

**How to Register for Work - Go to website: [www.ncesc.com](http://www.ncesc.com)**

1. Click on **Individual Services**.
2. Click on **Register for Work**.
3. **Read and follow all of the instructions**. Click on **“Next”** button.
4. **Enter your Social Security Number**. Click on **“Next”**
5. **First time users**, type a security question and answer, e.g. Question: What is my favorite color? Answer: Blue. Click on **“Next”**
6. Choose a 4 digit Pin Number. Enter it twice and click on **“Next”**
7. **Enter required information** if you are not registered for work with ESC. If unsure of your registration, speak with an ESC worker.
8. When registration is complete, a message will appear indicating that the **“registration for work has been accepted”**.

**\*\*\*YOU WILL NOT RECEIVE YOUR WORK FIRST CHECK UNTIL YOU REGISTER AND COMPLETE JOB SEARCH TIMESHEETS. YOU MUST REGISTER 5 DAYS FROM TODAY\*\*\***

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**Office Hours:  
Mon - Fri  
8:00 AM - 4:30 PM**