STEP 1: How to Create a NY.gov ID Account using the Enrollment Link

These instructions are for Filers who do NOT already have a personal NY.gov ID account. If you have an existing NY.gov ID account, please refer to the following instructions: "Step 1: How to access the Lobbying Application if you already have an NY.gov ID Account”.

The enrollment link is a one-time process that allows you to simultaneously create an NY.gov ID account and access the Commission’s Lobbying Application. Once your NY.gov ID account has been created, you will be redirected to the Lobbying Application to create your new user profile.

1. Go to https://public.ethics.ny.gov/enrollment

2. Select the “No” radio button if you do not have an existing NY.gov ID and need to create one.

3. Enter the ‘Desired Username’. If your desired Username has already been taken, an error message will display, and you will be given the opportunity to select a different Username.

   Username requirements: Usernames must be at least four characters long, contain alphanumeric characters only, and must be unique. The following symbols may also be used: hyphen, underscore, @, and period. DO NOT USE SPACES.

4. Enter a ‘Temporary Password’.

   Password considerations: Passwords must be at least 14 characters long. Please use a temporary password such as Password12345!. As a security measure, you will be required to create a new ‘ Desired’ password once you have successfully created your account.
5. Re-enter your temporary password in the ‘Confirm Password’ text box.

6. Enter your First Name, Last Name, Middle Initial (optional).

7. Enter your Email address. Do NOT use an email address that is accessed by multiple people; use an email address that is unique to you.

   Write down your ‘Desired Username’ and ‘Temporary Password’ as you will be asked to re-enter this information again.

8. Click ‘Add User’ to create a new account.

Once your account has been successfully created, click the ‘here’ hyperlink to be redirected to the my.ny.gov homepage prior to accessing the Lobbying Application.

My.ny.gov Homepage

1. Enter the ‘Username’ and ‘Temporary Password’ used when you created your NY.gov ID and click ‘Sign In’.
2. You will be required to select three security questions. The answers you provide will assist you in the event you forget your Username and/or Password and need to use the self-service Username and Password recovery function. Select your ‘Shared Secret Questions’ from the drop-down menu and record your answer in both the ‘Answer’ and ‘Confirm Answer’ text fields.

3. Click ‘Save and Continue’ once you have completed answering your security questions.

4. Create a ‘New Password’ and re-enter your new password in the ‘Confirm Password’ text box as indicated. Click ‘Change Password’ to save changes. This “new” password will be the password you must use to log into the Lobbying Application going forward.

5. After the ‘Password’ has been successfully changed you will be automatically directed to the
Lobbying Application where you can log in and create your new ‘User’ Profile.

6. Refer to the following instructions for assistance in creating your new User Profile: “Step 2: How to create your user profile in LA”.