NLC Broadband Portal

Provider Registration Instructions

1. To obtain a NLC Broadband Portal account, please email the NLC Inbox (nlc@ocra.in.gov) with the requested information below
   a. The email should contain:
      i. Subject Line: NLC Portal Registration – [Insert Your Organization]
      ii. Name of your Organization
      iii. First and Last Name of the designated Contact within your organization for these programs
      iv. Email of the designated Contact
      v. Phone Number of the designated Contact
2. The NLC team will review your request and setup an account for the designated contact
3. When the account is created, the designated contact will receive a welcome email
   a. The email will contain a link to the NLC Broadband Portal where they will create a password and get logged in
   b. Their username will be included in the email
   c. **It is important that they click this link and create a password within 24 hours of receipt**
   d. Sometimes these emails are directed to a spam or junk folder – please check there if it does not arrive in the inbox
4. After the initial login from the link the email, the designated contact can log back in at this page -
   https://indianaegms.force.com/nlc/login