

## Instructions to Create a NY.gov ID

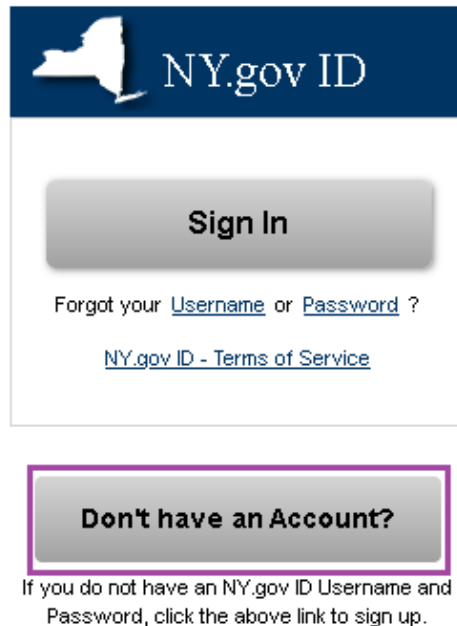
In a few weeks all EBO Users will be required to access EBO through NY.gov ID. The following are instructions on how to set up a NY.gov ID, if you do not already have one.

### NY.gov ID Login Support:

1. Website: <https://my.ny.gov/>
2. ITS Service Desk Phone: 844-891-1786
3. Ny.gov ID FAQ page: <https://my.ny.gov/NYgovId/faqs.xhtml>

Follow these steps to create a NY.gov ID.

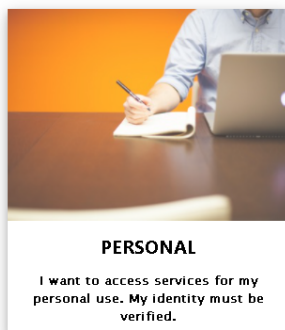
1. Go to <https://my.ny.gov/>, opening the NYGov Login website.
2. Click on the *Don't have an account?* button.



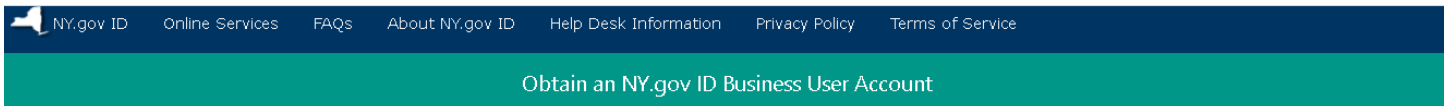
3. Select account type **Business**.



Please select one of the following three account types:



#### 4. Click on the link for the *NYS Department of Transportation*.



Business NY.gov ID - Allows you to access online services that require your business organization's unique identity must be verified where you are acting in a business capacity as an authorized representative of the business (i.e. not as an individual). Business NY.gov ID may be used by representatives of companies, partnerships, sole proprietorships or organizations including municipalities and not-for-profit societies. Additional accounts for employees can be created as required.

##### Create a Business Account for:

**NYS Department of Labor** : Allows business users to create an employer account or a representative account.

**NYS Department of Public Service** : Allows Business users to make electronic filings using our Document and Matter Management (DMM) System.

**NYS Department of Taxation and Finance** : Allows business users to view your account, sales tax web file, tax preparer registration and more.

**NYS Office for the Aging** : Allows Users to create a business account to access NYSOFA applications.

**NYS Department of Motor Vehicles** : Allows Users to create a business account to access DMV applications.

**NYS Workers Compensation Board** : Allows Users to create a business account to access WCB applications.

**NYS Department of State** : Allows user to create a business account to access Charitable Organization Financial Reporting System.

**NYS Department of Transportation** : Allows Users to create a business account to access DOT applications.

5. The NY.gov ID Business Account Self Registration page opens.
6. Enter your *First Name*.
7. Enter your *Last Name*.
8. Enter *E-mail*.
9. Enter your *E-mail* a second time to *confirm*.
10. Enter your *Preferred Username*.
11. Click on the *Check* button to see if that username is available.
12. If the username is not available, an error message will pop up. Try another username and check again until you have a unique username.
13. Check the CAPTCHA, *I'm not a robot*, box.
14. If any other CAPTCHA steps are prompted, such as selecting pictures, complete those steps.
15. Click on the *Create Account* button.

NY.gov ID Business Account Self Registration

\* indicates required field

User Information

Personal Privacy Protection Law Notice

First Name\*

First Name

Last Name\*

Last Name

Email\*

Email

Confirm Email\*

Confirm Email

Login Information

Preferred Username\*

Preferred Username

Check

I'm not a robot

reCAPTCHA

Privacy - Terms

Create Account

16. The message below may appear if you already have a NY.gov ID on file. If you already have a *business* NY.gov ID, but don't remember your username, click on the *E-mail me the Username(s)* button and move forward with the instructions in the e-mail.
17. To create the new *business* account click *Continue* button.

NY.gov ID SELF REGISTRATION

**You might already have a NY.gov ID !**

We have the following account(s) in our system which match your last name & email combination. Please examine the list below. If you think the account(s) belong to you, click on the "Email me the Username(s)" button and a new NY.gov ID will not be created.

Type of Account	Number of Account(s)
Personal	3
Government	1
Business	1

If you still require a new account, click the "Continue" button

Email me the Username(s)

Continue

18. Verify the information below and click on the *Continue* button. Note: If corrections are needed, click on the *Back* button.

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name :

Last Name :

Email :

Username :

Back

Continue

Step 2 of 3

19. Account creation is complete, click on the *Finish* button.

NY.gov ID SELF REGISTRATION

An activation email has been sent to -

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Finish

Step 3 of 3

20. Check your e-mail.
21. Open the notification from NY.gov ID.
22. Click on the *click here* link to activate your account.



23. Select and answer three security questions.
24. Click on the *Continue* button.

**NY.gov ID Activation**

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to  
Set 3 valid secret questions and answers.  
Set a new password.

**Secret Questions**

\* indicates required field

\*Question 1

\*Answer  \*Confirm Answer

\*Question 2

\*Answer  \*Confirm Answer

\*Question 3

\*Answer  \*Confirm Answer

**Continue**

25. NY.gov ID confirms secret questions saved.

26. Click on the *Continue* button.



NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

[Continue](#)

Copyright © 2017 - New York State Office of Information Technology Services (ITS) Build: 06/28/2021 1:55 PM W: (NULL) A: 102QB\_1

27. Create your new password and click on the Continue button. Please note the password requirements.



NY.gov ID ACTIVATION

\* indicates required field

Please enter your new Password.

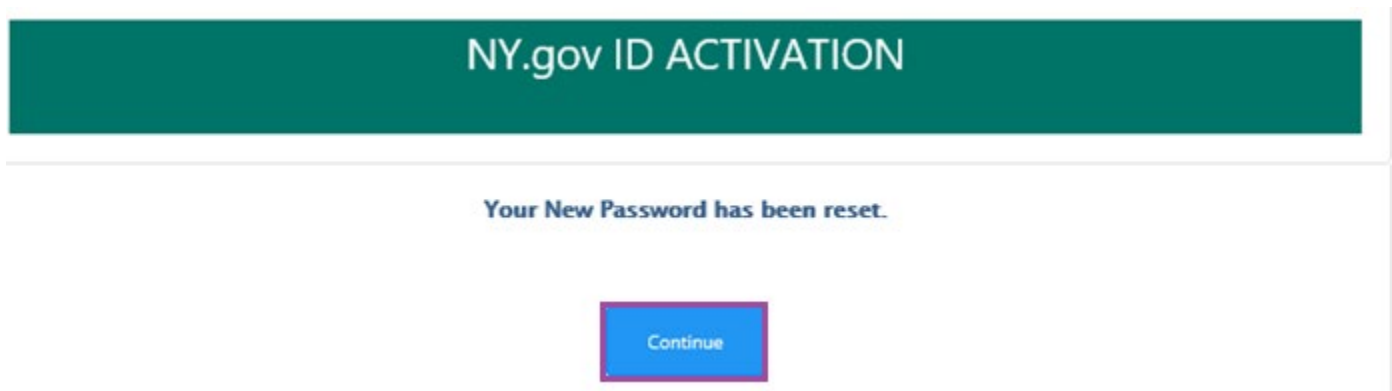
New Password\*

Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.

Confirm Password\*

[Continue](#)

28. Once the password has been successfully set, click on the *Continue* button.

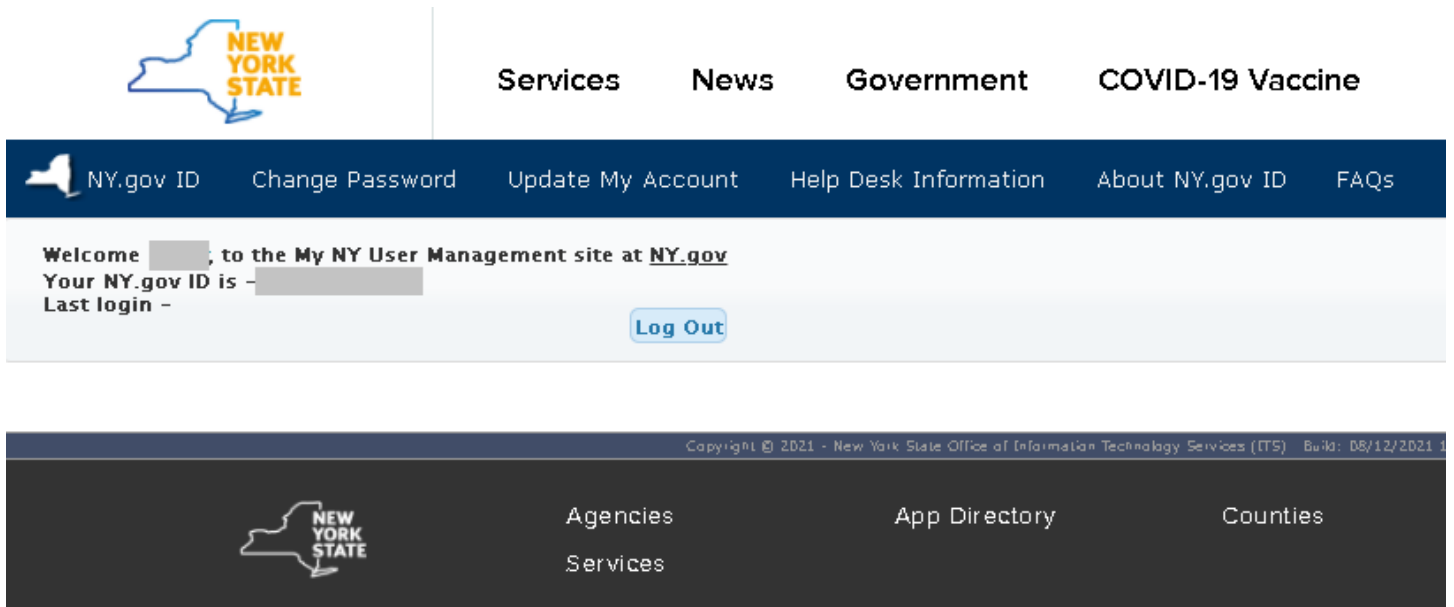


NY.gov ID ACTIVATION

Your New Password has been reset.

[Continue](#)

29. My NY User Management site at NY.gov opens.



The screenshot displays the 'My NY User Management' interface. At the top left is the New York State logo. To its right are navigation links: 'Services', 'News', 'Government', and 'COVID-19 Vaccine'. Below these is a dark blue header bar containing links: 'NY.gov ID', 'Change Password', 'Update My Account', 'Help Desk Information', 'About NY.gov ID', and 'FAQs'. The main content area shows a welcome message: 'Welcome [redacted], to the My NY User Management site at [NY.gov](#)'. Below this, it states 'Your NY.gov ID is - [redacted]' and 'Last login -'. A 'Log Out' button is positioned to the right of the last login information. At the bottom, a dark grey footer bar contains the New York State logo on the left and links for 'Agencies', 'Services', 'App Directory', and 'Counties' on the right. A small copyright notice is visible above the footer: 'Copyright © 2021 - New York State Office of Information Technology Services (ITS) Build: 08/12/2021 1'.

30. Click on the *Log Out* button.