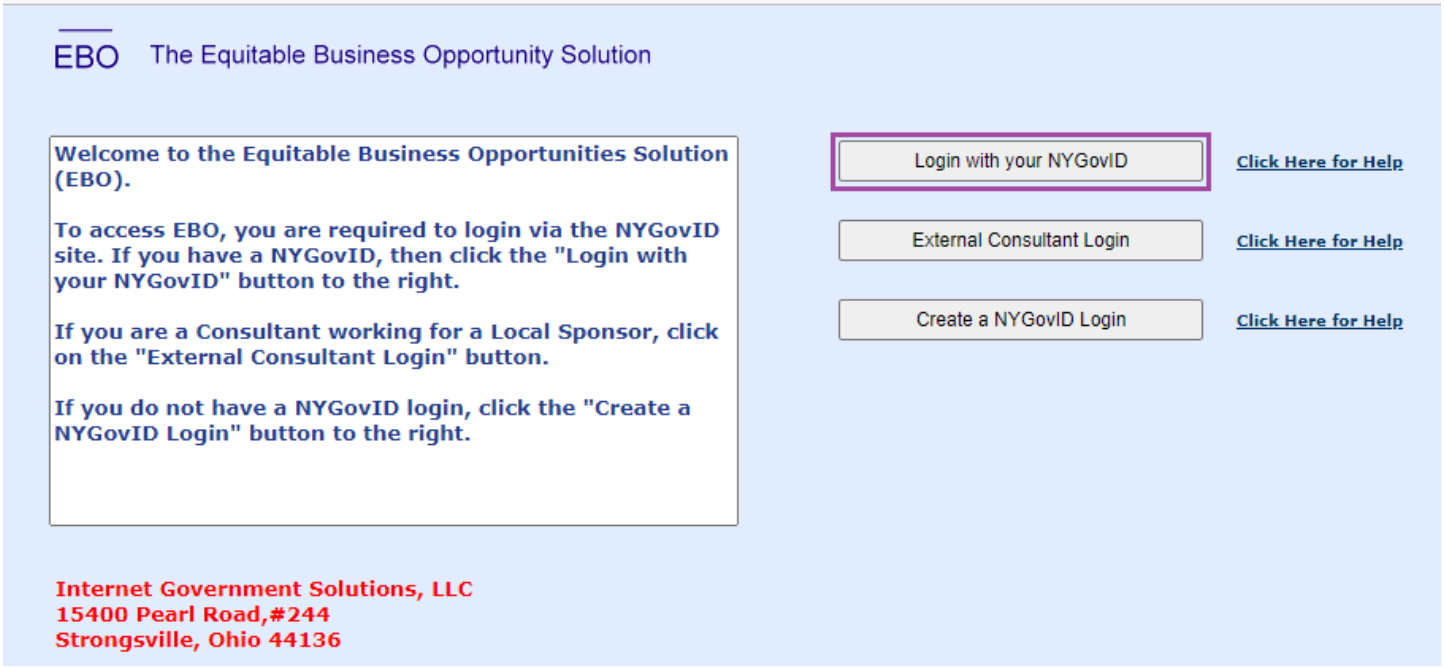
# Instructions for Initial Setup of EBO Login with NY.gov ID

All EBO Users are required to access EBO through NY.gov ID. You only have to setup your NY.gov ID with EBO login a single time. Once the initial setup is complete, you will be able to access EBO directly through NY.gov ID and will no longer be required to enter an EBO username and password. It is important to maintain your NY.gov ID.

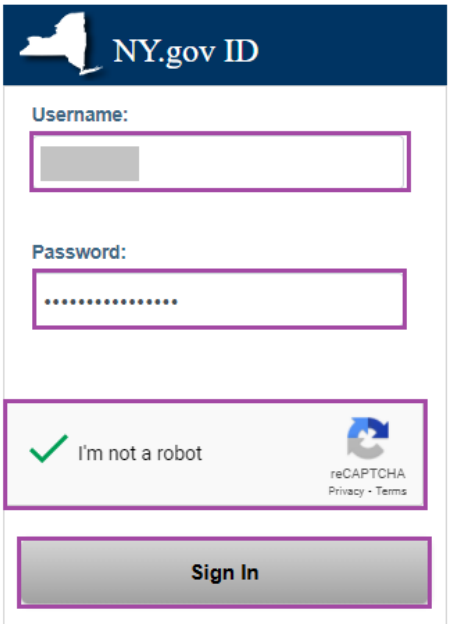
NOTE: Each EBO user must have their own EBO Login (username and password) and NY.gov ID to proceed with the initial setup.
Instructions to Create a NY.gov ID

Instructions for initial EBO Login, linking it with NY.gov ID.

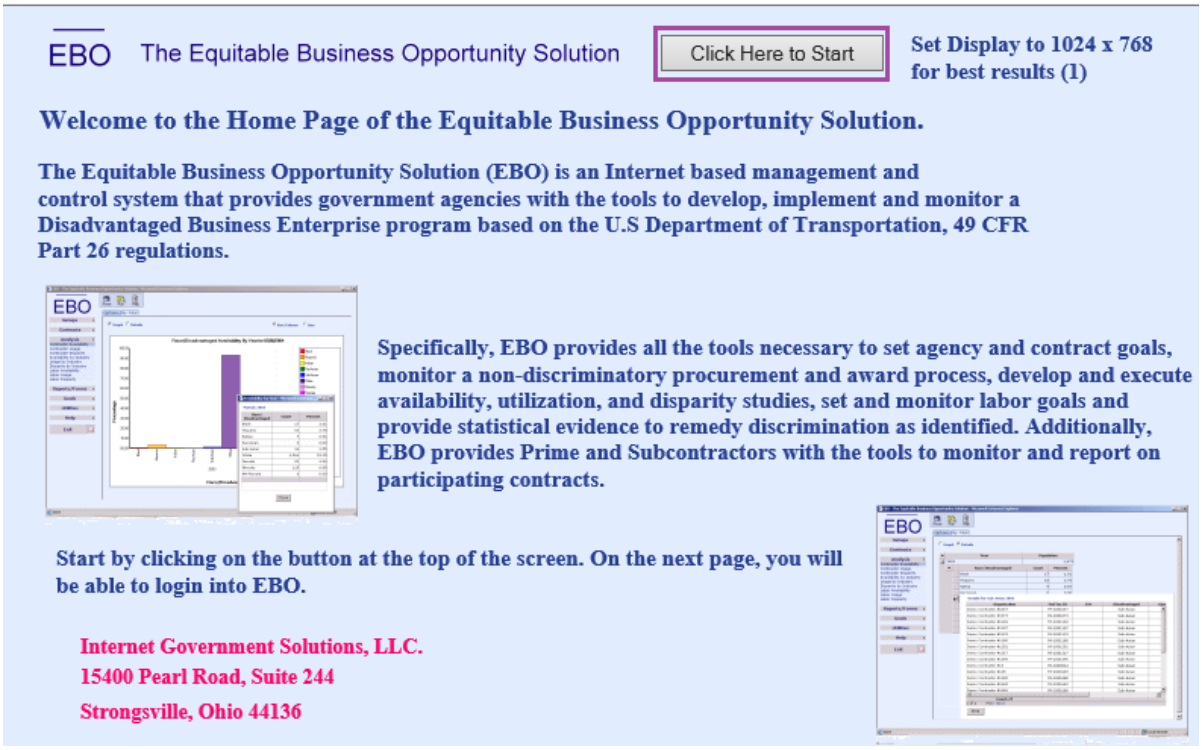
1. Go to https://ebo.dot.ny.gov/.
2. Click on the *Login with your NYGovID* button.



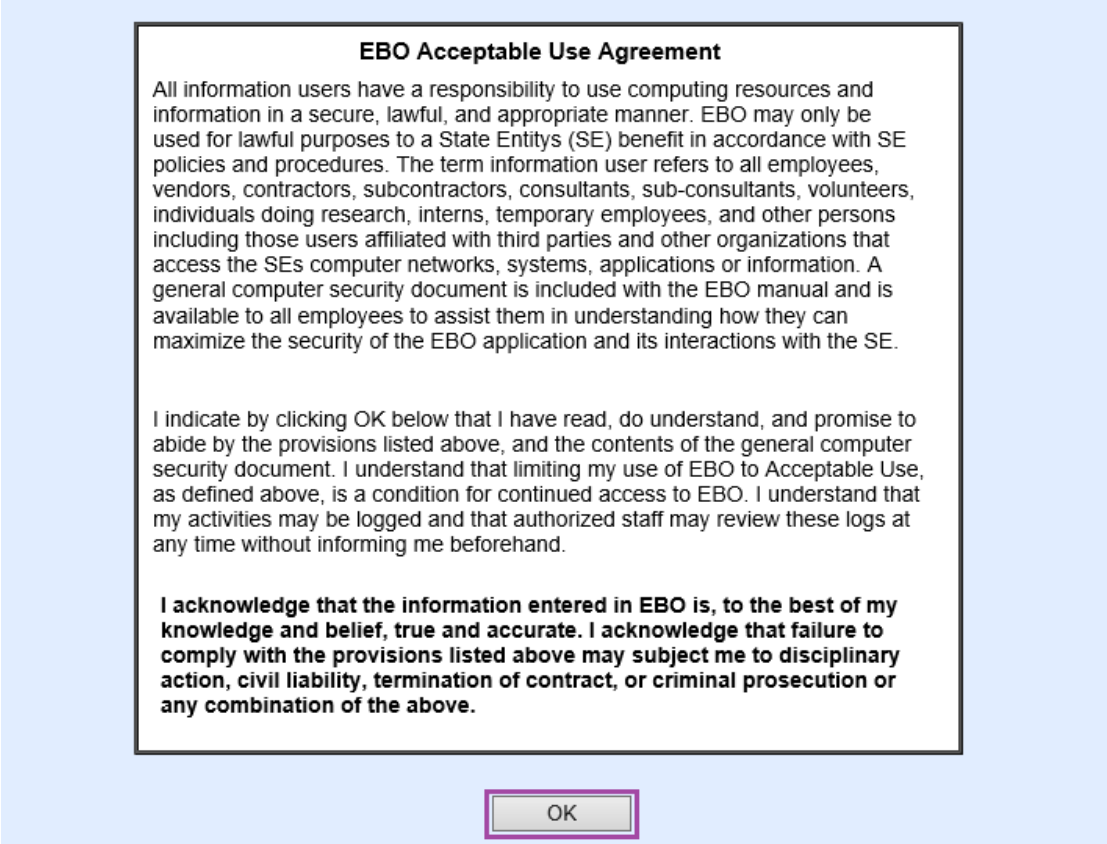
3. Login with your NY.gov ID.



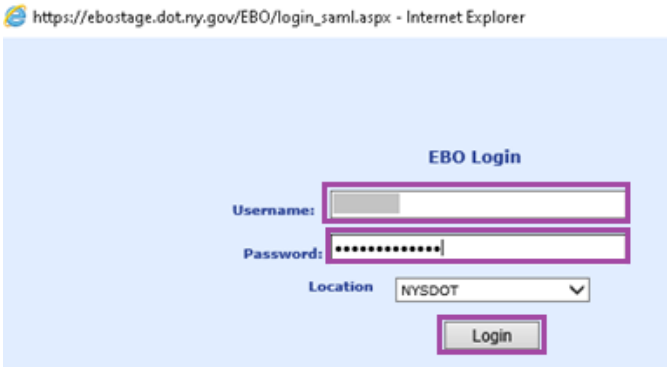

4. The EBO start page opens.
5. Click on *Click Here to Start*.



6. The Acceptable Use Agreement opens. Click on the *OK* button.




7. Enter your EBO *Username* and *Password*.
8. Click on the Login button.

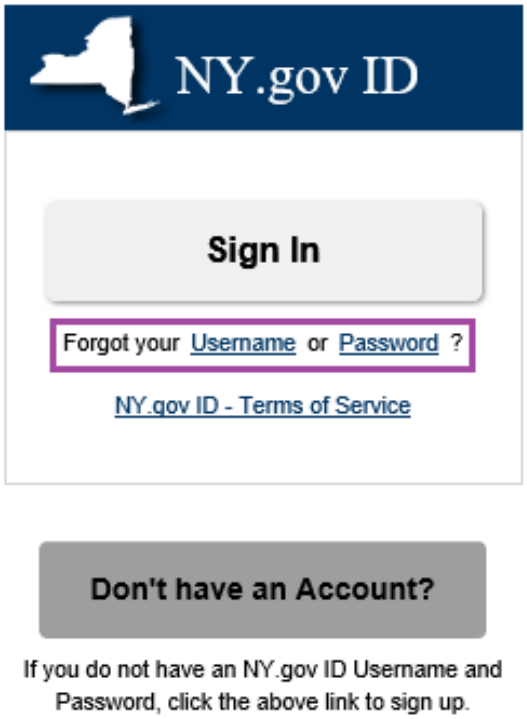


9. EBO opens.

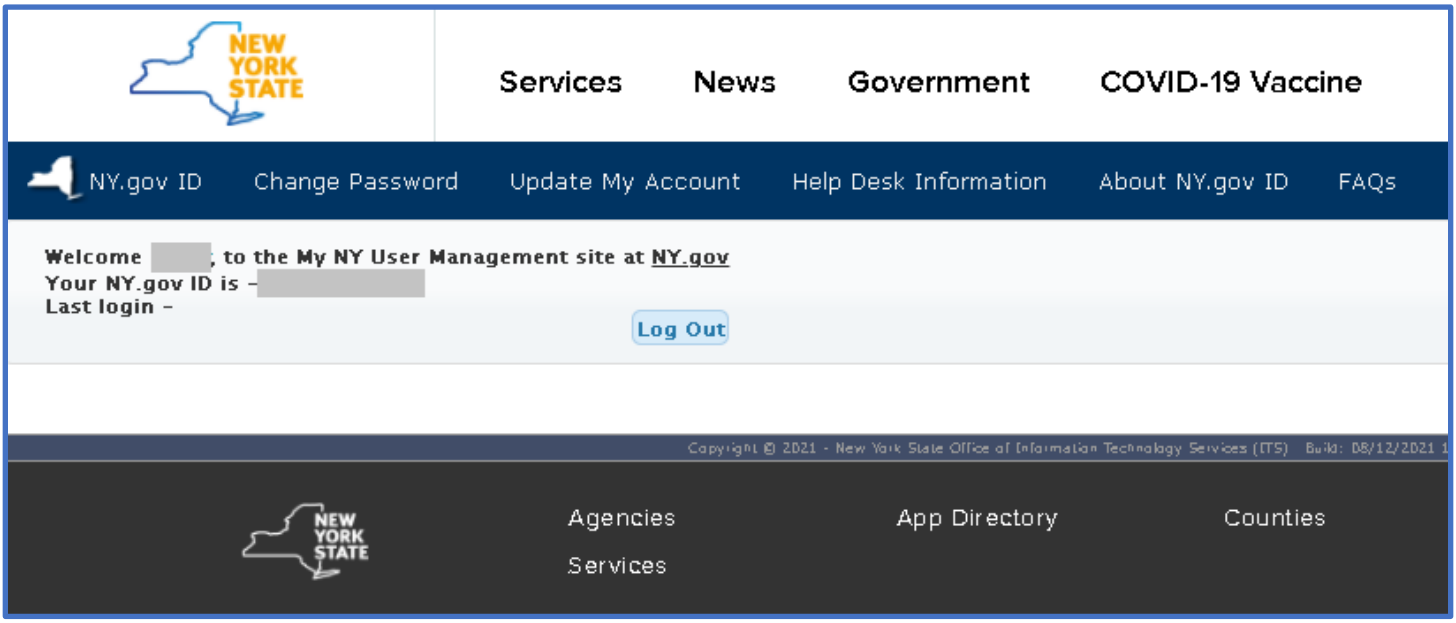
10. Once this initial setup process is completed EBO will open automatically now that your NY.gov ID login and EBO login are connected.

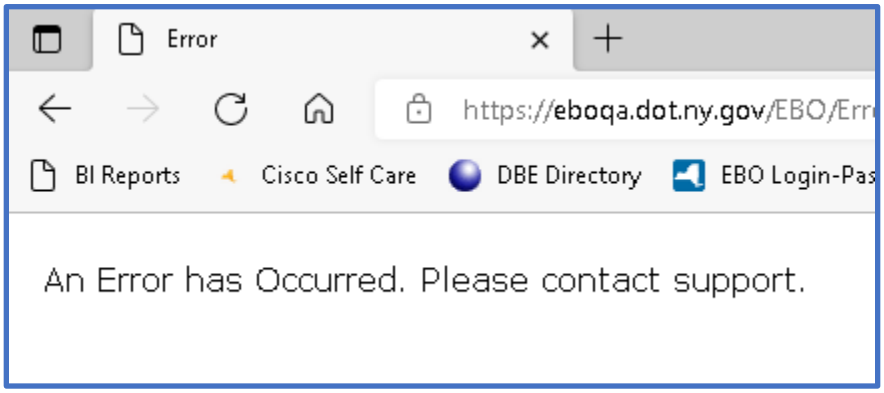
## Tips

1. The only username and password you need to maintain is NY.gov ID. If you forgot your username and password, go to https://my.ny.gov/. Click on Username or Password and follow the prompts.



2. When logging into EBO through NY.gov ID, if it takes multiple attempts to enter your NY.gov ID username and password and EBO does not open directly, then you might see one of these pages:




If you see either of these messages. then open https://ebo.dot.ny.gov/ in a new browser tab. If your NY.gov ID is not detected, EBO will prompt you to login with NY.gov ID again.