

How to complete Email Verification and Recertify an Individual User and Organization Profile



Beginning in the 2021 – 2022 Biennial Period, new security enhancements were implemented to ensure the Lobbying Application ('LA') has the most up-to date information with respect to Email addresses, and information contained in Individual User and Organization Profiles. In addition, every Individual and Organization Profile in LA must be reviewed and recertified by the Profile owner on a yearly basis.

PLEASE NOTE: ALL Individuals (Chief Administrative Officers, Delegated Administrators, and Authorized Preparers) must already have a **personal NY.gov ID account** and a **verified User Profile** to be able to utilize LA.

Important information for Chief Administrative Officers

Before any Chief Administrative Officer ("CAO") listed on an Organization Profile can gain access to LA, or submit Filings on behalf of an Organization, the CAO MUST complete the following steps:

1. verify his or her Email address; **and**
2. recertify his or her Individual (User) Profile.

Important information related to Organization Profiles

An Organization will **not** be able to submit Filings until:

1. its CAO has verified his or her Email address; **and**
2. its CAO has recertified his or her Individual (User) Profile; **and**
3. the Organization's Profile has been recertified by **either** the Organization's CAO **or** Delegated Administrator ("DA").

NOTE: Organization Profiles must be recertified by either the CAO listed in the Organization Profile or a DA.

This document will instruct Filers how to:

1. **verify their Email address** for the **Individual User Profile** (CAO, DA, and Preparer). ***This action must be completed first.***
2. **recertify** their Individual User Profile (Required on a yearly basis**).
3. **recertify** an Organization Profile (Required on a yearly basis**).

****Please note** each time an Individual User Profile and/or Organization Profile is updated the recertification date changes since its required on a yearly basis (YTD) based on when the most recent update was submitted. The 'anniversary' date for recertification is based on the date the Profile was last certified.

PLEASE NOTE:

- NY.gov Passwords may be reset by using the my.ny.gov forgotten password self-service tool. The Commission Helpdesk **cannot** assist filers with resetting password information.
- If a CAO, DA, and/or Authorized Preparer has not yet created an NY.gov username and password, and Individual User Profile in LA – Please reference Step 1: How to create an NY.gov ID account using the Enrollment *Link* and Step 2: How to create your User Profile in the Lobbying Application.
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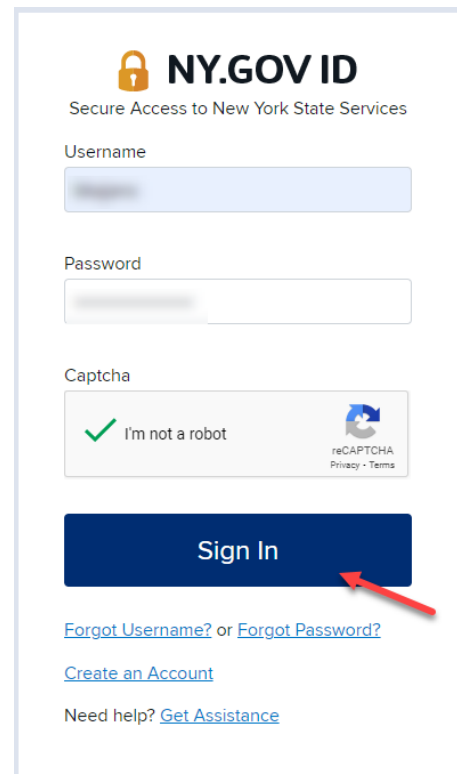
How to verify the Email address listed on your Individual User Profile

LA will require each **Individual User** (CAO, DA, and Authorized Preparer) to validate the email address listed in their **User Profile**. **Once an Individual (User) Email address is verified for the first time, Filers will not have to verify their Email again unless:**

- A Filer edits the Email address recorded in their Individual User Profile by either manually updating their User Profile or via the Email Verification screen; or
- A Filer creates a NEW Individual User Profile.

Steps to complete the Email Verification process

1. If you are creating a NEW Individual User Profile, when logging into the NY.gov main page (<https://my.ny.gov/>) you will be prompted to verify your email address after creating your Individual User Profile.
2. Enter your **Username** and **Password** in the appropriate fields and click **'Sign In'**.
3. After you answer the security questions and change your Password you will be automatically directed to the **'User Profile'** screen. Complete all applicable information, select the **'Attestation'** box and click **'Submit'**.



New York State Commission on Ethics and Lobbying in Government - Lobbying Application

Dashboard My Tickets Print Search... Creating Profile...

User Profile

Create User Profile

☒ State Issued DMV ID # ☐ Last 4 of SSN

*State Issued DMV ID # Issuing State
New York

*Last Name *First Name Middle Name Suffix

*Title

- If LA finds any existing Profile(s) that contain similar information you entered the **'Individual Verification'** window will appear listing any possible duplicate Individual User Profile(s). If there is a profile match listed select **'Claim'** so you can verify your existing User Profile and if a profile match is listed with **'Claim'** greyed out, please contact the Commission Help Desk at (518) 474-3973 for further assistance, **DO NOT create another Profile**.

If none appear to be a duplicate profile select **'None Match'**.

Individual Verification

The system has found at least one existing Profile that contains similarities to the information you entered. To prevent a 'duplicate' Profile from being created, carefully review the Profile information displayed in the choice(s) below. Note: Unverified Profiles may contain outdated information, and if selected, may be modified prior to completing the verification process. If the Profile you are attempting to select has already been claimed, contact the Commission on Ethics Helpdesk at (518) 474-3973. **DO NOT create another Profile.**

Claim

Claim

Claim

Claim

Claim

None Match

- Then a six-digit verification code will be sent to the Email address listed in your [Individual User Profile](#) with the subject line ***Lobbying Application – Email Verification***.

Email Address Verification Required

The email address on your profile must be verified before continuing.

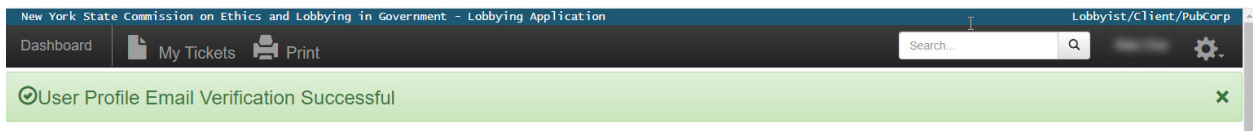
Please enter the 6-digit verification code we sent via Email
(we want to make sure it's you)

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VERIFY

Didn't receive the code?
[Send code again](#)
[Change Email](#)

- Enter the verification code contained in the auto-generated email and click **Verify**. If the email verification is successful, the following message will display on the LA dashboard, ***User Profile Email Verification Successful***.



PLEASE NOTE: If you did not receive the verification code within ten minutes, please check your 'Junk' and 'Spam' Email folders.

- If you have not received the verification email after checking your spam and junk email inboxes, click the **Send code again** link. An email with a new six-digit code will be sent to the email listed in your [Individual User Profile](#).

Email Address Verification Required

The email address on your profile must be verified before continuing.

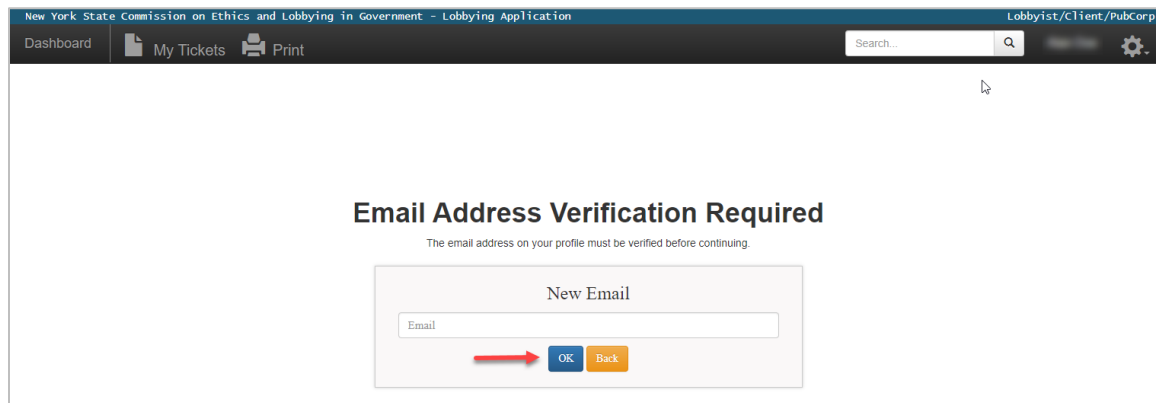
Please enter the 6-digit verification code we sent via Email
(we want to make sure it's you)

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VERIFY

Didn't receive the code?
[Send code again](#)
[Change Email](#)

8. If you're unsure which email address is listed in your **Individual User Profile** in the LA, click the '**Change email**' hyperlink and type a valid email address in the '**New Email**' textbox. Click '**OK**' to submit or '**Back**' to cancel and return to the previous page.



New York State Commission on Ethics and Lobbying in Government - Lobbying Application

Dashboard My Tickets Print Search... Lobbyist/Client/PubCorp

Email Address Verification Required

The email address on your profile must be verified before continuing.

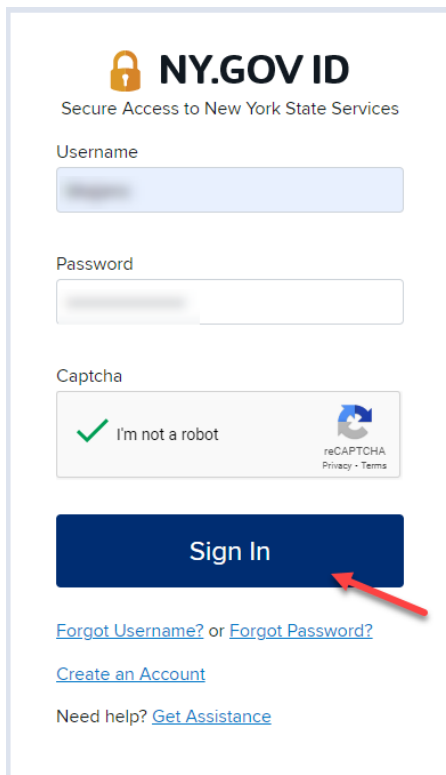
New Email


Email

OK Back

Please follow the steps below if you need to **UPDATE** the email address currently listed in your **Individual User Profile**.

1. When logging into LA enter your **Username** and **Password** in the appropriate fields and click '**Sign In**'.




 **NY.GOV ID**

Secure Access to New York State Services

Username

Password

Captcha

 I'm not a robot

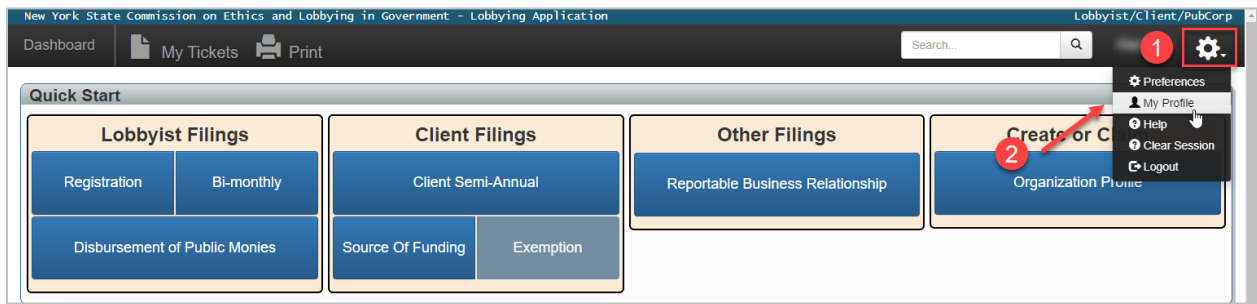
Sign In

[Forgot Username?](#) or [Forgot Password?](#)

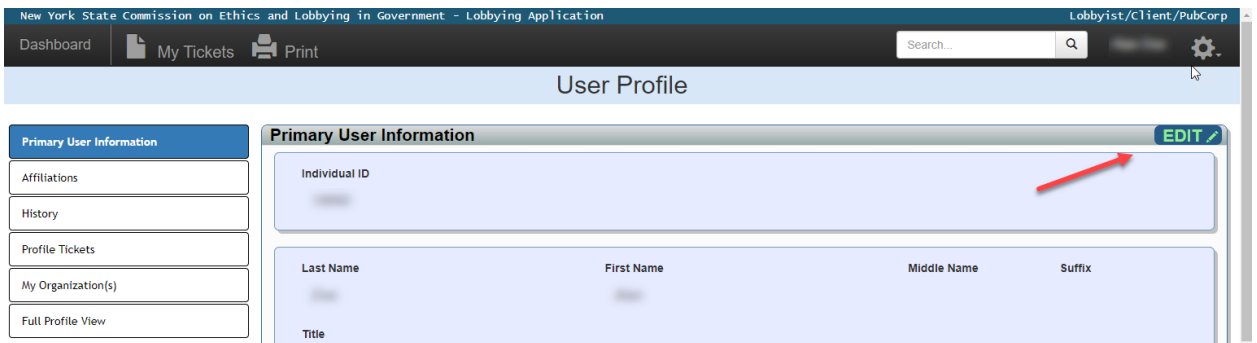
[Create an Account](#)

Need help? [Get Assistance](#)

2. Select the **icon** in the upper right corner of your Dashboard view and click 'My Profile'.



3. Your **User Profile** screen will appear, select '**Edit**' and update the email address field, select the '**Attestation**' box and click '**Save**'. After you click on save a window will appear asking for the '**Profile Update Effective Date**', this is the date the change became effective.



4. Then a six-digit verification code will be sent to the Email address listed in your **Individual User Profile** with the subject line **Lobbying Application – Email Verification**. After the six-digit verification code is entered select '**Verify**' to have your email address updated, you will then be brought back to the Dashboard.

Email Address Verification Required

The email address on your profile must be verified before continuing.

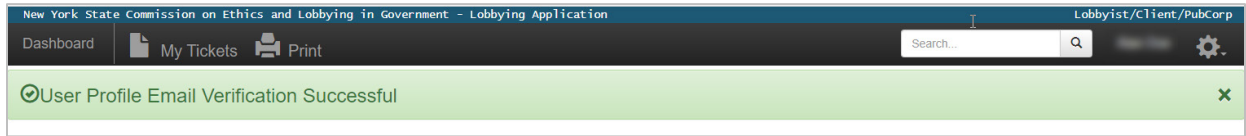
Please enter the 6-digit verification code we sent via Email
(we want to make sure it's you)

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VERIFY

Didn't receive the code?
[Send code again](#)
[Change Email](#)

5. Enter the verification code contained in the auto-generated email and click **‘Verify’**. If the email verification is successful, the following message will display on the LA dashboard, **‘User Profile Email Verification Successful’**.



PLEASE NOTE: If you did not receive the verification code within ten minutes, please check your ‘Junk’ and ‘Spam’ Email folders.

How to recertify an Individual User Profile

Individual User Profiles (CAOs, DAs, and Authorized Preparers) are required to be recertified on a **yearly basis**. The ‘anniversary’ date for recertification is based on the date the Profile was last certified. **Please note** the ‘anniversary’ date is reset each time a profile is updated.

Once the status of a Profile has been set to ‘recertification’, Filers will be notified via Email to recertify their Individual User Profile. If they do not respond to the Email, they will be alerted the next time they attempt to log-in to the LA.

There are two ways to recertify an Individual User Profile:

1. **By Email:** An email with the subject line **‘Lobbying Application – Individual Profile Recertification’** will be automatically sent to anyone who has an **Individual User Profile** set up in LA. Filers will automatically be directed to the NY.gov login page by clicking the **‘Verify Here’** hyperlink contained within the auto-generated email. This notification will only be sent to email addresses listed in Individual User Profiles.
2. **Direct Log-in:** The filer logs-in to the LA and will immediately be prompted to recertify their User Profile.

Steps to recertify your Individual User Profile by logging into the LA:

1. From your web browser, go to the NY.gov main page at: <https://my.ny.gov/>
2. Enter your **Username** and **Password** in the appropriate fields and click **‘Sign In’**.
3. You will automatically be directed to your **User Profile**. A red banner will display the following message: **‘You need to Recertify your information’**. You will not be permitted to access your Dashboard until your information has been recertified.
4. Click the **‘EDIT’** button. Verify the contact information including your name, title, business address and phone number are all accurate. If applicable, make any necessary changes.

New York State Commission on Ethics and Lobbying in Government - Lobbying Application

Dashboard My Tickets Print Search...

User Profile

Primary User Information

Affiliations

History

Profile Tickets

My Organization(s)

Full Profile View

You need to Recertify your information

Primary User Information

Individual ID

Last Name First Name Middle Name Suffix

EDIT

- Once your Profile information has been updated, click the **'Attestation check box'** to indicate you have reviewed the Attestation language and your Profile information is accurate/up-to-date, and click the green **'Recertify'** button.

I declare that I am the person listed above and that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

If I am the Chief Administrative Officer ("CAO") of an organization that is a lobbyist or client, I further acknowledge that I am legally responsible for the veracity, accuracy and timeliness of all filings submitted on behalf of the organization to the Commission on Ethics and Lobbying in Government.

☒ If I am the CAO and provide my User ID# to another so they can create or claim my organization's profile and thereby submit lobbying filings, reports or documents for the organization to the Commission through its online lobbying application, I further acknowledge that I am legally responsible for the veracity, accuracy and timeliness of all such information and accept all financial and legal liabilities including those related to perjury, if such information is not true, complete or timely filed.

Recertify Cancel

- The **Form Selection** pop-up window will appear. If there were any changes to your Profile that should be reflected on any previously submitted filings, select the check-box next to each filing that requires an update. Otherwise, click the **'Check if not updating filings'** check-box and click **'Submit'**.

Form Selection

Help

Please select all filings affected by this update

Year	Period	Filing	Lobbyist	Client	
<input type="checkbox"/>		RBR			Quick View
<input type="checkbox"/>		RBR			Quick View
<input type="checkbox"/>	2011	RBR			Quick View
<input type="checkbox"/>	2018 - 2021	RBR			Quick View
<input type="checkbox"/>	2019 Jan - Jun	CSA			Quick View
<input type="checkbox"/>	2019 Jan - Jun	CSA			Quick View
<input type="checkbox"/>	2019 Jul - Dec	CSA			Quick View
<input type="checkbox"/>	2019 Jan - Jun	SOF			Quick View
<input type="checkbox"/>	2019 Jul - Dec	SOF			Quick View
<input type="checkbox"/>	2019 Jan - Feb	Bimonthly			Quick View

☒ Check if not updating filings

Submit Cancel

- Once the Individual User Profile recertification has been successfully completed, you will automatically be directed to your User Profile in LA.

The screenshot shows the 'User Profile' page in the 'Lobbying Application' system. The page has a dark blue header with the title 'New York State Commission on Ethics and Lobbying in Government - Lobbying Application' and a user role indicator 'Lobbyist/Client/PubCorp'. Below the header is a navigation bar with 'Dashboard', 'My Tickets', and 'Print' icons, along with a search bar and a settings gear icon. The main content area is titled 'User Profile' and features a sidebar on the left with a 'Primary User Information' section containing links for 'Affiliations', 'History', 'Profile Tickets', 'My Organization(s)', and 'Full Profile View'. The main content area displays the 'Primary User Information' form, which includes fields for 'Individual ID', 'Last Name', 'First Name', 'Middle Name', 'Suffix', and 'Title'. An 'EDIT' button with a pencil icon is located in the top right corner of the form.

Steps to recertify an Organization Profile

Organization Profiles are now required to be recertified on a **yearly basis**. The 'anniversary' date for recertification is based on the date the Profile was last certified. **Please note** the 'anniversary' date is reset each time a profile is updated.

Once the status of a Profile has been set to 'recertification', Filers will be notified via Email to recertify their Organization Profile. If they do not respond to the Email, they will be alerted the next time they log-in to the LA.

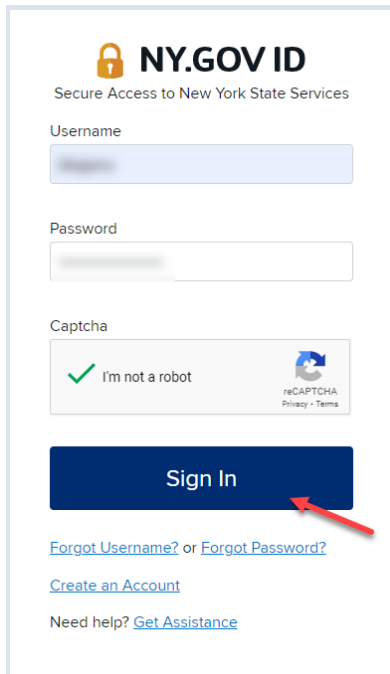
NOTE: Only the **CAO** or **DA** can complete the recertification process for an Organization Profile. LA will **not** allow an Organization to submit any filings until **both** the CAOs Individual User Profile **and** the Organization Profile have been recertified.

There are two ways to recertify an Organization Profile:

- By Email:** An Email with the subject line **Lobbying Application – Organization Profile Recertification** will be sent to both the CAO and DA listed in the Organization Profile. Filers will automatically be directed to the NY.gov login page by clicking the '**Verify Here**' hyperlink contained within the auto-generated email. This notification will be sent to email addresses listed in the Organization Profile.
- Direct Log-in:** The filer logs-in to the LA and will immediately be prompted to recertify the Organization Profile.

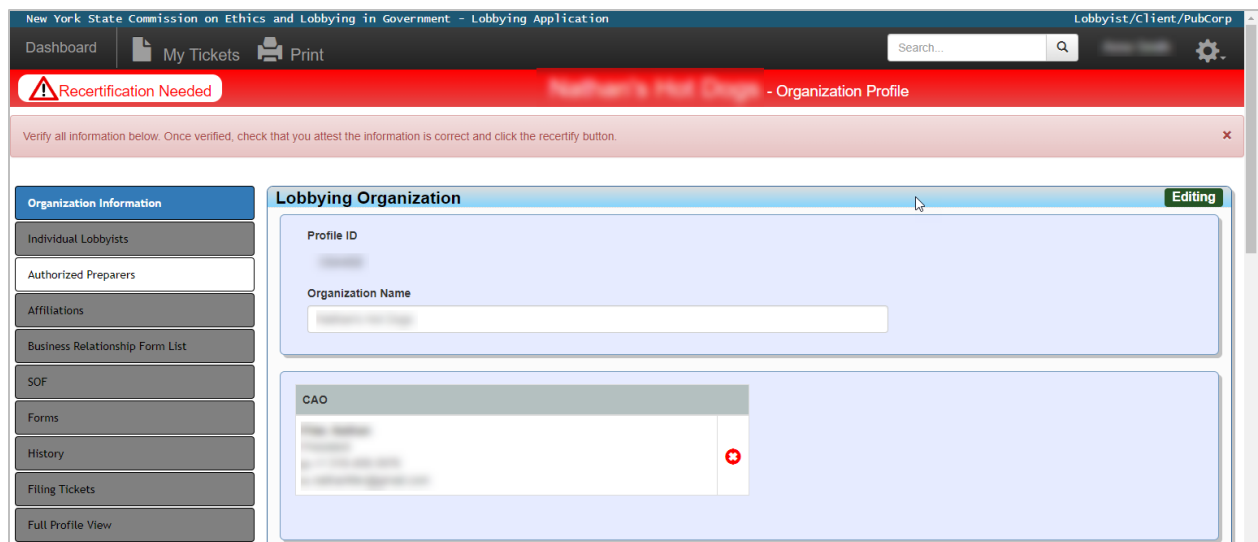
Steps to recertify an Organization Profile by logging into the LA

1. From your web browser, go to the NY.gov main page at: <https://my.ny.gov/>
2. Enter your **Username** and **Password** in the appropriate fields and click 'Sign In'.



The image shows the NY.GOV ID login page. At the top is the NY.GOV ID logo with a padlock icon and the text "Secure Access to New York State Services". Below this are three input fields: "Username", "Password", and "Captcha". The "Captcha" field contains a green checkmark and the text "I'm not a robot" next to a reCAPTCHA logo. Below the input fields is a large blue "Sign In" button, which is highlighted with a red arrow. At the bottom of the form are four links: "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance".

3. You will automatically be directed to the **Organization Profile 'Recertification Needed' screen**. The navigation menu of the Organization Profile except for the 'Organization Information' and 'Authorized Preparers' tab has been greyed out and will remain blocked until the profile has been recertified. If you do not wish to recertify this Organization Profile at this time you can select the Dashboard icon (top left corner) to access your User Profile.



The image shows the "Organization Profile" screen with a red banner at the top that says "Recertification Needed". Below the banner is a message: "Verify all information below. Once verified, check that you attest the information is correct and click the recertify button." The screen is divided into two main sections. On the left is a navigation menu with the following items: "Organization Information" (highlighted in blue), "Individual Lobbyists", "Authorized Preparers", "Affiliations", "Business Relationship Form List", "SOF", "Forms", "History", "Filing Tickets", and "Full Profile View". On the right is the "Lobbying Organization" section, which has an "Editing" button in the top right corner. This section contains two main input areas: "Profile ID" and "Organization Name", both with text input fields. Below these is a "CAO" section with a table of information and a red plus icon in the bottom right corner.

- Please review the Organization name, business address, Delegated Administrator's listed, Authorized Preparers and Contacts (if any) and make any necessary changes. Once completed, click the 'Attestation check box' and click the green 'Recertify' button.

The screenshot shows a form with two main sections: 'Contacts' and 'Also Known As'. Each section has a table with columns for 'Info' and 'Name', and a green '+' button to add new entries. Below these sections is a red-bordered box containing a checked checkbox and the text: 'I declare that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.' At the bottom of this box are two buttons: 'Recertify' (green) and 'Cancel' (grey). A red arrow points to the 'Recertify' button.

- The 'Form Selection' pop-up window will appear. If there were any changes to the [Organization Profile](#) that should be reflected on any previously submitted filings, select the check-box next to each filing that requires an update. Otherwise, click the 'Check if not updating filings' check-box and press 'Submit'.

The screenshot shows a 'Form Selection' pop-up window. It has a title bar with 'Form Selection' and a close button. Below the title bar is a 'Help' link and a message: 'Please select all filings affected by this update'. The main area contains a table with columns: 'Year', 'Period', 'Filing', 'Lobbyist', and 'Client'. The table lists several filings with checkboxes in the 'Year' column. To the right of the table is a 'Quick View' button. At the bottom of the window is a checked checkbox labeled 'Check if not updating filings' and two buttons: 'Submit' (green) and 'Cancel' (grey). A red arrow points to the 'Submit' button.

- Once the **Organization Profile Recertification** and the **CAO User Recertification** has been successfully completed, the Organization Profile is unlocked, and Filers will have access to all tabs contained in the Organization Profile and will be able to submit filings.

New York State Commission on Ethics and Lobbying in Government - Lobbying Application

Dashboard | My Tickets | Print | Search... | Lobbyist/Client/PubCorp

Nathan's Hot Dogs - Organization Profile

Organization Information

- Individual Lobbyists
- Authorized Preparers
- Affiliations
- Business Relationship Form List
- SOF
- Forms
- History
- Filing Tickets
- Full Profile View

Lobbying Organization EDIT

Profile ID

Organization Name

CAO

7. If recertification of an Organization Profile was bypassed when a Filer initially logged in, an Organization will only be able to **save** a Filing. Filings may only be submitted once the Organization and CAO User Profile have **both** been recertified. To recertify an Organization Profile from your dashboard, click the 'View' hyperlink next to the name of the Organization Profile listed under 'Affiliated Organizations'.

New York State Commission on Ethics and Lobbying in Government - Lobbying Application

Dashboard | My Tickets | Print | Search... | Lobbyist/Client/PubCorp

You have open ticket(s) that require action!

Quick Start

- Lobbyist Filings**
 - Registration
 - Bi-monthly
 - Disbursement of Public Monies
- Client Filings**
 - Client Semi-Annual
 - Source Of Funding
 - Exemption
- Other Filings**
 - Reportable Business Relationship
- Create or Claim**
 - Organization Profile

Affiliated Organizations (Filter Dashboard)

- ☐ [Organization Name] View
- ☐ [Organization Name] View
- ☐ [Organization Name] View
- ☐ [Organization Name] View
- ☐ [Organization Name] View

<https://webapps-qajcops.ny.gov/LA/Form/Summary/RBR>

Action Items

Active Contracts (2) Open Tickets Saved Filings

Show 10

Search:

ConfNum	Period	Lobbyist/Client	Available Actions
[ConfNum]	[Period]	[Lobbyist/Client]	[Available Actions]
[ConfNum]	[Period]	[Lobbyist/Client]	[Available Actions]

Need help?

Contact the Commission Helpdesk at (518) 474-3973 or send an email to helpdesk@ethics.ny.gov.