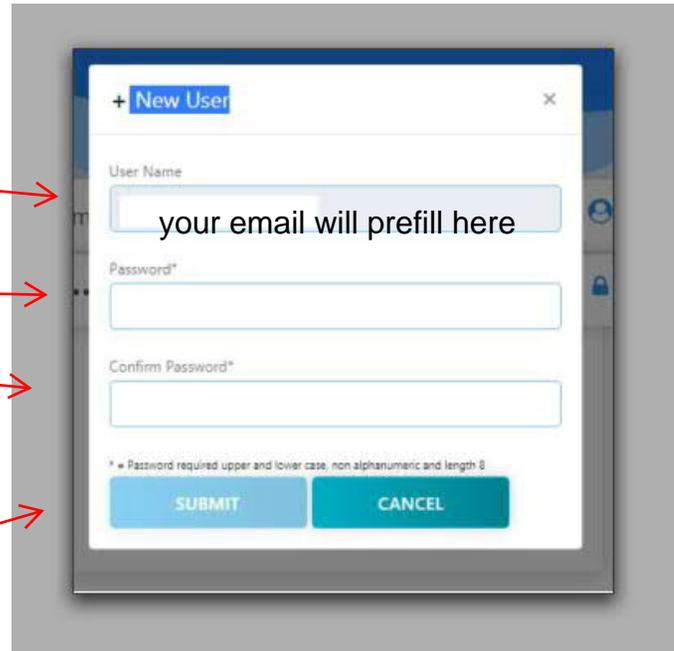
**OLD SYSTEM LOG IN**

[Back to login](#)

NORTH CAROLINA DEPARTMENT OF INSURANCE  
**OSFM**  
OFFICE OF STATE FIRE MARSHAL  
MIKE CAUSEY  
KEEP FIRE SEPARATE

The user name will populate to your email address.

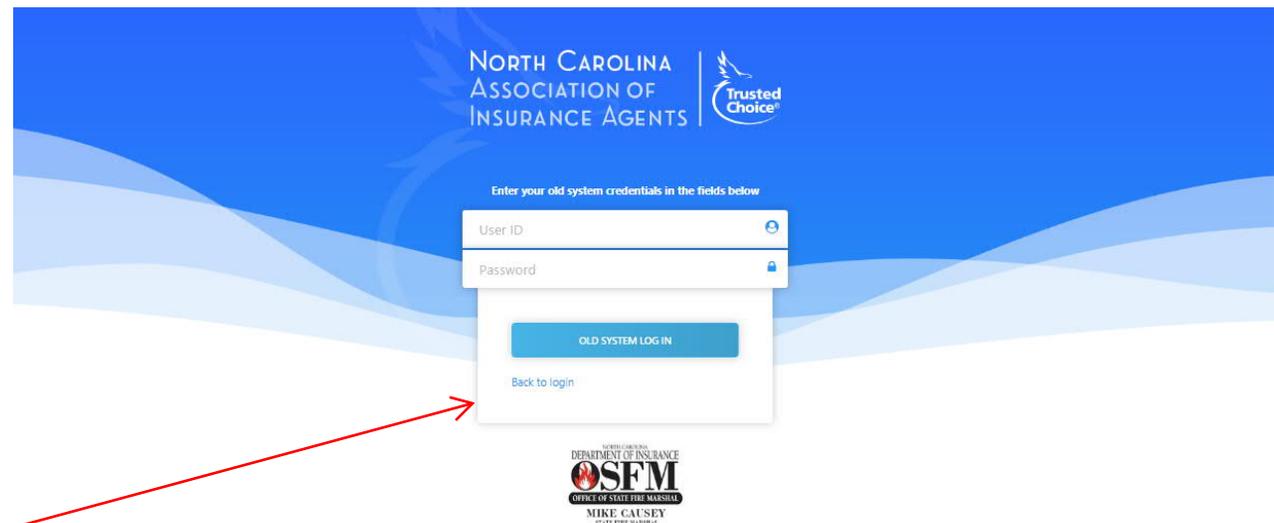
Create a password using at least 1 uppercase, 1 lowercase, 1 number, 1 character. It should be at least 8 characters long. (ex: Password1!)  
click Submit



The image shows a 'New User' registration dialog box. It contains three input fields: 'User Name', 'Password\*', and 'Confirm Password\*'. The 'User Name' field is pre-filled with the text 'your email will prefill here'. Below the fields is a small asterisked note: '\* Password required upper and lower case, non alphanumeric and length 8'. At the bottom are two buttons: 'SUBMIT' and 'CANCEL'. Four red arrows originate from the text on the left and point to the 'User Name' field, the 'Password\*' field, the 'Confirm Password\*' field, and the 'SUBMIT' button.

After creating the new login, this screen comes back up.

Click Back to Login



Now you are  
back at the  
Login Page

Enter your new  
login  
information  
here

Enter your credentials in the fields below

youremail@xxxxxx.xxx

your new password

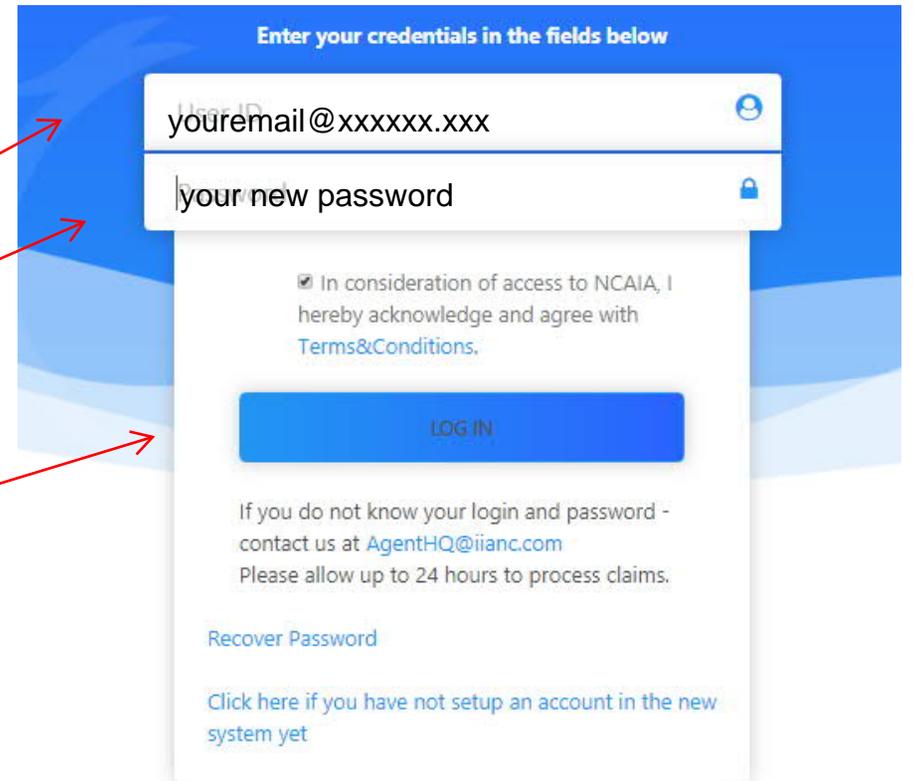
In consideration of access to NCAIA, I hereby acknowledge and agree with [Terms&Conditions.](#)

LOG IN

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Please allow up to 24 hours to process claims.

[Recover Password](#)

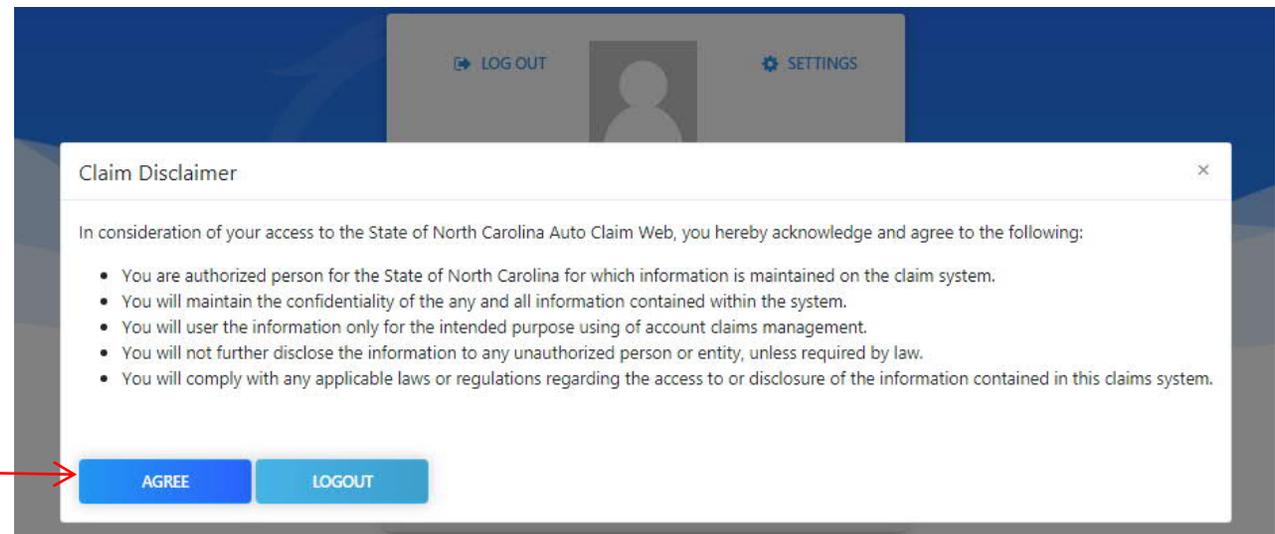
[Click here if you have not setup an account in the new system yet](#)

A screenshot of a login page with a blue header and a white form. The form contains two input fields: the first is for an email address, containing 'youremail@xxxxxx.xxx', and the second is for a password, containing 'your new password'. Below the fields is a checkbox with a checkmark and the text 'In consideration of access to NCAIA, I hereby acknowledge and agree with Terms&Conditions.'. Underneath is a blue 'LOG IN' button. At the bottom, there is a link for 'Recover Password' and another link for users who haven't set up an account yet. Three red arrows originate from the text on the left and point to the email field, the password field, and the 'LOG IN' button.

# Disclaimer Page

You will need to Agree to this disclaimer to proceed into the system

Upon entering your login information, you will be prompted to read and answer a disclaimer. Prior to entering the system you must agree to the disclaimer.





 LOG OUT



 SETTINGS

Your Name

Id:

XXXXXXXXXXXX

Your Email Address

 CLAIMS - EXTERNAL PORTAL

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